# Researcher Profiles

Creating Your ResearcherID - Linking to ORCID - Creating Your Google Scholar Profile – Scopus Author ID - Keeping Your Profile Current – Submitting Your Account IDs into WARP

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Part A. Getting Started with ResearcherID

Step A1: Activate your ResearcherID

Already Registered with ResearcherID?

Yes

As part of Library’s 2014 Bulk Upload project

Login using assigned ResearcherID, or UTAS email address, & temporary password*

Individually, with UTAS email address

Login using assigned ResearcherID, or UTAS email address, & password*

Individually with another email address

Login using assigned ResearcherID, or non-UTAS email address, & password*

No

Registered with Web of Knowledge, Web of Science or EndNote Online

Can’t access email address? Contact Thomson Reuters Technical Support

Login with same email & password*

Join Now!

* Don’t know password? Reset via Forgot Password

Login or Sign up

Login

RESEARCHERID

What is ResearcherID?

ResearcherID provides a solution to the author ambiguity problem, identify potential collaborators and avoid author misidentification. Search the registry to find collaborators, review publications and services.

Top Keywords

Find researchers based on your area of interest.

Identify Yourself

Login

New to ResearcherID?

Join Now It's Free

Search For Members

Search

If already registered with ResearcherID

a. via Library’s bulk upload project
   
   Login using ResearcherID and temporary password as provided by automated email from Thomson Reuters – go to Step 4 to complete the registration process.

b. as individual
   
   Login using associated email address and password.

NB, if don’t know your password, select Forgot Password to set a new one. If can’t access email address (e.g. from previous institution), contact Thomson Reuters Technical Support
If not previously registered with ResearcherID but registered with Web of Knowledge, Web of Science or Endnote online, login using that email and password – go to Step 3

NB, if don’t know your password, select Forgot Password to set a new one. If can’t access email address (e.g. from previous institution), contact Thomson Reuters Technical Support

Sign-Up

If not registered with ResearcherID, Web of Knowledge, Web of Science or Endnote online, start from scratch. Enter ResearcherID web address www.researcherid.com in your browser and select Join Now – go to Step 3.

Step A2: Submit basic profile information

Step A3: Complete your registration - you will be sent an email; open it and click on the link

Please note University naming conventions and your name variations
Step A4: Login to ResearcherID

![ResearcherID login page]

**Part B. Getting started with ORCID**

**Step B1: Accessing ORCID from ResearcherID**
Follow the prompt from ResearcherID to create an ORCID record and then exchange data.

NB if preferred, an ORCID can be setup independently of ResearcherID processes; just Google ‘ORCID’ later.

![ORCID registration screen]

**Step B2: Register with ORCID**
Use the same first/last name, email and password as you did when registering for ResearcherID.
Step B3: Authorise ORCID to accept the addition of your ResearcherID to your ORCID profile
(NB ORCID requests authorisation every time you prompt it to connect to an external source)

Step B4: Share basic profile data with ORCID – or do this later, if preferred
Part C. Enhance your ResearcherID profile

Step C1: Enhance My Researcher Profile

Make the most of the opportunity to have your research expertise and outputs found by others. Include:

- Variant forms of your name
- 3-4 Keywords
- A brief description of your research interests/expertise
- URLs for other web profiles e.g. Google Scholar Citations, LinkedIn
- University of Tasmania
- School, Institute etc.
- Affiliations
- Past Institutions

Step C2: Add your publications to ResearcherID (My Researcher Profile) from a variety of sources

Option 1 – from Web of Science
UTAS Library subscribes to the Web of Science Core Collection. If Web of Science indexes your papers, you will be able to select and import the metadata and links.
Option 2 – C/- EndNote
(NB you may need to complete extra steps to register with EndNote online before you can proceed)

- If you use EndNote desktop, you may synchronise it with EndNote online to copy citations from your EndNote Library to ResearcherID, OR
- Add a publication manually to ResearcherID, using the functionality in EndNote:
Part D. Share and do more with ORCID

Step D1: Share your publications with ORCID
Select Exchange Data with ORCID to send or receive information.

Note: ORCID has an extensive range of linked sources of publications and data so you might find it easier to add them to ORCID first and later retrieve these publications into ResearcherID.

NB it is easy to end up with duplicate publications in both systems, ResearcherID and ORCID, as they are shared. Please seek advice from Research.Librarians@utas.edu.au if you’d like to minimise this inconvenience.

Step D2: Complete your ORCID profile, with additional biographical information and links to publications and datasets.
Choose preferred privacy settings for different fields of information e.g.

**ADD EDUCATION**

Step D3: Link Works to your ORCID record
Step D4: Use your ResearcherID and ORCID and keep them up-to-date

- Add your ResearcherID and ORCID to your resumé
- Add your ResearcherID and ORCID to your Individual record in WARP
- Include your ResearcherID and ORCID on each manuscript submitted for publication
- Update your ResearcherID and ORCID (& synchronise) when new outputs are published
- Update your ResearcherID or ORCID when new publications appear in Web of Science, Scopus, CrossRef etc. For example:
Part E. Creating a Google Scholar profile account

Step E1: Creating a Google account

- Click Sign in
- Click on link Add account. You are taken to a Google account login page

  Note: If you already have a Google account created, you can sign in using this account. Go to Step D2. Creating Your Profile and Linking Your References in this document

- Click on Create an account link

- Fill in the form with your details. You will be assigned a gmail email account. If you prefer to use your university email account, click on the link I prefer to use my current email address. Click on Next step button

You are displayed a screen to create your profile. It is optional to add a photograph or image to your account.

- Click on Create your profile button. You will be taken into your account
- Click on Get started button
- You are taken to the Google Scholar search screen
Step E2. Creating your profile and linking your references

- From the Google Scholar search screen page, click on My Citations

- Fill in the details on the form. You need to use an UTAS email account for verification of your institutional affiliation (an email will be sent your UTAS email account for verification). Click the Next step button

- You will be provided references to documents that may have be written by you sourced from Google Scholar. Click on the Add article button for each article of you have authored. Click on the Next step button

- You are presented a screen on how you wish the new references are managed by Google Scholar. Change the default setting to Don't automatically update my profile. Send me email to review and confirm updates. You will determine all references that are to be assigned to your profile. Click on the Go to my profile button

You now have a profile pending verification of your email account. You are displayed the h-index calculated on cites to your references.

You can make this profile public which will appear in Google Scholar search results when someone searches your name

- UTAS Staff - Write down your Google Scholar profile URL to submit into UTAS WARP
Part F. Looking up a Scopus Author ID

Step F1: Locating your Scopus Author ID

- Go to the free Scopus author look up page:

  [Image of Scopus search form]

  http://www.scopus.com/search/form/authorFreeLookup.url

  - Type in your last name, first name or initial(s), then University of Tasmania (or other affiliated university if relevant) in the Affiliation box.

  - Check that the Show exact matches only box is ticked and click search

  - If the results show your name, click on the name to verify the researcher details and see your Scopus Author ID

  - If there are several listings for documents authored by you, follow the instructions for Merging Scopus Author ID records (next page)

  - If your name is not listed, but you think one or more of your publications may be indexed by Scopus, try searching under a different affiliation if relevant, or a search by article title + author.

Step F2: Merging Scopus Author ID records

Since Scopus Author IDs are created automatically, there will sometimes be more than one group of documents (and ID numbers) listed for the same researcher, especially where there are variants of a name. Merging these records ensures that citations are accurately counted for your publications.

Scopus offers this disclaimer: “The Scopus Author Identifier assigns a unique number to groups of documents written by the same author via an algorithm that matches authorship based on a certain criteria. If a document cannot be confidently matched with an author identifier, it is grouped separately. In this case, you may see more than 1 entry for the same author.”
Follow these steps to merge your author records:

- In the author results list, tick the boxes for each listing you wish to merge.

- Click Request to merge authors.

- Select your Preferred profile name.

- Review your profile. Click Edit documents to remove any articles that have been incorrectly attributed to you.

- Submit your changes. There will be some delay before the changes are confirmed by Scopus and updated.
Part G. Submitting Your account IDs into WARP and contacts for assistance

Step G1: For staff - submitting into WARP
- Go into WARP > UTAS Staff Access > Individual Access
- Click Personal Preferences

- Enter your IDs

Step G2: For HDR candidates – contact Library
- Please email your IDs to Research.Librarians@utas.edu.au

Step G3: Need assistance?
Research Librarians are available to provide support and advice with creating and managing your research identities. Please contact Research.Librarians@utas.edu.au to arrange a personal consultation.