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 Password. Then 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 publications, under Works. (If you plan to use your ORCID iD as an online CV or as a source for the NIH biosketch, complete all pertinent fields.)

2. **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.

3. **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.

4. A list of organizations appears below. **Scroll down and click on “Scopus to ORCID.”**
5. Scopus 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 confirm that you are the author represented. Confirm or “claim” profiles with a checkmark. Click the Next button to continue.

6. If you did identify multiple author profiles, select your preferred profile name from the drop-down menu. (Later, Scopus aggregates your confirmed profiles under this chosen name and links them permanently with a Scopus Author ID before sending to ORCID with your publications.)

7. Review the list to be sure the publications listed are correct, Click Next at the bottom.

8. Is the list missing publications? If so, click “Search for missing documents.”

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

10. Now that you have connected your ORCID record to Scopus, publication records will automatically be sent to your ORCID record from now on.
11. You will receive a message from Scopus in your ORCID Inbox at the top of the ORCID interface when publications have been added to your ORCID record.

12. Your ORCID record will now populate with your Scopus publications. The Source will be “Scopus to ORCID.” The URLs will link to the Scopus 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.

August 2017