

## Instructions for researchers that already have an ORCID ID:

Instructions	Step number
Log in ( <a href="http://www.orcid.org">www.orcid.org</a> )	1
Import your work using Scopus	2,3
Authorize Scopus to have access to your account	4
Select the profile (or change the search parameters (by using “edit”))	5
Review your publication list	6
Review your Scopus profile	7
Send Scopus ID to your ORCID account	8
Authorize Scopus to add an external identifier to your ORCID account	9
Send your publication list to ORCID	10
Authorize the transfer of your publication list to your ORCID account	11
OPTIONAL – clean your profile.	12,13

1

The screenshot shows the ORCID.org homepage. At the top right, the 'SIGN IN' button is circled in green, with a green arrow pointing to it. Below the navigation bar, the main heading reads 'DISTINGUISH YOURSELF IN THREE EASY STEPS'. The steps are: 1. REGISTER (Get your unique ORCID identifier), 2. ADD YOUR INFO (Enhance your ORCID record with professional information), and 3. USE YOUR ORCID ID (Include your ORCID identifier on your Webpage). On the right side, there is a 'LATEST NEWS' section with several news items. At the bottom, there are logos for member organizations like ANDS, AVEDAS, and BOSTON UNIVERSITY.

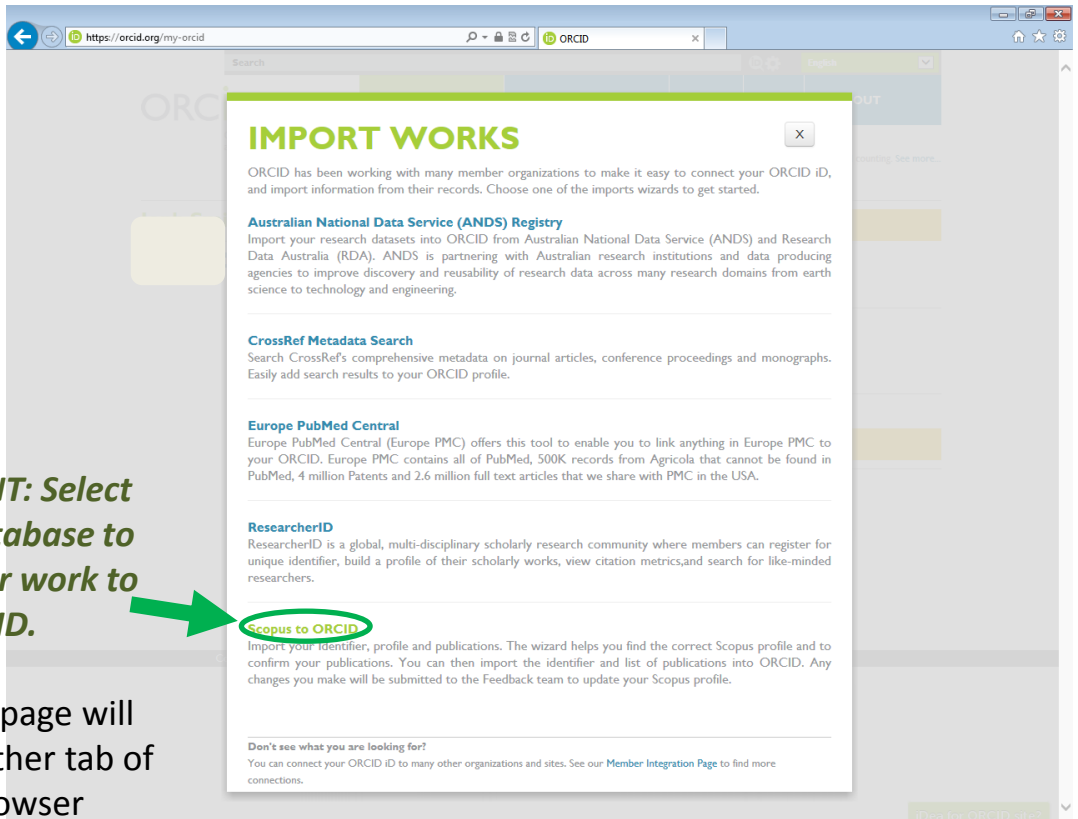
2

The screenshot shows the 'my-oid' profile page. The 'Works' tab is selected. Under the 'Personal Information' section, there is an 'Update' button circled in green with a green arrow pointing to it, labeled 'A'. Below this, there is an 'Import Works' button circled in green with a green arrow pointing to it, labeled 'B'. The page lists three works: 'Work 1', 'Work 2', and 'Work 3'. Each work entry has a set of icons for actions like adding, deleting, and sharing. At the bottom right, there is a small 'iDea for' logo.

Select "Import Works"

Optional: Click "Update" and fill the form. This may help the identification of your profile in subsequent steps

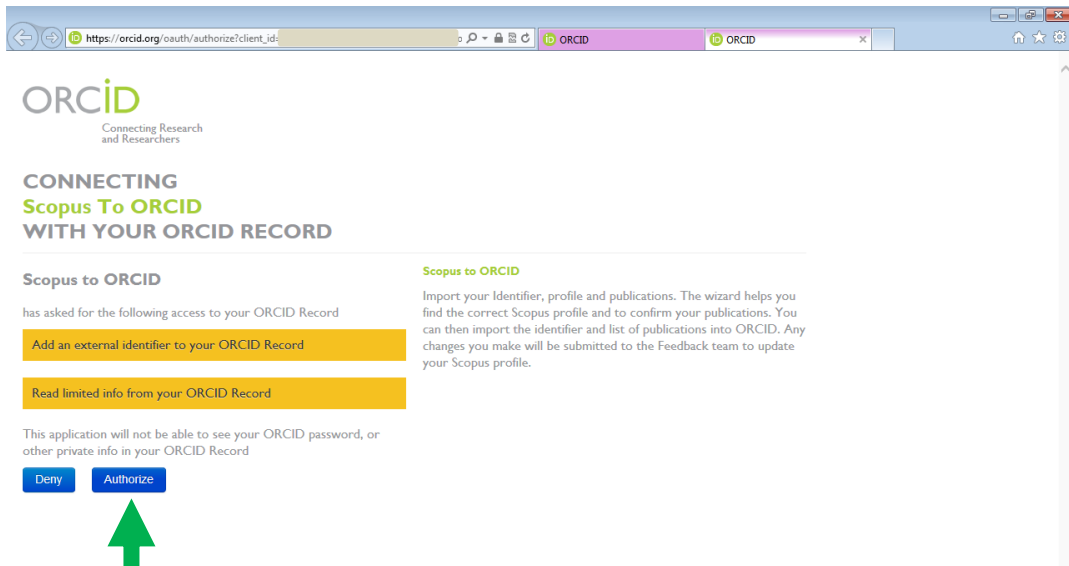
3



**IMPORTANT: Select Scopus Database to import your work to ORCID.**

A new webpage will open in another tab of your browser

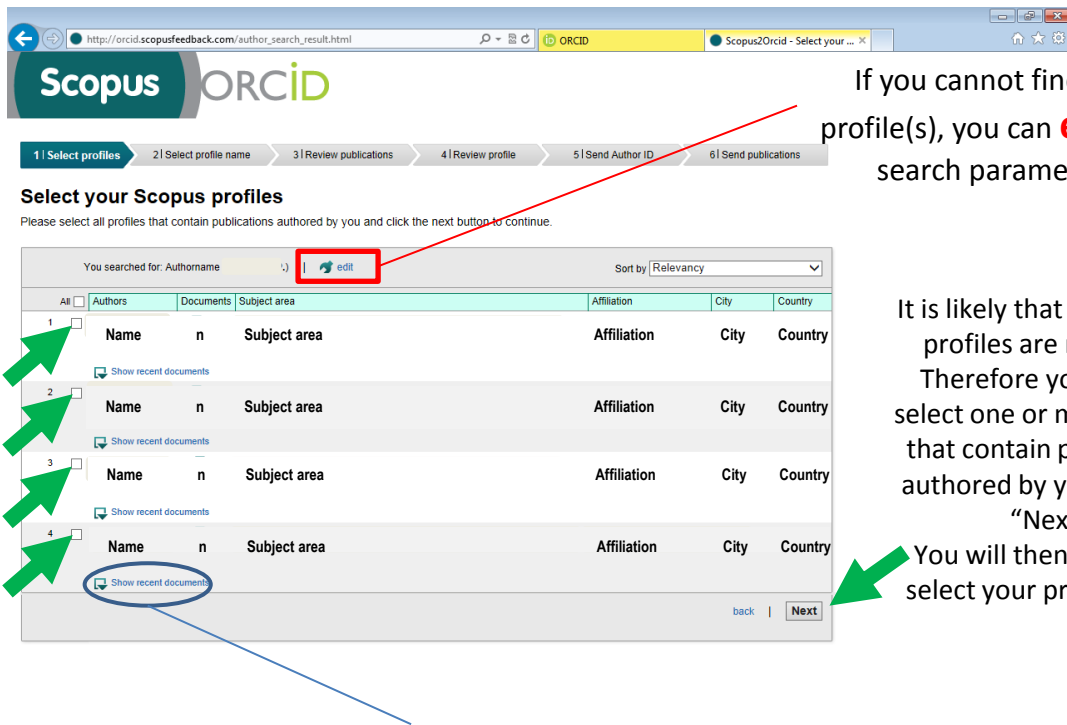
4



After clicking “Authorize”, Scopus will search its database using the information (surname and first names) you provided during registration.

**If** the search **does not return any profile**, please check the names being used and, if possible, try to simplify (e.g. first name - **James** could be simply **J.**). If the search gives too many profiles, please include an affiliation and search again.

5



If you cannot find your profile(s), you can **edit** the search parameters.

It is likely that some of the profiles are not yours. Therefore you need to select one or more profiles that contain publications authored by you and click "Next".

You will then be able to select your profile name.

You can view the most recent papers that correspond to each profile. In the next steps you will be able to review all the work associated to the profile(s) you selected.

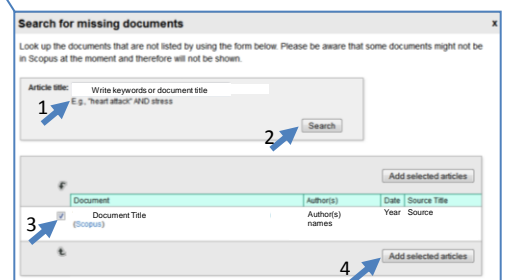
6




Accept or reject each individual work

When you have all your documents included on the list, click "Next"

If you have some document missing from the list, click "Search for missing documents" and you will have the option to (1) use keywords (or the full title) to (2) search the missing document. If you find the missing work, (3) you should select it and (4) press "Add selected articles".



7




1 | Select profiles > 2 | Select profile name > 3 | Review publications > **4 | Review profile** > 5 | Send Author ID > 6 | Send publications

### Review the Scopus profile


Please review the information below to ensure that the data to be sent to ORCID is correct.

Profile:	name		
1	Document name	Author(s) names	Year Source
2	Document name	Author(s) names	Year Source
3	Document name	Author(s) names	Year Source
4	Document name	Author(s) names	Year Source

back | **Next**



8



1 | Select profiles > 2 | Select profile name > 3 | Review publications > 4 | Review profile > **5 | Send Author ID** > 6 | Send publications


### Send the Scopus ID to ORCID

Thank you for checking and correcting your profile. Your Scopus ID is now ready to be sent to ORCID. Any changes you have made will also be submitted to the Scopus Feedback Team for correction on Scopus.

If you have additional information to help complete the profile corrections, please enter it here.

**E-mail\***  Please enter your institutional or professional email address (e.g. name@university.edu).


back | **Send Author ID**

Enter your email address (and confirm it) and press "Send Author ID".

9

Authorize the data transfer.



CONNECTING Scopus To ORCID WITH YOUR ORCID RECORD

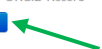
**Scopus to ORCID**

has asked for the following access to your ORCID Record

- Read limited info from your ORCID Record
- Add an external identifier to your ORCID Record

This application will not be able to see your ORCID password, or other private info in your ORCID Record

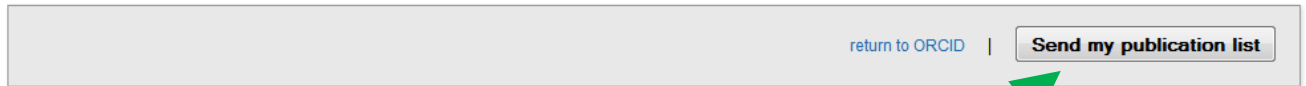
Deny | **Authorize**





## Scopus Author ID submitted

Your Author ID has been sent to ORCID. However, before we can send your publication list we must ask your permission. If you wish to send your list of publications to ORCID, please continue to the next step. Alternatively you can return to ORCID. The changes you made to your document list have been noted and will be submitted to Scopus as corrections. You will receive confirmation shortly.



Send your publication list to ORCID



## CONNECTING Scopus To ORCID WITH YOUR ORCID RECORD

### Scopus to ORCID

has asked for the following access to your ORCID Record

Add a publication to your publications list

This application will not be able to see your ORCID password, or other private info in your ORCID Record



Authorize the data transfer.

ORCID ID  
NUMBER

Scopus ID

IMPORTANT: You are **not required** to delete the work you previously imported using other methods. There is no problem if you have the same work duplicated after this step.

*However, you should keep in mind that only the work imported using **Scopus** that is configured with “**Public**” or “**Limited**” access (privacy settings) will be used for the bibliometric analysis.*

\* Check that the privacy settings for the work to be analyzed are set to "Public" or "Limited".

ORCID  
Connecting Research and Researchers

FOR RESEARCHERS FOR ORGANIZATIONS ABOUT HELP SIGN OUT

MY ORCID RECORD ACCOUNT SETTINGS SIGN OUT

ORCID IDs and counting. See more...

http://orcid.org/...  
View Public ORCID Record  
Other IDs:  
Scopus Author ID

Add information about you to help distinguish you from other researchers.

Works Affiliations Grants Patents  
VIEW COMING SOON COMING SOON COMING SOON

Personal Information Update  
Biography  
No biography added yet.

Works Import Works Add Work Manually

You may delete Work 1  
URL: http://europepmc.org/abstract/med/2

You may delete Work 2  
URL: http://europepmc.org/abstract/med/...

Do not delete Work 3  
URL: http://www.scopus.com/inward...

Delete **only** if you want to remove the non-scopus imported work (not necessary for the bibliometric analysis)

**If** you opt to clean your profile (non-mandatory step)

IMPORTANT: You can identify the origin of your work by looking at the **URL** associated with it.

*If you decide to “clean” your profile, make sure you **keep** the record of the work configured with “Public” or “Limited” access (privacy settings) that is associated with a URL that starts with **http://www.scopus.com***