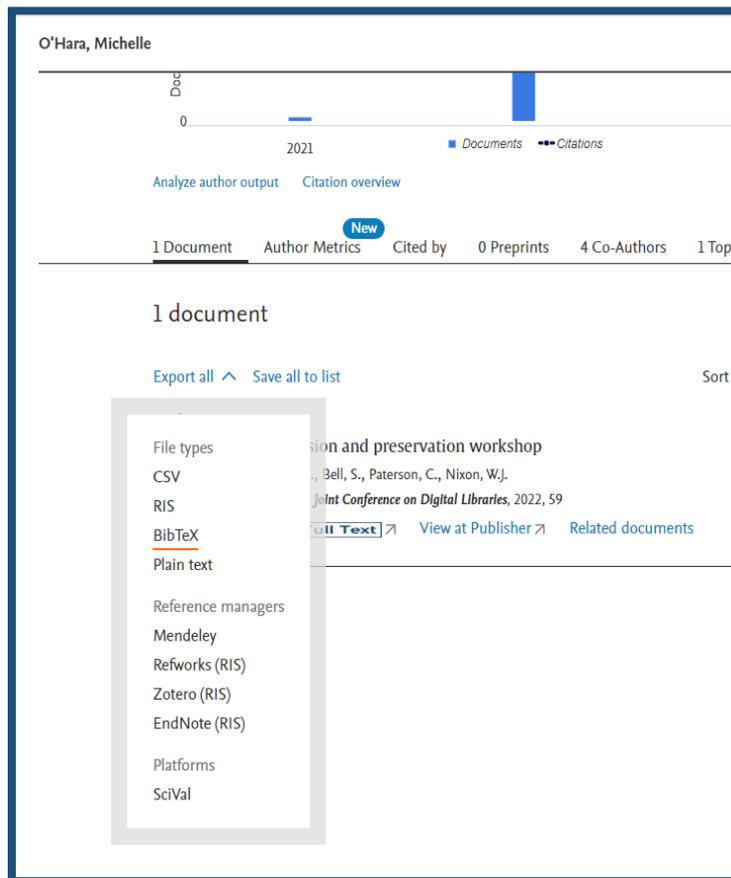


Populating ORCID using Scopus exports

- 1) Log into [Scopus](#) using your university credentials.
- 2) Under the author search, look for your profile.
- 3) Once in your profile, select the Export drop down menu from the documents area, then click on the BibTeX option:



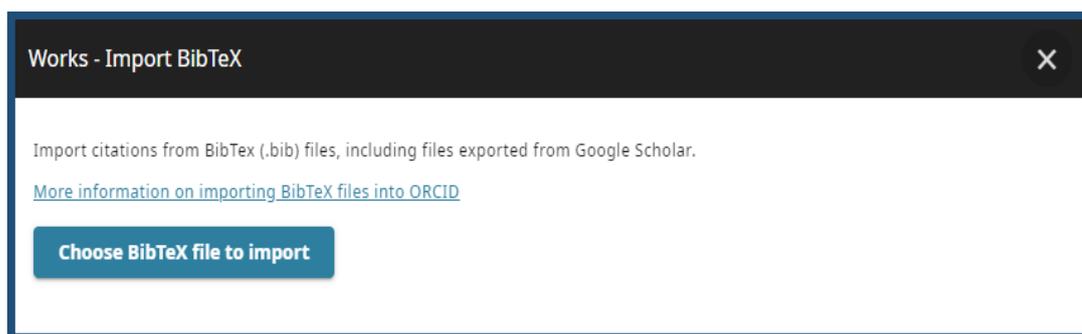
4) This will bring up an export screen. You should as a minimum, select all in the section 'Citation Information' as this will mean there is sufficient bibliographic information to create a good quality record in ORCID. You can select additional information if you wish to. Once you have selected the metadata you want, click on 'Export'.

5) You should now have a BibTeX file in your download folder and may wish to save this into a separate drive. You can rename this if you want but you should ensure that the .bib file extension remains, or the file will not work.

6) You then log into your [ORCID](#) profile. Start from the ‘Works’ section on your profile, select +Add, then Add BibTeX.



7) Click ‘Choose BibTeX file to import’ to open the file menu, then select the BibTeX (.bib) file you have just downloaded.



8) The publications from the file will appear in a list. Select those works which you would like to import, then click ‘Import work to your record’ at the bottom of the page to import the selected works.

9) The imported publications will appear listed under ‘Works’ in your record with your name listed as the source.