Importing publications from Scopus to ORCID

**What will this achieve?**

- Your Scopus author ID and ORCID ID will be linked.
- Your Scopus publications will be imported into your ORCID record.
- Your multiple Scopus profiles/IDs will be merged.

**Why are there multiple author IDs for one researcher in Scopus?**

Scopus assigns a unique author ID and profile to each of the authors of the publications in its database. However, Scopus obtains author details from publishers. If a researcher has published under variant names, has been associated with a different academic institution for some publications, or has published with different publishers, it is possible that multiple author IDs have been created. When that happens, researchers need to request Scopus merge their IDs and profiles so that all their publications can be correctly attributed to a single profile/ID and the metrics accurately calculated.

**Will Scopus automatically update my publications in ORCID?**

This functionality will be released soon, but right now, you will need to do a periodic search.

**What else do I need to do?**

Embed your ORCID ID when you submit your manuscripts to publishers so that your future publications in Scopus will be correctly attributed to you.
**Start Page**

On the landing page after you have signed in, find the section on Works. Click Add works >> Search & link.

A list of trusted organisations will be displayed. Select **Scopus to ORCID** to go to the connect page.

Check to see what you are granting Scopus access to.

Allow permission box is ticked by default. *(If you de-select it, permission is granted this time only. Next time you search, this page will be displayed again.)*

Click Authorise. *(If you deny, you will not be able to link Scopus to ORCID.)*
Step 1: Select profiles

Author profiles that match your name will be retrieved. If you have more than one profile, choose them all.

Select your Scopus profiles

Please select all profiles that contain publications authored by you and click the next button to continue.

<table>
<thead>
<tr>
<th></th>
<th>Authors</th>
<th>Documents</th>
<th>Subject area</th>
<th>Affiliation</th>
<th>City</th>
<th>Country</th>
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<tbody>
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<td>XXXXX</td>
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</tbody>
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**a.** Tick those that are yours.

**b.** If unsure, click here to see the documents associated with the profile.

**c.** Click Next.
Step 2: Select preferred profile name

Select the preferred profile name

Please select the preferred name for the Scopus profile.

Profile name: XXXXXXXX

**a.** A default name will appear. If you have more than one Scopus profile, you can click on the arrow for more name options. Click on the preferred name.

**b.** Once you have selected a preferred name, click **Next**.
**Step 3: Review publications**

**Review your authored publications**

Please indicate below which of the 193 publications are authored by you.

<table>
<thead>
<tr>
<th>Document Title</th>
<th>Author(s)</th>
<th>Date</th>
<th>Source Title</th>
</tr>
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<tbody>
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**a.** By default, all publications are selected. Click **X** to remove those that are not yours.

**b.** At the bottom of the page, you can search for any publications that are not in the list (explained in **the next page**).

**c.** Click **Next** if you have found all your documents (continue to **Step 4**).
a. Enter your search words
- Words entered are searched as a **phrase**.
- **DO NOT** use Boolean operators (AND, OR).
- Double quotation marks are **NOT** required.

Note: Ignore the example given under the box – if you follow the example, you will not retrieve anything.

b. Click **Search** to retrieve matching documents.

c. Claim the documents by selecting your name.

d. Click **Set author sequence**. This will add the documents to your list.
Step 4: Review profile

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

Profile: XXXXX

1. XXXXX
2. XXXXX
3. XXXXX

If all your publications are in the list, click Next.
If some are still missing, click Back to search again.

Step 5: Send Scopus ID to ORCID

Send the Scopus ID to ORCID
Thank you for checking your profile. Your Scopus ID is now ready to be sent to ORCID.

a. Enter your University of Auckland email.

b. Click Send Author ID to authorise data transfer between ORCID and Scopus.
Step 6: Send Scopus publications to ORCID

Note:
- It can take up to four weeks for your Scopus profiles to be merged. You will be notified by email once this is done.
- If you have several profiles, the one that has the most publications will become your final profile.
- All your other institutional affiliations will remain, but not displayed in the final profile.

Need more help?
- Check with your Subject Librarian or log a job with the Staff Service Centre, quoting “ORCID”.