Guide 1: Link Scopus to ORCID to automatically download your publications: an illustrated guide

Now that you have an ORCID iD, what’s the next step? Populate your ORCID account with your publications! It’s easy when you let Scopus do this automatically.

1. **Entering information into your ORCID record**
   - Go to [www.orcid.org](http://www.orcid.org) and login using your ORCID iD number or Pitt email account.

2. Click on “My ORCID Record” in the banner at the top.

   In your account record, there are two important fields to complete: your current institution under Employment, and your publications under Works. Your ORCID record can be maintained with Scopus.

3. **Under Employment**, click on the “+ Add employment” link on the right, then the drop-down “Add manually” link. Fill in the blank fields as directed.

4. **Under Works**, click on “+ Add works” then “Search & link” from the drop-down box. The following message should appear:
   
   “ORCID works with our member organizations to make it easy to connect your ORCID iD and link to information in their records. Choose one of the link wizards to get started.

   Scroll down and click on “Scopus to ORCID.”
5. A list of organizations appears below. **Scroll down and click on “Scopus to ORCID.”**

6. Scopus will ask you to authorize access to your ORCID record. Click on the “Authorize” button.

7. Your Scopus then opens with a list of author names that Scopus has matched to your name. Scopus calls each one a “profile” when unsure if it represents the same person. You are instructed to “select all profiles that contain publications authored by you.” Open each profile and check the list of publications to confirm that you are the author represented. Is the list missing publications? If so, click “Search for missing documents.”

8. Confirm or “claim” all your profiles with a checkmark. Click the Next button to continue. In the example below, there is only one profile, checkmarked.
9. Next, select your preferred profile name from the drop-down menu. All your profiles will be combined under this preferred name.

10. After one more review of your author profile, Scopus is ready to send your new combined Scopus Author ID to ORCID. Enter your Pitt email into the Scopus form to send to ORCID.

11. Each time you publish a new paper that appears in Scopus, you can log in to your ORCID record periodically and use the Scopus “Search & Link” wizard to add new publications from Scopus to ORCID.

12. Your ORCID record will now populate with your Scopus publications. For each publication listed, the source will be “Scopus to ORCID.” The URLs will link to the Scopus database records.

For those who have not yet registered for an ORCID iD, please register first through Pitt’s own ORCID Registration portal https://orcid.pitt.edu/. If you have any difficulty with ORCID registration or Scopus integration, please contact Andrea Ketchum, HSLS Scholarly Communication Liaison, at ketchum@pitt.edu or 412-648-9757.

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