SCOPUS AUTHOR ID – HOW TO MERGE MULTIPLE IDs

Research and Information Services Division

2024

SCOPUS AUTHOR IDENTIFIERS (IDs)

- Scopus Author ID is automatically assigned when you publish two or more works in a journal indexed by Scopus.
- The algorithm generates your ID based on your name, email, affiliation, subject area, citations and co-authors.
- You may have more than one ID generated if you have published with variant names and affiliations.
- Having a Scopus Author ID allows you to easily see a list of your publications and view citation metrics such as h-index measures, citation counts, publications and co-authors.
- Scopus Author ID can be linked to ORCID so publications can be imported into your ORCID.

HOW TO ACCESS SCOPUS?

1

Go to the library website
https://lib.upm.edu.my

Scroll down and click
EZaccess icon

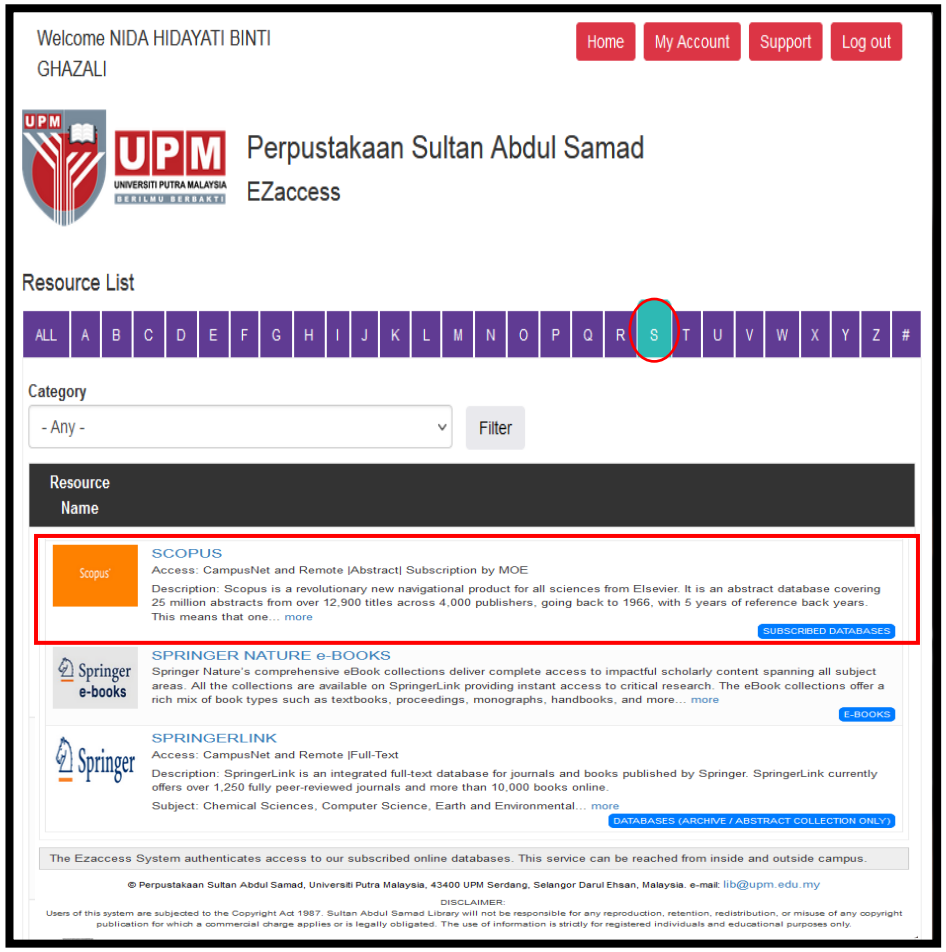
2

Click here

3

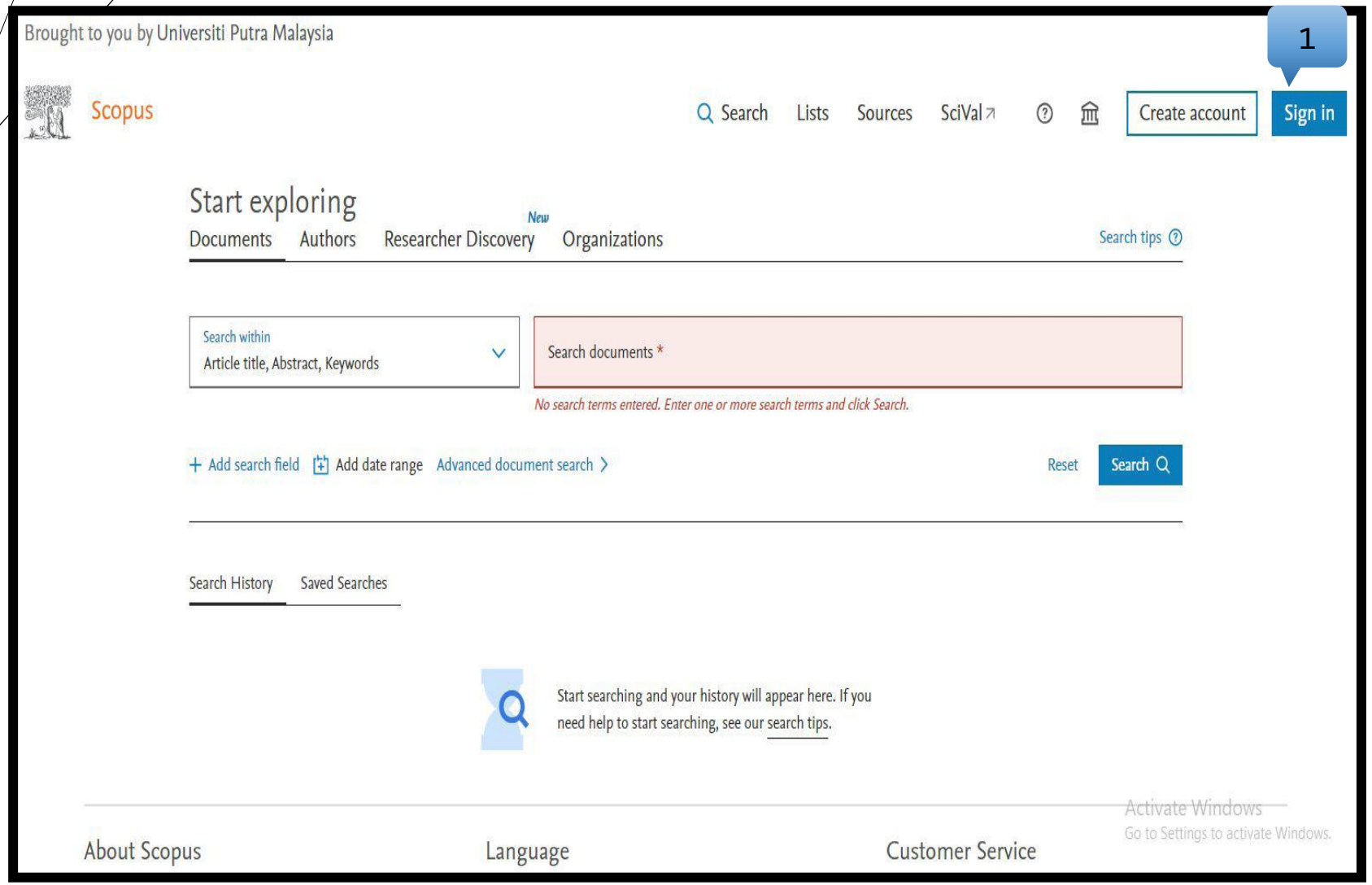
Log in using UPMID

4

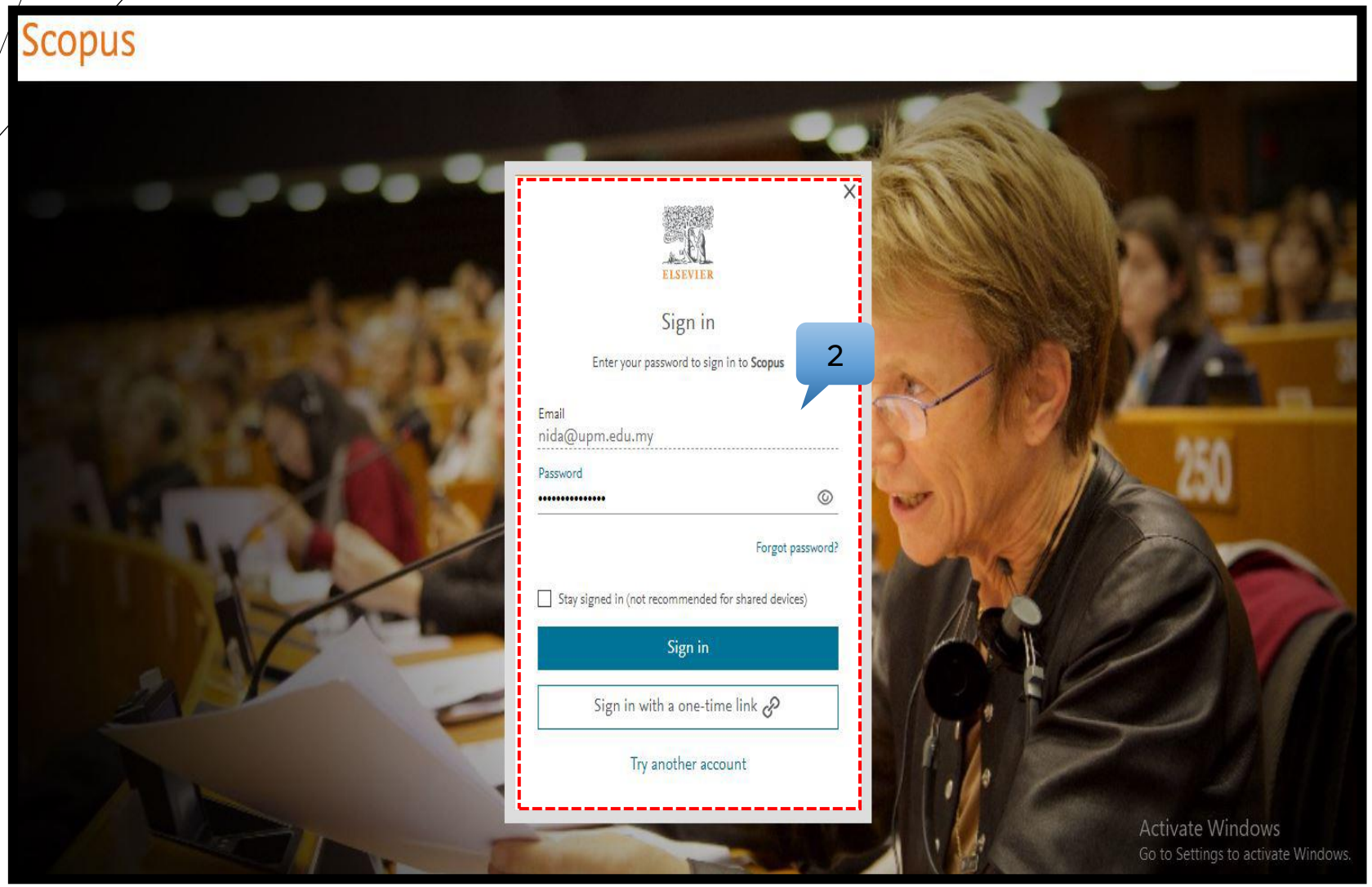


EZaccess homepage
(Click letter 'S' to search SCOPUS)

HOW TO MERGE SCOPUS MULTIPLE IDs ?

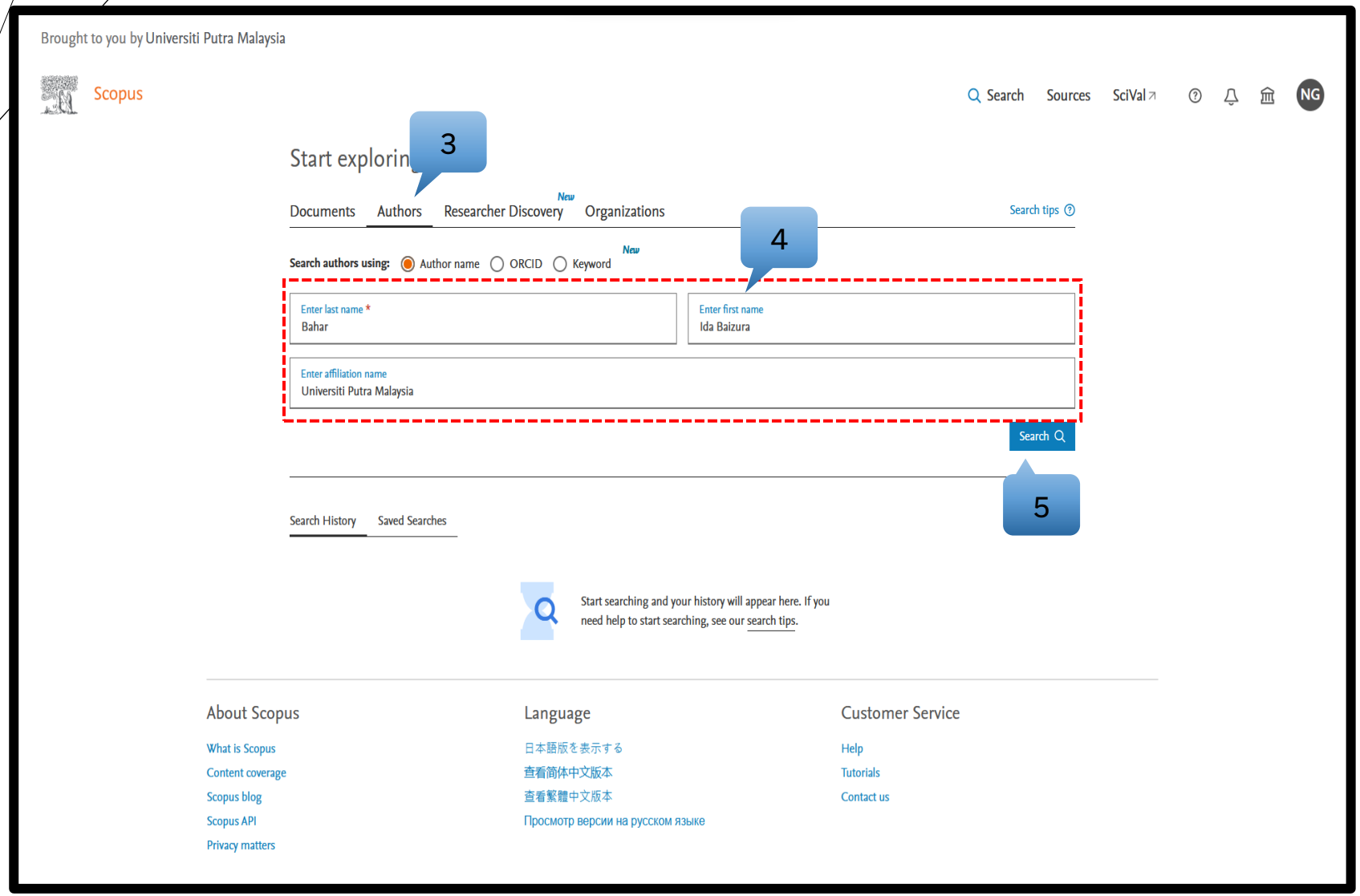


1. Sign in / Sign up with Scopus using your organization email



2. Type your Email and Password

Example:
Email:
nida@upm.edu.my
Password:
abc_123



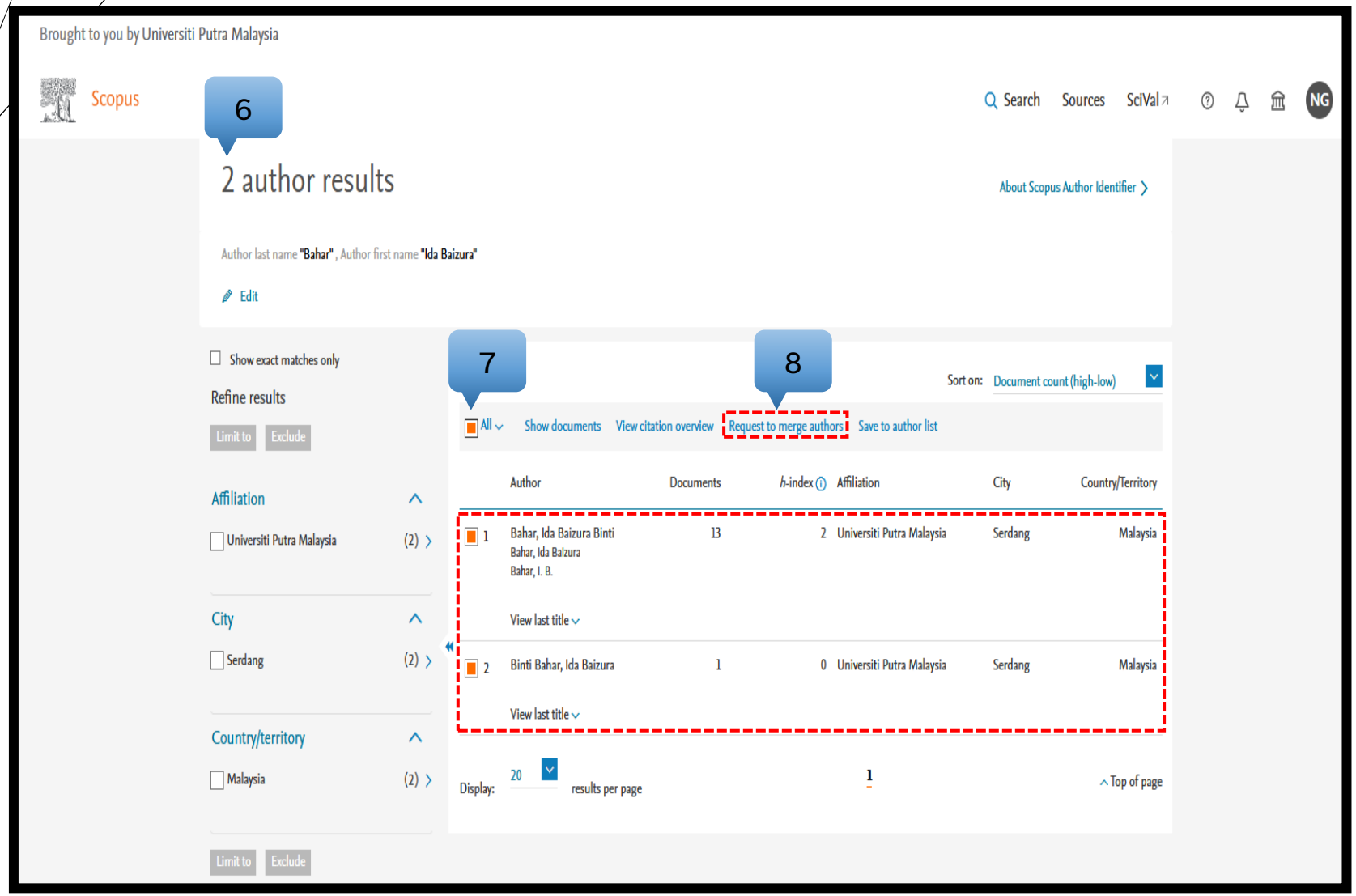
3. Click Authors

4. Type your last name, first name and affiliation name

5. Click Search

Example:
Last name: Bahar
First name: Ida Baizura
Affiliation name: Universiti Putra Malaysia

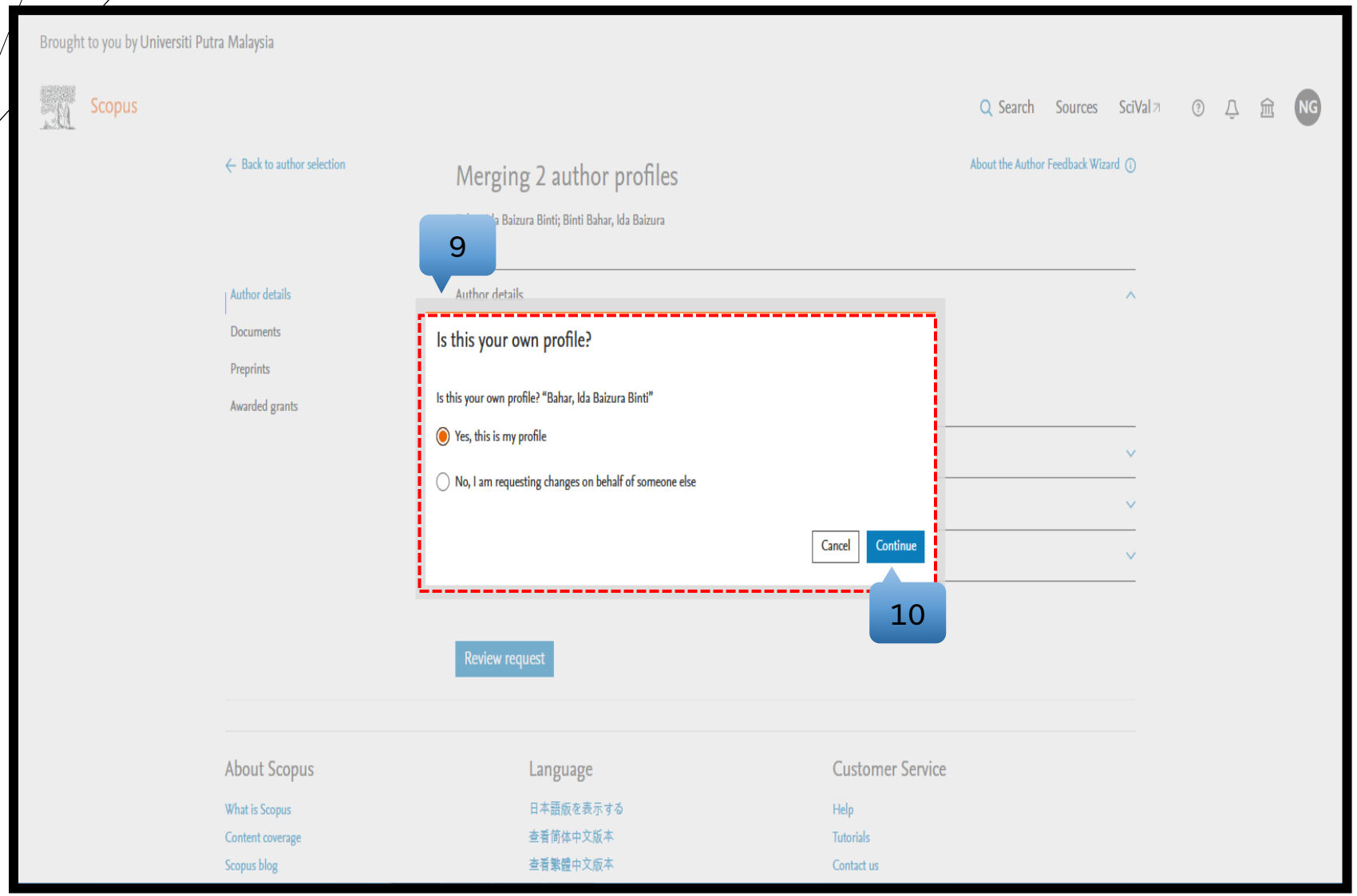
(Dr. Ida Baizura Bahar)



6. Author results found

7. Click All to select or you can tick the box one by one

8. Click request to merge authors

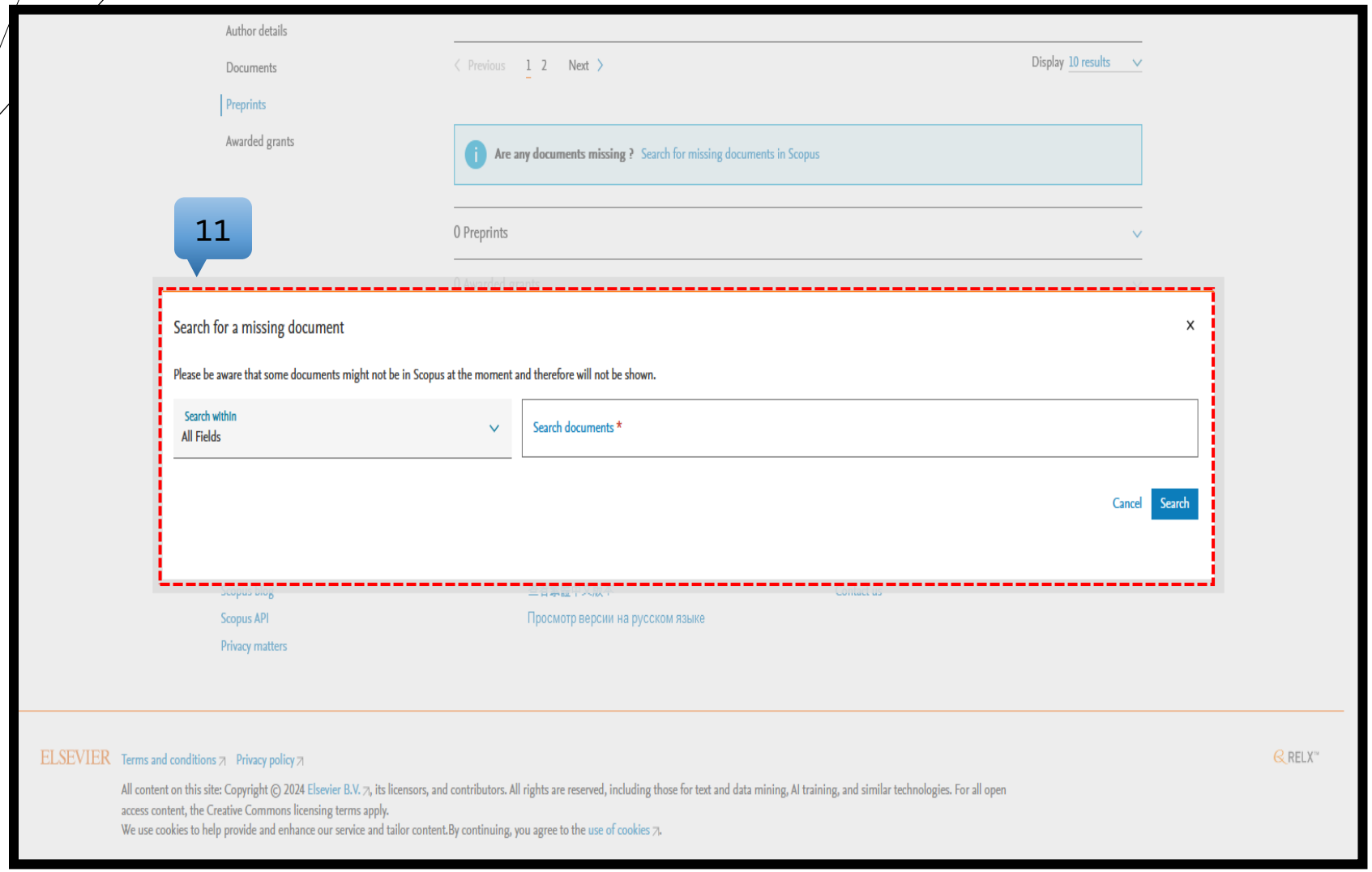


9. Select option:

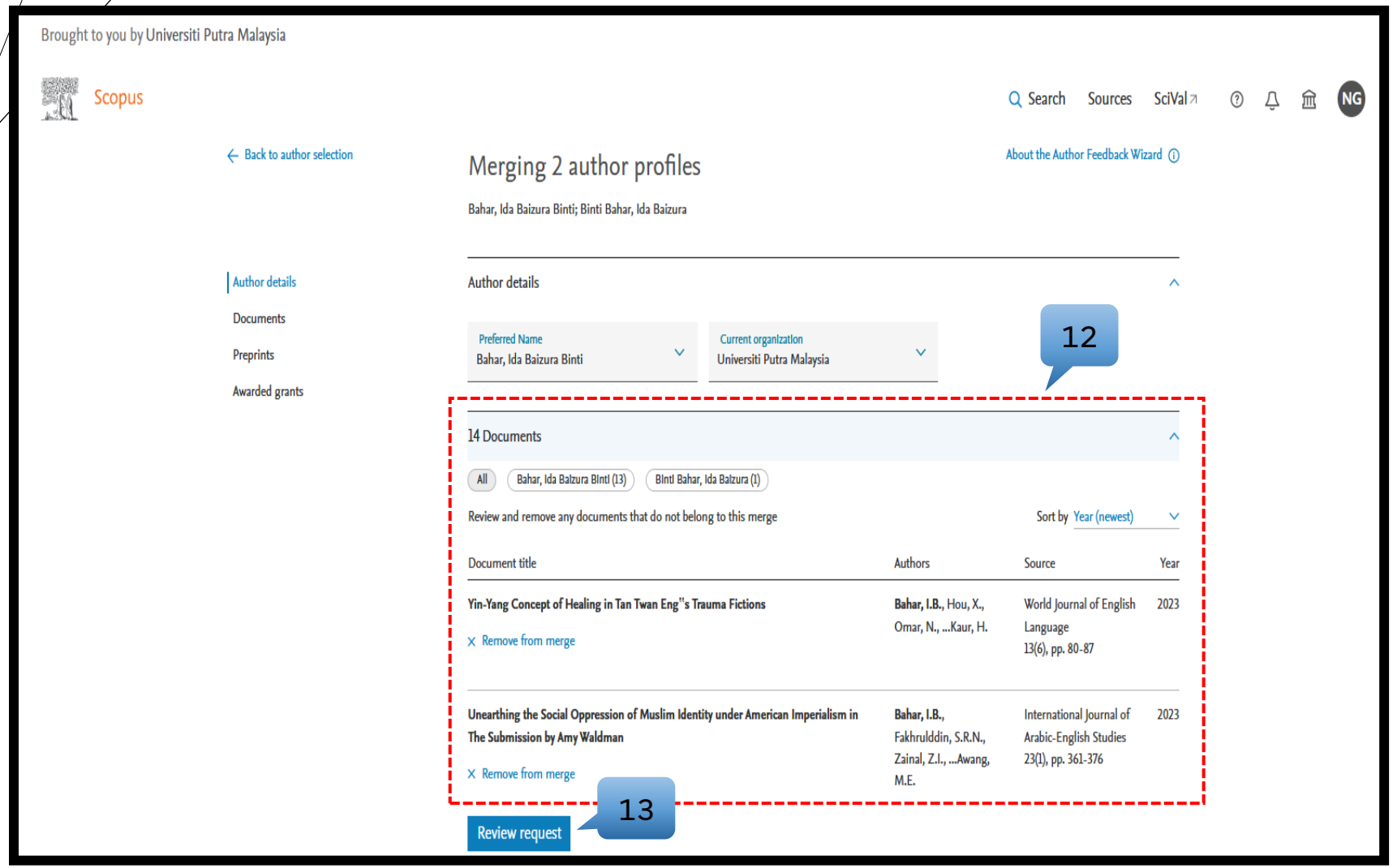
i) If you are editing your own Scopus Author ID, then select 1st option (Yes, this is my profile)

ii) If you are editing on behalf of someone else, then select 2nd option (No. I'm requesting changes on behalf of someone else)

10. Click Continue



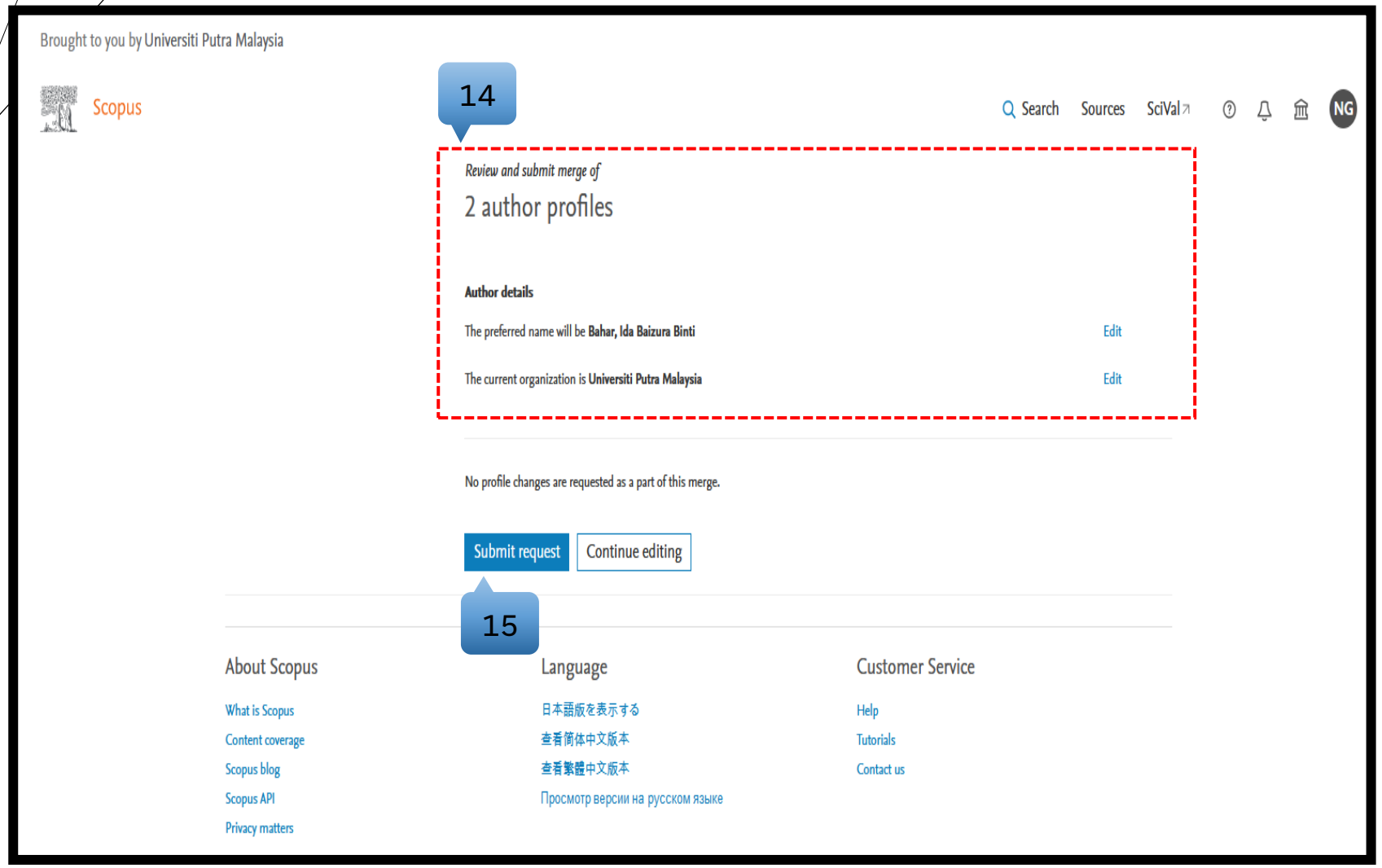
11. If you have a missing document, you can search and add related document



12. Review documents / publications for each profile. You can review or remove unrelated document

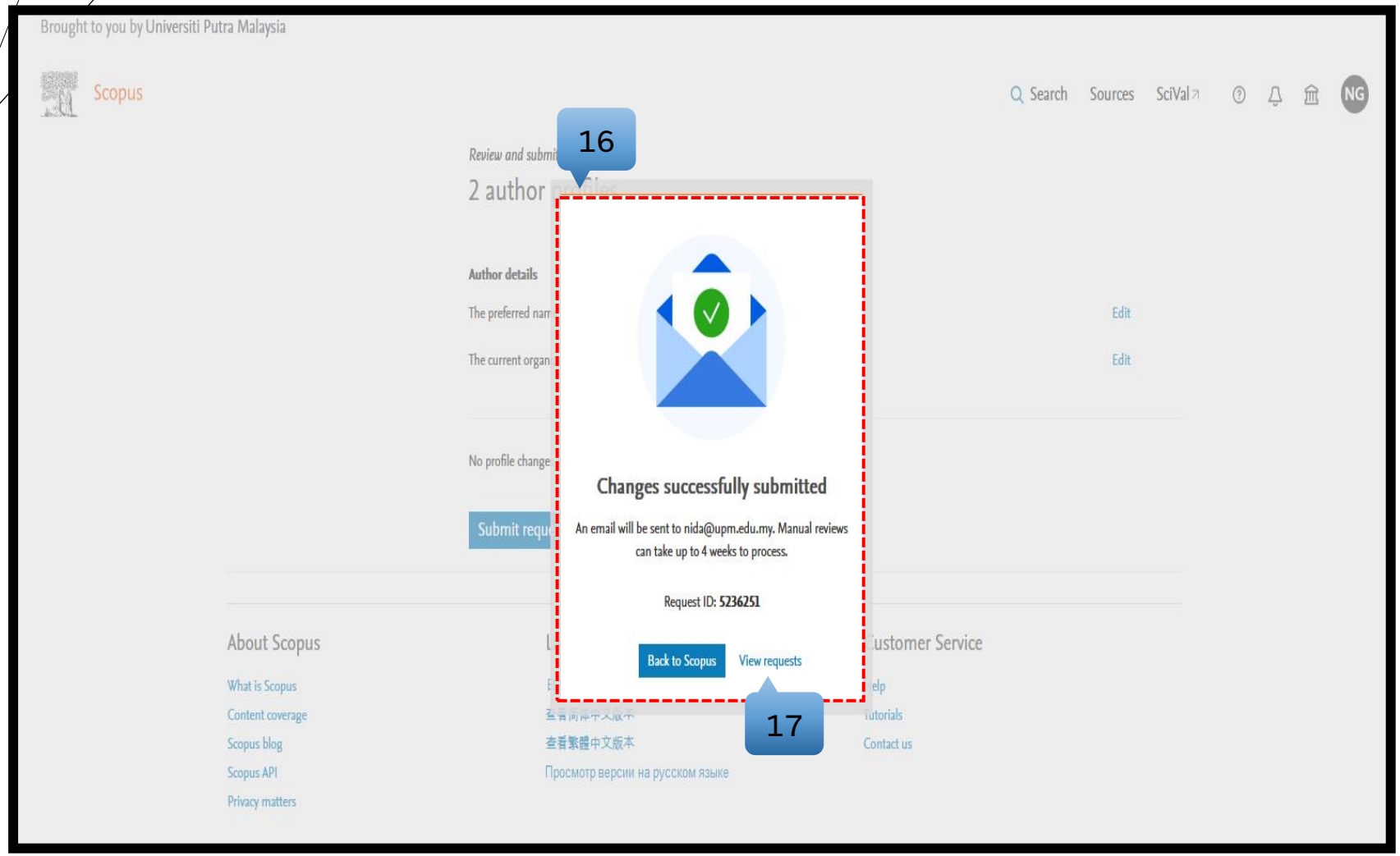
13. Click Review request

*This is to ensure that only your publication will appear under your profile



14. Review and submit merge of author profile

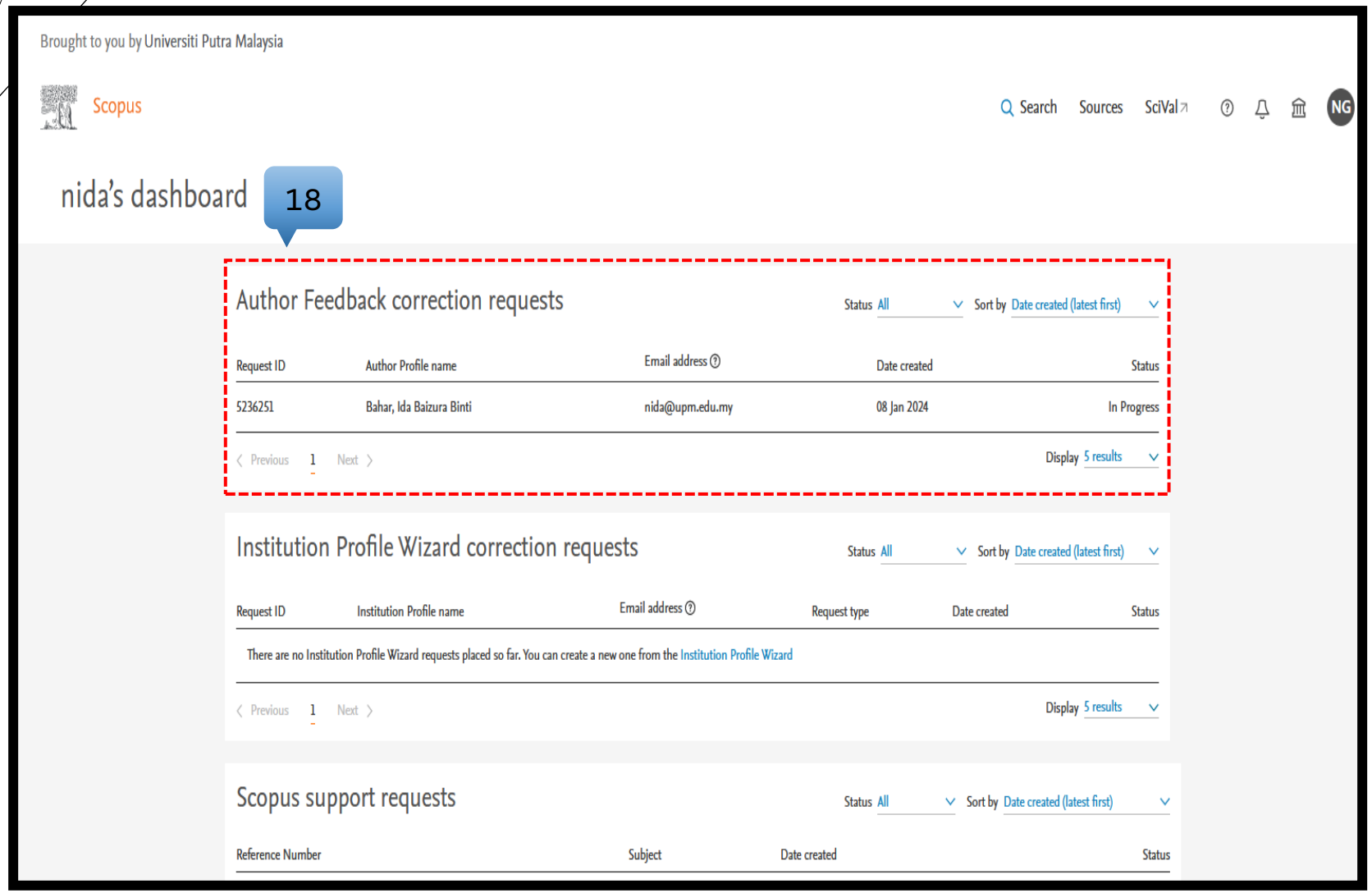
15. If no profile changes you can click submit request



16. Changes successfully submitted

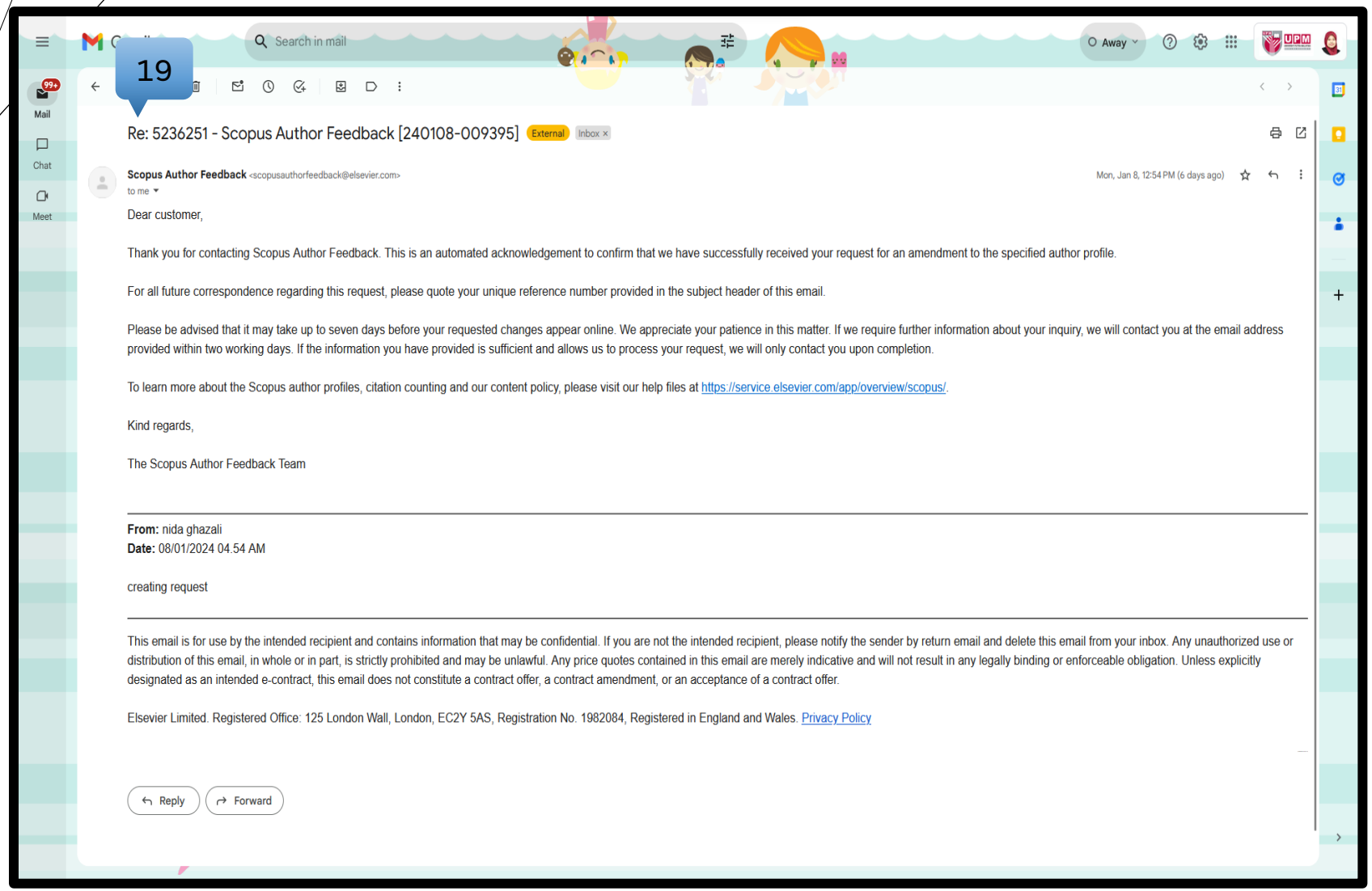
17. Click View request

*Manual reviews can take up to 4 weeks to process

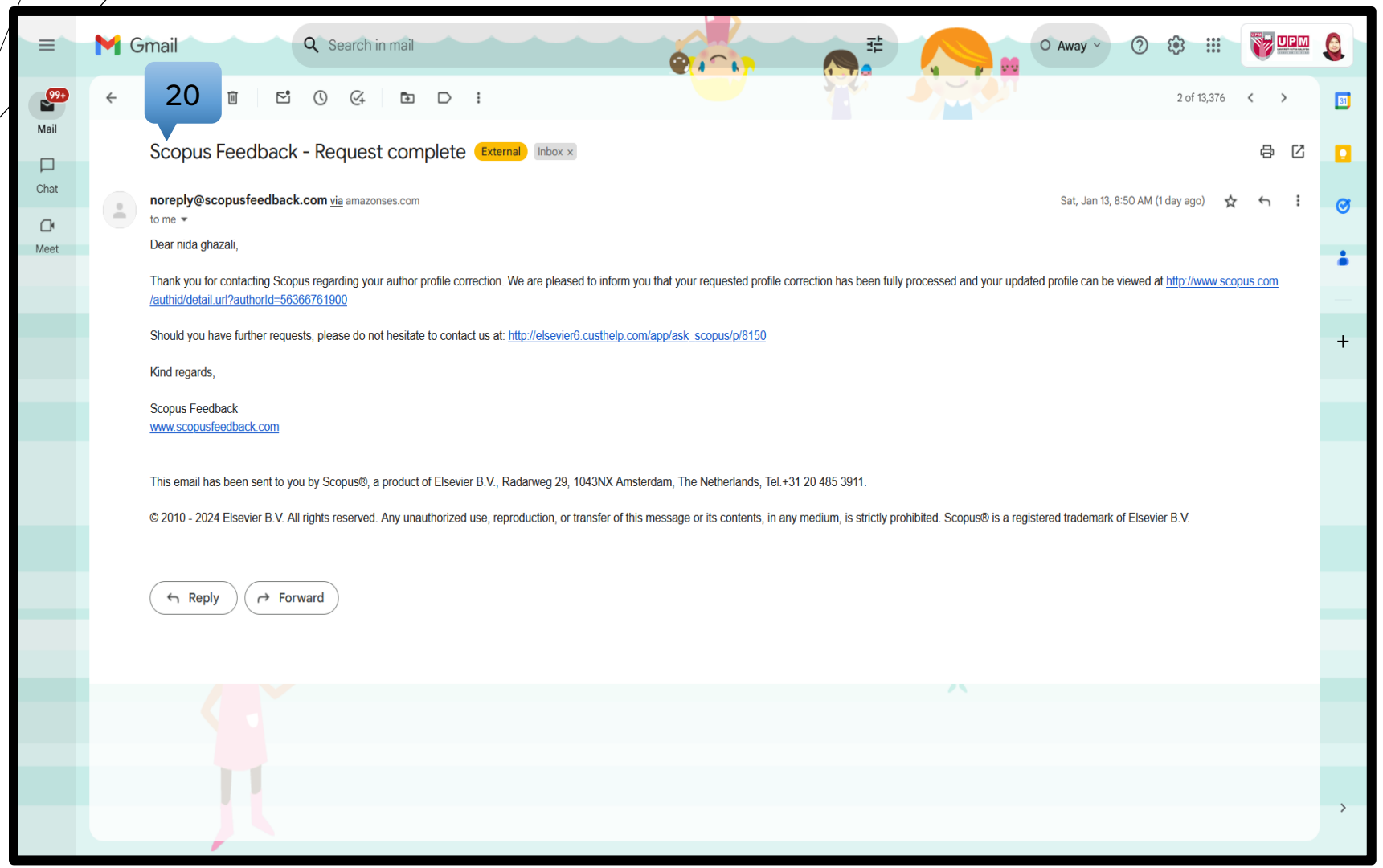


18. View request

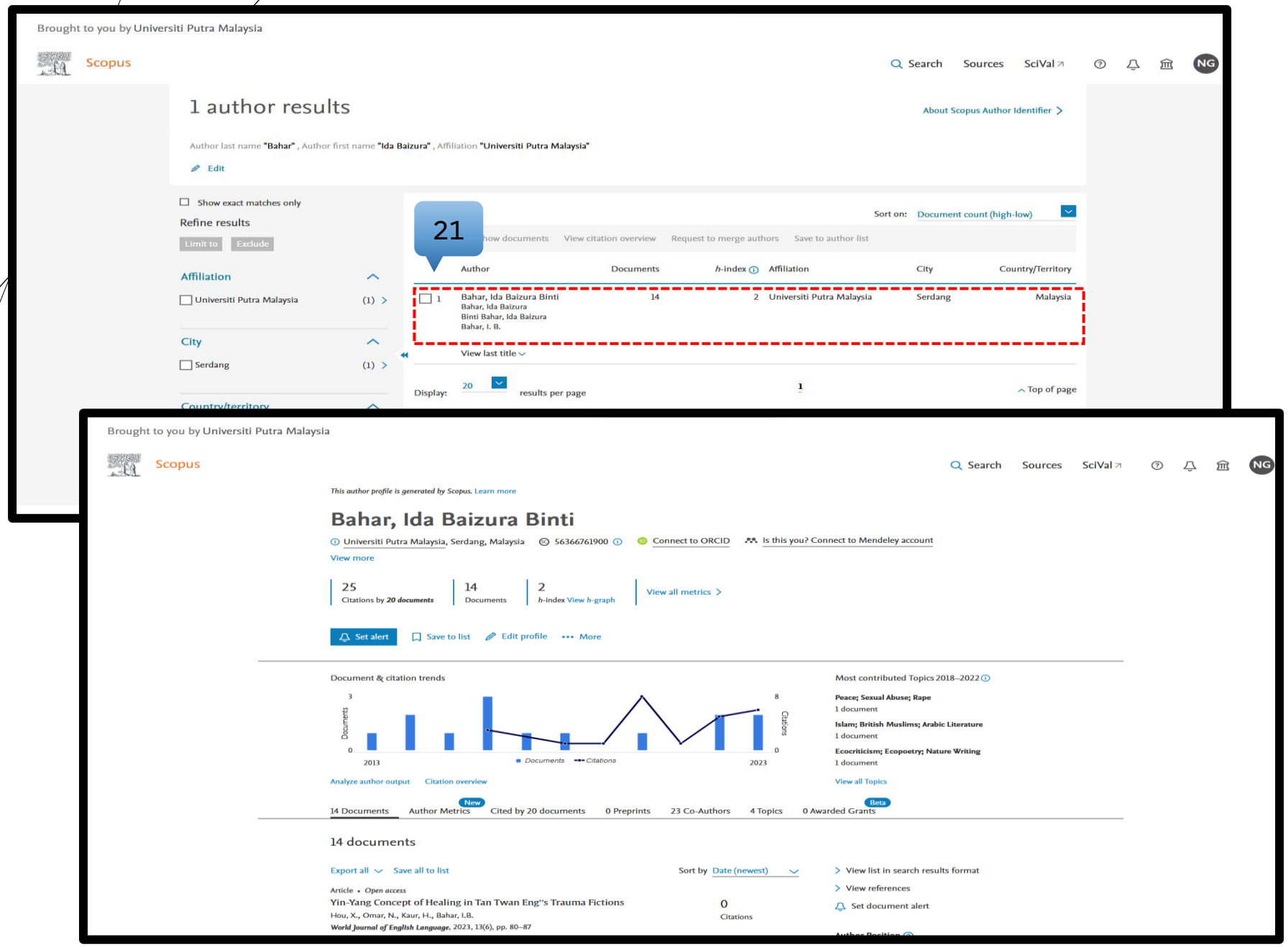
Status: In Progress



19. Scopus will send the feedback of your request through your email



20. Scopus will send the feedback when the request is complete through your email



21. You are now successfully merging your Scopus Author ID

THANK YOU

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University Putra Malaysia

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