

Public Administration

User instructions for Manuscript Central

Getting started

- Go to <http://padm.manuscriptcentral.com>
- If you have already set up an account, enter your User ID and Password details.
- Press 'log in'.
- *Note that the Password is case sensitive.*
- If you don't have an account, select 'create a new account'.
- Enter your details as requested, and provide a unique User ID.
- *Note that you must fill in every field that is marked in bold before you can proceed.*
- Press 'Submit Information'.
- Enter and Verify a Password.
- Press 'Set Password'.
- Press 'log in'.
- You are now logged in.

To change your password

- On the Main Menu page, select 'change your password'.
- Enter your old password, followed by the new password on the 'Password' and 'Verify Password' lines.
- Click on 'Set Password'.

To change your personal details

- On the Main Menu page, select 'edit your information'.
- Amend your details as appropriate.
- Click on 'Submit Information'.

If you need help

- Click on 'Get Help Now' in the top right corner of the screen.
- Many questions are answered in the 'Find Answers' section.
- If you cannot find a solution in 'Find Answers', select 'Ask a Question'. Enter the details of the problem you are experiencing, then press 'Submit Question'. Our support staff aim to get back to you within one working day.
- For your information, this site follows Manuscript Central workflow 1 (WF 1).