# Syncing ORCID and Publons accounts

## Creating a Publons account
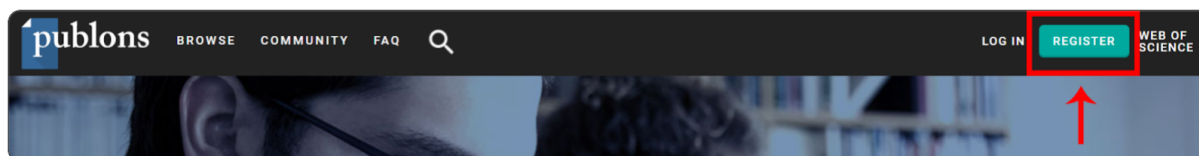


*Figure 1 - Publons mainpage*

1. **Go to https://publons.com/about/home/**
2. **Click register button** (Fig. 1)**.**
3. **Fill in the register form** (Fig. 2)**.**
4. **Confirm with the Register button**
   a. **Email with the verification link will be sent to you.**

There is also an option to register via other gateways. For the use of this guide, only the ORCID option will be mentioned, as it will skip a few steps later.

1. **Open the register form** (Fig. 1)**.**
2. **Click the iD logo at the bottom** (Fig. 2)**.**
3. **Authorize the use on ORCID.**



*Figure 2 - Register form*
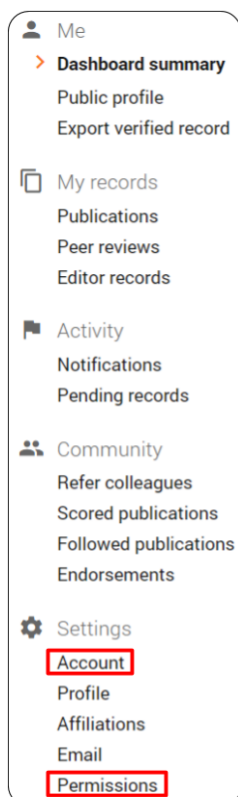
If you use this method to register your account, you will also be using your ORCID account for signing in.

Emails and password can be assigned to your Publons account in account settings later.



*Figure 3 - Account menu*

It is advised to fill in additional emails in case that your university email is used for account creation (Email access is needed for some tasks, e.g. password reset). They can be added in account settings (Figures 3 and 4).

If an ORCID account has been used for account creation, this is where you can set up standard sign in information.
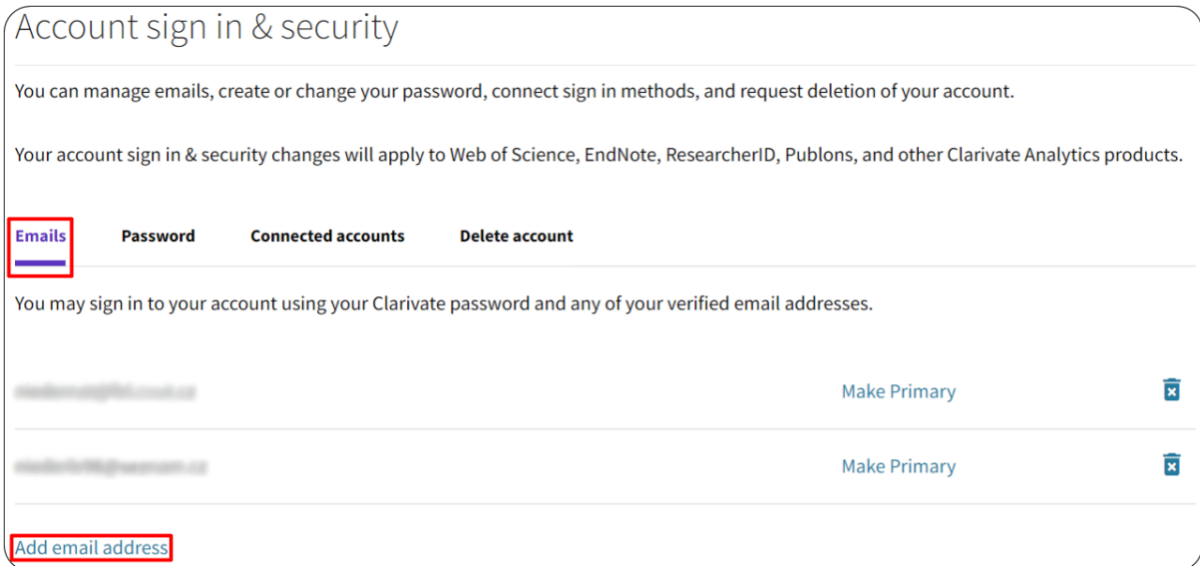
*Figure 4 - Account settings*
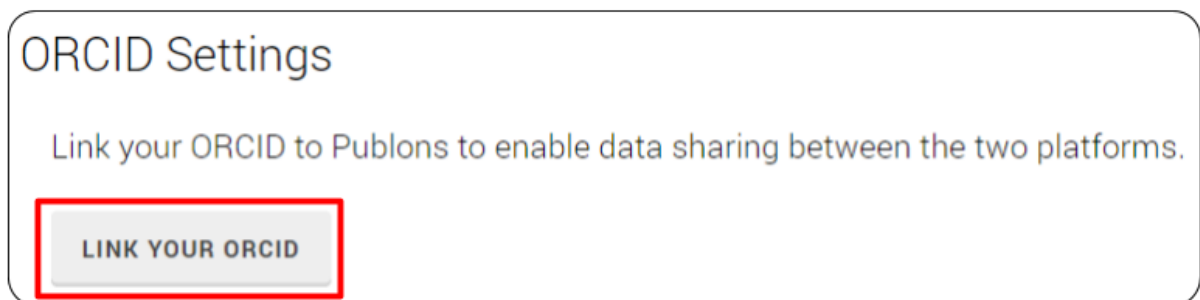
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# Syncing ORCID and Publons


*Figure 5 - Link ORCID*

To enable syncing of your publications between these platforms, navigate to Permissions page in account settings (Fig. 3). Once you are there, scroll to the bottom of page and follow these steps:

1. **Link your ORCID** (Fig. 5).
   a. If you created your Publons account using an ORCID account, linking is already done.
2. **Grant Publons Permission to update your ORCID works** (Fig. 6).
3. **Tick all the options** (Fig. 6).
4. **Save changes!**

*You can also import publications manually. Import is done in Publications page.*

After assigning at least one publication to your publons account, a **Researcher ID** will be generated.

**UPDATE YOUR ORCID WORKS FROM PUBLONS**

Click the button below to allow Publons to add your publications and verified pre-publication reviews to your ORCID record.

GRANT PUBLONS PERMISSION TO UPDATE YOUR ORCID WORKS

**SYNC YOUR ORCID RECORD WITH PUBLONS**

Tick the box below and save your settings to automatically import any publications you add to your ORCID record, when you add them to your ORCID record.

☑ Keep my publication list up to date with my ORCID record

Note: when you select this option we will import your publications from ORCID to Publons. Any future changes you make to your publication record on ORCID will be reflected on your Publons profile.

**EXPORT PUBLICATIONS TO ORCID:**

☑ Keep my ORCID publication list up to date with my Publons account

You have 0 eligible publications which can be exported to your ORCID record.
If you believe you have exportable publications which are not counted above, please read about export requirements or get in touch.

You can use Publons' connections to *Web of Science* and other services to import more of your publications here.

**EXPORT REVIEWS TO ORCID**

☑ Keep my ORCID review list up to date with my Publons account

You have 0 eligible verified pre-publication reviews which can be exported to your ORCID record.
If you believe you have exportable reviews which are not counted above, please read about export requirements or get in touch.

There are several ways to add verified reviews to your Publons profile. You can read about all of them here.

*Figure 6 - ORCID settings*