# Create Web of Science profile and allocation of Researcher ID

In order to be assigned a Researcher ID, registration in Web of Sciencwe (WoS) is required first. If you are already have a WoS account, please refer to page 4 for the Researcher ID assigning procedure.

#### To register for Web of Science

- from the CU network via <a href="https://www.webofscience.com/">https://www.webofscience.com/</a> ;
- from outside the CU via the "Web of Science" button at <a href="https://ezdroje.cuni.cz/">https://ezdroje.cuni.cz/</a> :

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#### Click the "Register" button on the screen, ...

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... select the "Register" tab at the top, complete the registration, copy the text from the image , click the "Register" button at the bottom ...



### ... and then confirm:



After registration, an activation e-mail will be sent to the e-mail address provided during registration.

After verifying the email address via the "Verify email address" button ...



#### ... and confirming ...



# ... it is possible to log into the account on the "Sign in" tab:



A search page will open after logging in. Click on the "Researcher Profile" button here...

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#### ... confirm the profile creation...

	×
Ø	You haven't created a researcher profile yet.
	Create a profile to claim your place in the world's most trusted citation network
	<ul> <li>Showcase your work in a trusted databse of more than 15 million researchers</li> <li>Track your contributions to demonstrate your expertise throughout your career</li> <li>Gain a deeper understanding with a profile that shows you are more than a number</li> <li>Save time with a profile that syncs with ORCID</li> </ul>
4	No, thanks Create your researcher profile
and then d	confirm again:



You will receive an email with a generated Researcher ID (following format: letters-four digit number-year of establishment of RID - e.g. GRJ-9573-2022) within 24 hours.

If the system finds a match, it will offer your or your namesake's publications.

Select the publications where you are the author/co-author so that they can be added to your profile. Uncheck the authors/co-authors whose publications are to be removed from the list.

Publications are also searched based on the e-mail addresses associated with your account. Is there something missing from this list?

You can refine your search by adding additional e-mail addresses under which you have published or previously registered in other systems. This will also assign you other publications (by clicking through the 1st part of the blue highlighted text "providing more email addresses"), or you can add publications manually via another method (by clicking through the 2nd part of the blue highlighted text "add publications manually via another method"):

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You can also add publications manually via another methods.

# Adding publications via another method:

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# 1) adding a publication by identifier

Select from the list of identifiers and enter a value, start the search and select the found publication.

Add publications to your profile	
We found 30 of your publications We have found 30 publications in the Web of Science Core Collection that match your email addresses and/or names. View my publications	
Add publications by identifier If your article has been published please enter its DOI to help us retrieve additional metadata including citations if it is indexed in the Web of Science Core Collection. Search Article Details DOI  DOI	
Add publications by file upload	
Sync with ORCiD	

#### 2) Adding a publication by uploading a file

Click the button below to import your publications from a file in RIS, BibTex or CSV format.

Add publications to your profile	
We found 30 of your publications	
We have found 30 publications in the Web of Science Core Collection that match your email addresses and/or names.	
Add publications by identifier	~
Add publications by file upload	~
Click the button below to import your publications from either a RIS, BibTex, or CSV file.	
Select file	
Sync with ORCiD	

# 3) Synchronization with ORCiD

The option for a one-time import of publications from your ORCiD record will be available soon. For now, you can import your publications from ORCiD (by clicking through the blue highlighted text "enabling ORCiD import sync in your profile settings"):

Add publications to your profile	
We found 30 of your publications We have found 30 publications in the Web of Science Core Collection that match your email addresses and/or names. View my publications	
Add publications by identifier	~
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Sync with ORCiD The ability to perform a one time import of publications from your ORCiD record will be coming soon. In the meantime you can import your publications from ORCiD be enabling ORCiD import sync in your profile settings	^

Enabling of the import synchronization from ORCiD in your profile settings:

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#### ... and activate the required updates.

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This step completes the basic settings of your profile.

Detailed information about creating, managing and setting up a profile are available here: <u>https://clarivate.libguides.com/authors/portfolio</u>.