How to create an ORCID account and import publications from SCOPUS

1. Go to http://orcid.scopusfeedback.com/. The below screen will appear. If you already have an ORCID account, please go to Step 11.
2. Once you click on **Start**, you will be directed to ORCID registration page and fill in the required fields.
Once you authorise, an email requesting **verification of your email address** will be automatically sent from ORCID. You need to verify it to complete your registration.

From: support@verify.orcid.org

Sent: Monday, 26 October 2015 11:28 AM

To: Suzanne Bedford

Subject: [ORCID] Thanks for creating an ORCID ID

Dear Suzanne Bedford,

Thank you for registering for an ORCID identifier. To complete your registration please verify your email address.

[Verify your email address](https://orcid.org/verify-email/ZVNBsX2MaQvZyX5tVt5XYyTm3A1OGxSc2EvV0IoSje1cGdnZnVWt0?lang=en)

Your ORCID ID is 0000-0001-7763-1634

The link to your public record is [http://orcid.org/0000-0001-7763-1634](http://orcid.org/0000-0001-7763-1634)

**Next steps:**

1. **Add more information to your ORCID Record**

Access your ORCID record at [https://orcid.org/my-orcid](https://orcid.org/my-orcid) and add additional information to your record. Funders, publishers, universities and others use the information contained in an ORCID Record to help decrease the record keeping they ask from you. Increase the amount of information you can share in this way by adding other names you are known by, professional information, funding items you have received and works you have created to your Record.

For tips on adding information to your ORCID record see: [http://support.orcid.org/knowledgebase/articles/460004](http://support.orcid.org/knowledgebase/articles/460004)

2. **Use your ORCID ID when publishing, applying for grants and more**

Many systems ask for your ORCID ID to create a link between you and your research outputs. Continue to use your ORCID ID whenever it is asked for to get credit for your work and decrease future record keeping.
3. After authorising your registration, you will be directed to **ORCID.SCOPUS** page where you can update your profile in SCOPUS and automatically link it to your ORCID account. Select the profiles that are yours. Please be aware that you may have more than one profile in SCOPUS.

**Note:** If your affiliation is not University of Canberra, please note that this will be automatically updated as soon as you have a publication affiliated with UC is indexed in SCOPUS. The affiliation within the authors’ profile in SCOPUS reflects the data of the last publication.
4. Select the preferred profile name.
5. Review your publications. Please go through all publications to identify the publications that are not yours. Choose X for the publications that are not yours.
6. Review your SCOPUS profile to ensure you do not miss any of your publications. If you have missed something, you can go back to the previous page by clicking on **Back**.
7. A dialog box asking to update your SCOPUS profile will appear. Please select **Yes** to update your SCOPUS profile. If you had multiple profiles, this will be combined by SCOPUS. Please allow three to four weeks for your SCOPUS profile to be updated.
8. To allow SCOPUS to send your publications to your ORCID account, please enter your email address and click on Send Author ID.
9. Select **Return to ORCID** to see your publications in ORCID.
10. You will be directed to your ORCID account and your publications will be recorded.
11. If you already have an ORCID account, you can update your publications from your ORCID page. Go to www.orcid.org and sign in. Please go to Works and click on Add Works.
12. From the **Add Works** button, please choose **Search and Link** and select **Scopus to ORCID**. You will be directed to **SCOPUS.ORCID page** (See step 1 of this manual). You can start selecting your publications to add to your ORCID account.
13. Your ORCID profile is not automatically updated. Please go to Step 12 for updating. Please be aware that the ORCID system allows duplicate papers. You can remove duplicate papers from your ORCID account.

14. If you have a ResearcherID, you can also link it to your ORCID profile as shown in Step 12, but select ResearcherID instead of Scopus to ORCID. Both ORCID and ResearcherID system allow duplicate papers. You can delete duplicate papers from either system.