# How to find and edit your Scopus profile

1. It is possible to access Scopus in preview mode. However, for the full experience, click ‘sign in’ on the top right of the screen.
2. Follow the steps to sign in via your institution. You will be prompted to enter your details via single sign-on.
3. Once you are signed in, select the ‘author’ tab and enter your name.
4. Click on your name in the search results list.

## How to claim your profile

1. On your profile page, select ‘Edit Profile’.
2. With ‘This is my profile’ selected, click ‘Continue’. This will claim your profile. You will now be able to make changes to your profile.

# How to merge profiles in Scopus

1. Search for your name on Scopus.
2. Click the box next to the profiles you wish to merge. Select ‘Request to merge authors’ (If you have not claimed your profile, you will be given the option to do so here).
3. Select the name you would like to use for your new profile. You may only choose names you have previously published under
4. Requests to merge profiles are manually reviewed and can take up to four week to process. You will be emailed when your new profile is ready to view.

# Changing the affiliation on your Scopus profile

1. In your Scopus author profile, click ‘Edit profile’.
2. Select the correct affiliation from the drop-down menu. You may only select from institutions where you have published a paper. If you have not yet published at the University of Bath, you will not be able to change your affiliation at this stage.
3. Review your changes to ensure they are correct
4. Requests to change affiliation are manually reviewed and can take up to four weeks to process. You will be emailed when your new profile is ready to view.

# How to review the papers on your Scopus profile

1. In your Scopus author profile, select ‘Edit profile’.

## How do I remove documents from my profile?

1. Click the ‘Documents’ tab to view your papers. If you see any that do not belong to you, click ‘Remove from profile

## How do I add missing documents?

1. If any of your papers are missing, scroll down and select ‘Search for Missing Documents on Scopus
2. Type the name of your paper into the search bar. Note: not all journals are indexed in Scopus, so it may not be possible to find all your papers.
3. Once you have found the correct documents, select ‘Add to Profile’
4. Select your name from the list of authors

## What if I still can’t find my paper?

1. Click on the question mark in the top right corner of the page. Select ‘Support Centre’
2. Choose the ‘Email’ option
3. Under contact reason select ‘Add Missing Document’
4. Fill in the details of your paper and click ‘Submit’
5. A member of the Scopus team will review your request and get back to you within a few weeks.

# How to add missing citations to your Scopus profile

1. In Scopus, click on the question mark in the top right corner of the page. Select ‘Support Centre’
2. Select the ‘Email’ option.
3. Select the ‘Author’ option. A drop-down menu of contact reasons will appear.
4. Select ‘Citation correction’. Fill in the form with details of the missing citation, then click ‘Submit’.
5. A member of the Scopus team will review your request and get back to you as soon as possible.

# How to find misaffiliated papers

1. Go to your profile page in Scopus
2. Scroll down and select ‘View list in search results format’ on the right-hand side
3. On the left-hand side, select all years from 2017-2023 and select ‘limit to’. Don’t worry about checking very old papers.
4. Scroll to the bottom of the page and under ‘affiliation’, select ‘University of Bath’. Click ‘exclude’.
5. If you have misaffiliated papers, a list of documents will appear. Check to ensure none of these should be affiliated to the University of Bath.
6. If no documents are found, congratulations! You have no misaffiliated papers.

# How to change the affiliation of a paper

1. In Scopus, click on the question mark in the top right corner of the page. Select ‘Support Centre’
2. Choose the ‘Email’ option.
3. With the ‘author’ option selected, select ‘Document Correction’ from the drop-down menu
4. Fill in the details of your document and click ‘Submit’.
5. A member of the Scopus team will review your request and get back to you within a few weeks.

# How to set up an ORCID ID

1. First, go to <https://orcid.org.uk/register>
2. Start by entering your details into the form.
3. Check none of the accounts listed are yours. You cannot create more than one ORCID ID. If you have an account you can no longer access, see our video on how to reset your login.
4. Create a secure password for your ORCID account.
5. Choose your privacy settings and accept the terms and conditions. Then click ‘Register’.
6. You now have an ORCID ID!

# Lost the email for your ORCID account?

1. Did you create your ORCID account using an email you no longer have access to? Don’t panic, you can still recover your account?
2. First, go to <https://support.orcid.org>.
3. Click ‘Contact Support’ in the top right hand corner.
4. Select ‘Forgot my password and lost access to my previous email address’.
5. Fill in the form and click ‘Submit’.
6. A member of the ORCID team will get back to you and help you recover your account.

# How to add details to your ORCID profile

1. First, go to <https://orcid.org.uk> and sign in.
2. Use the ‘+’ buttons on the different sections to add details.
3. Don’t forget to save your changes!
4. If you need to edit any details, click on the pencil icon next to the relevant section.

# Adding publications to ORCID

1. First, go to <https://orcid.org.uk> and sign in.
2. Click the ‘+’ button on the ‘Works’ tab at the bottom of the page.
3. Select ‘Search and Link’. Choose which database you would like to search. We recommend ‘Crossref Metadata Search’ as a starting point.
4. Select ‘Authorise access’
5. Press the ‘Enter’ button on your keyboard to search. When you see a publication in the list that belongs to you, click ‘Add to ORCID’
6. Repeat for your other publications.

# How to link your ORCID ID to your Scopus profile

1. First, go to your Scopus author profile. Click ‘Connect to ORCID’.
2. Enter your ORCID login details and click ‘Sign in’.
3. Click ‘Authorise access’.
4. If you have multiple profiles you have not merged, you can link these to your ORCID account as well. Otherwise, click ‘Start’. Note: we recommend merging your profiles before trying to link your ORCID account.
5. Select the name you would like to use for your profile and click ‘Next’.
6. Review your publications to ensure they are correct.
7. Review your profile and click ‘Next’.
8. Enter your University of Bath email address and click ‘Send Author ID’.
9. If you would like to send your publications to ORCID as well, click ‘Send my publication info’.
10. Your ORCID ID will now show on your Scopus profile.

# How to add your ORCID ID to Pure

1. Log in to Pure and select ‘Edit Profile’
2. Select ‘Create or Connect your ORCID ID’
3. Click ‘Proceed’
4. Sign in to ORCID
5. Click ‘Authorise access’
6. Don’t forget to click ‘Save’!
7. Your ORCID ID will now show on your Pure profile.

# How to add your Scopus ID to Pure

1. Log in to Pure and select ‘Edit Profile’
2. Select ‘Add ID’
3. If you know your Scopus ID, you can type it in and skip the next steps. If not, select ‘Find your ID in Scopus
4. You will be taken to the search results page for your name in Scopus. Select the profile that belongs to you.
5. Select your Scopus ID, right click, and select ‘Copy’
6. Return to Pure. Right click and paste your Scopus ID into the box.
7. Select your verification status from the drop-down menu, then click ‘Create’
8. Your Scopus ID will now show on your Pure profile

# Still need help?

If you would like additional support with any of the above processes, email [library-researcherprofiles@bath.ac.uk](mailto:library-researcherprofiles@bath.ac.uk)