

# Create Web of Science profile and allocation of Researcher ID

In order to be assigned a Researcher ID, registration in Web of Science (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 <https://www.webofscience.com/> ;
- from outside the CU via the "Web of Science" button at <https://ezdroje.cuni.cz/> :



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[More information](#)

### New resources

6.10.2022  
**IAReporter**  
news & analysis service tracking international arbitrations

4.10.2022  
**SciFlow**  
online text editor

13.9.2022  
**Case Files Collection**  
reference collection of medical case studies

11.8.2022  
**Gale Research Complete**  
unified platform for primary a secondary sources

2.8.2022  
**AISLP**  
factual database of medicinal products

[More...](#)

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Support: [admin-eiz@cuni.cz](mailto:admin-eiz@cuni.cz) | [Admin](#)

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

... 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:

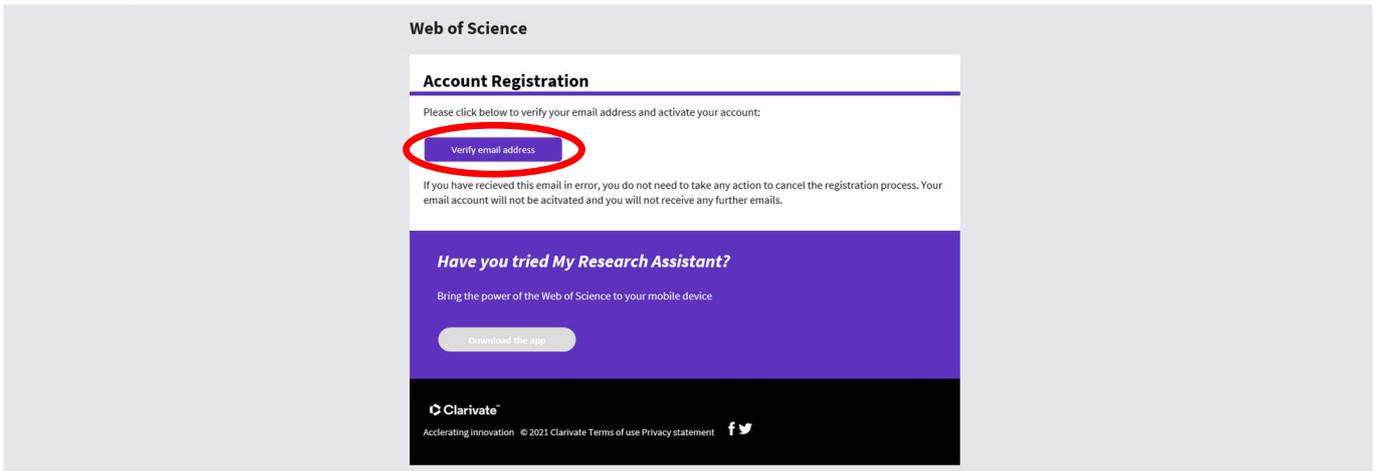
After registration, an activation e-mail will be sent to the e-mail address provided during registration.

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

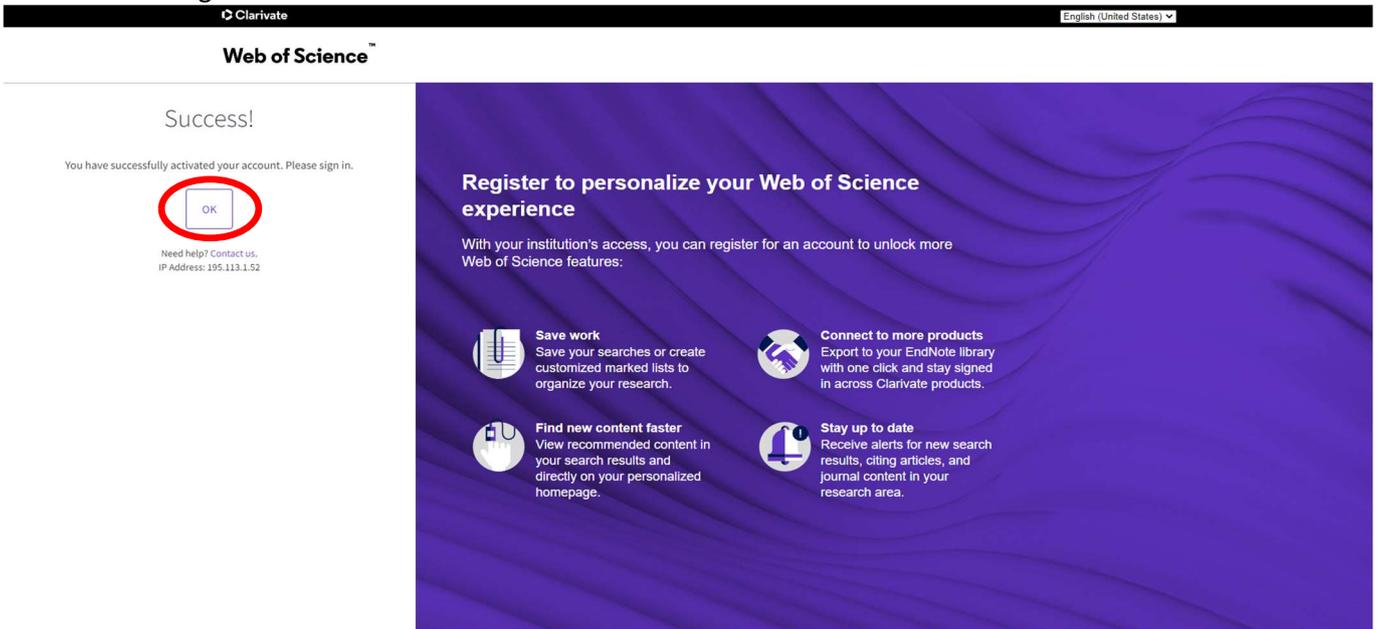
Please activate your WOS account

Web of Science -community.account@clarivate.com>  
Komu: 2xxxx Mxxxxx  
Zpracovat. Začít: pondělí 12. září 2022. Spíňat do: pondělí 12. září 2022.  
Pokud se vyskytly potíže se zobrazením této zprávy, kliknutím sem ji zobrazíte ve webovém prohlížeči.

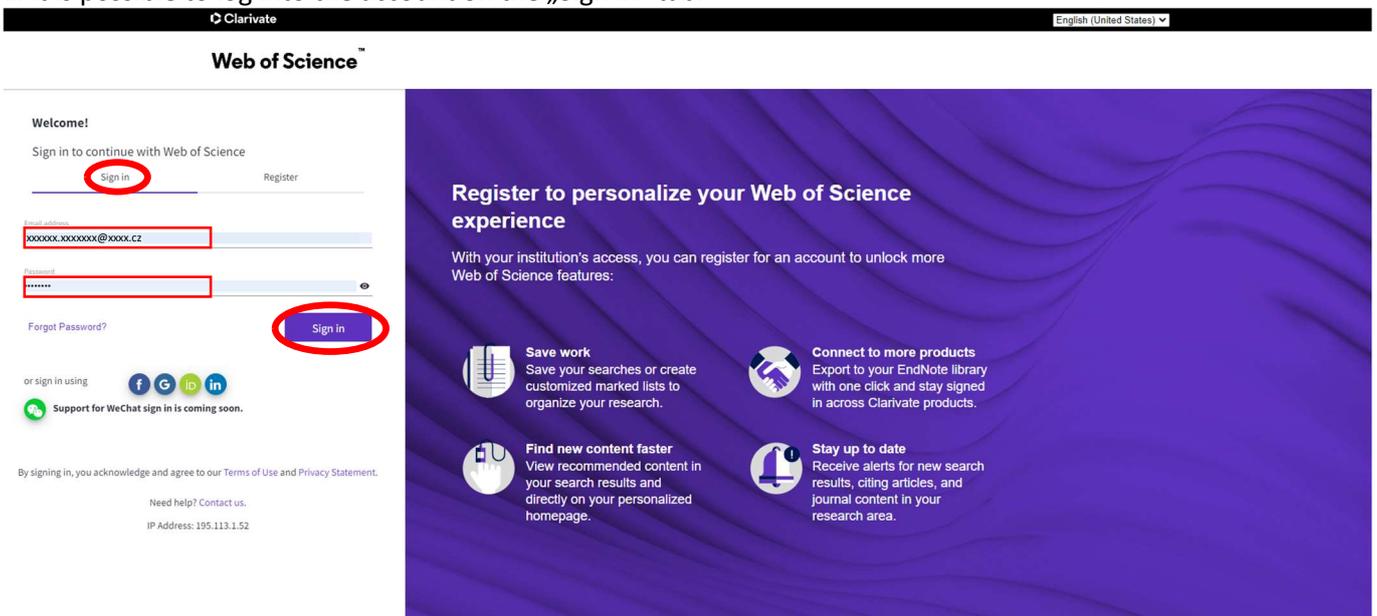
← Odpovědět   ← Odpovědět všem   → Přeposlát   ...  
08.09.2022 10:25



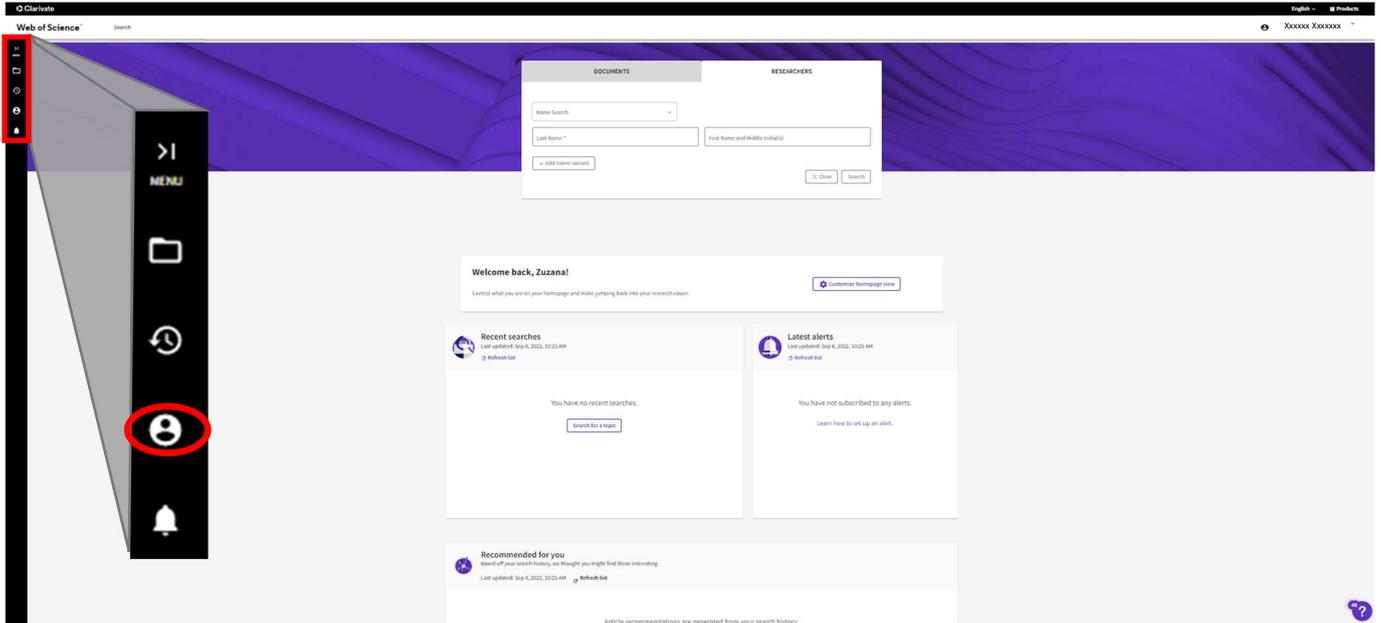
## ... and confirming ...



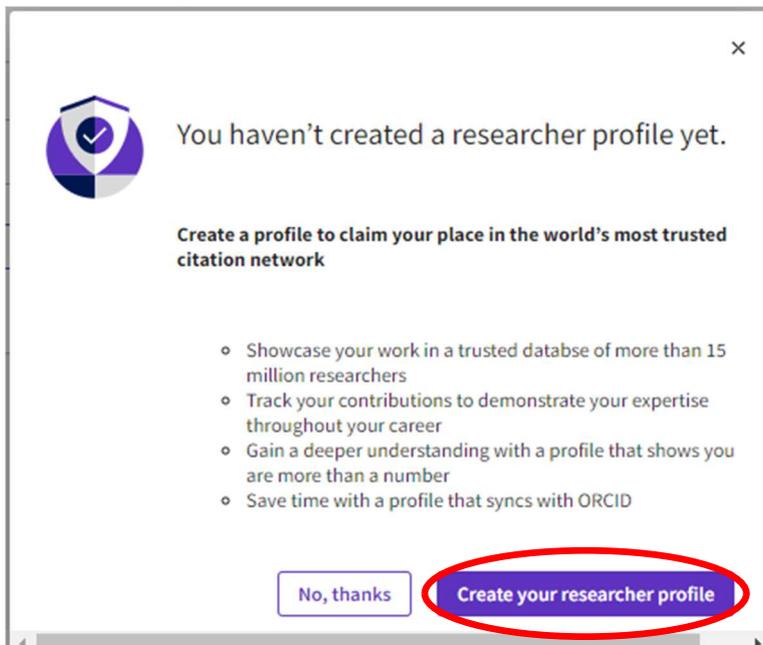
## ... it is possible to log into the account on the „Sign in“ tab:



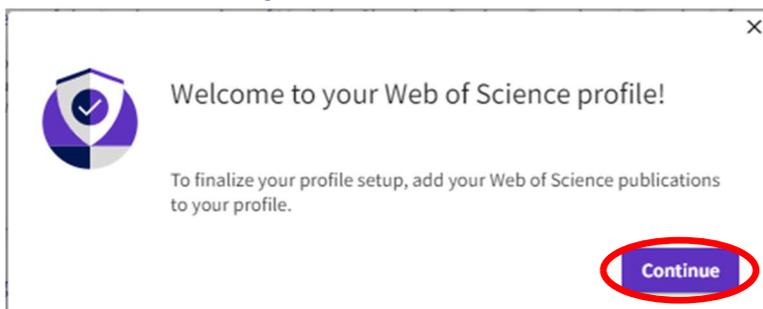
A search page will open after logging in. Click on the “Researcher Profile” button here...



... confirm the profile creation...



... and then confirm again:



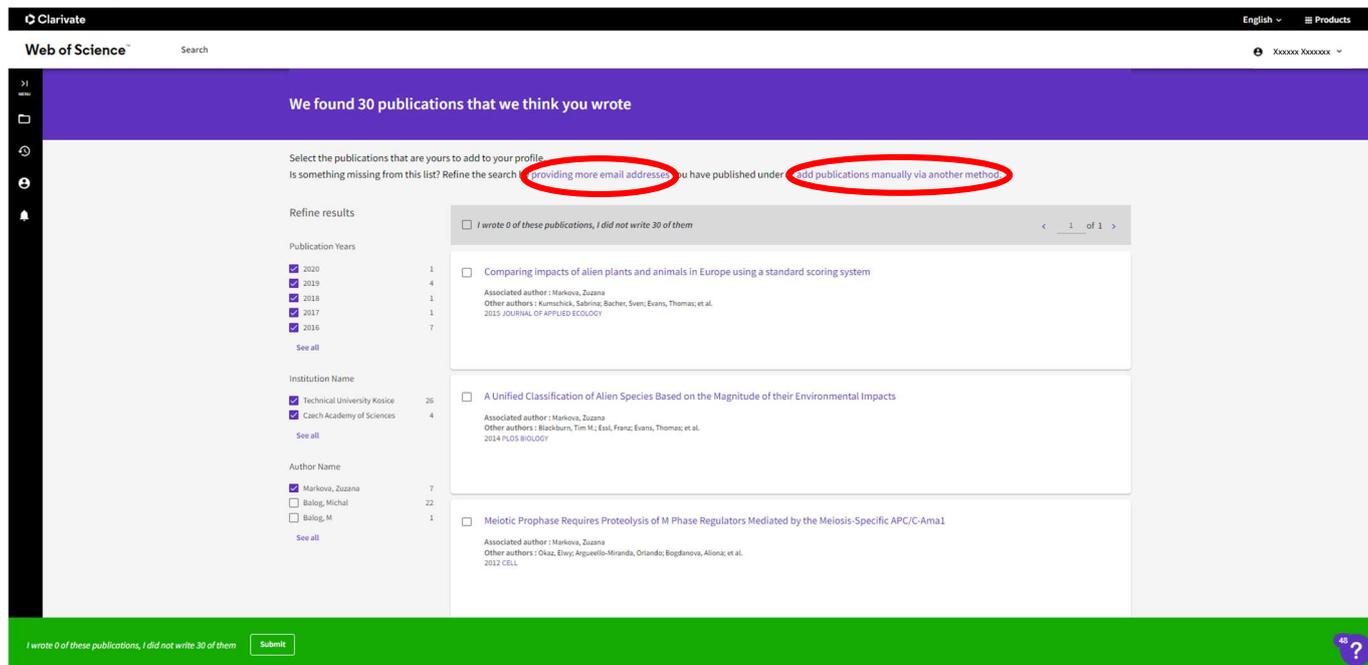
You will receive an email with a generated Researcher ID (following format: letters-four digit number-year of establishment of RID - e.g. GRJ-9573-2022) within 24 hours.

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

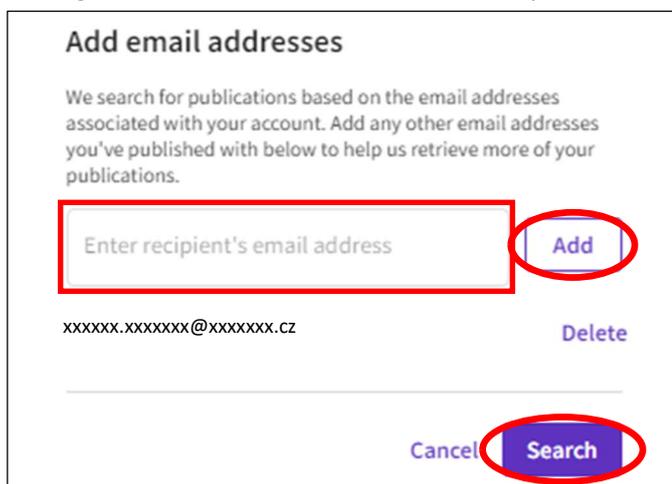
Select the publications where you are the author/co-author so that they can be added to your profile. Uncheck the authors/co-authors whose publications are to be removed from the list.

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“):



Adding more e-mail addresses to find more publications:



You can also add publications manually via another methods.

## Adding publications via another method:

Clarivate English Products

Web of Science Search Xxxxxx Xxxxxxx

### 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](#)

- 1) Add publications by identifier
- 2) Add publications by file upload
- 3) Sync with ORCID

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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 \* Search

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.

[View my publications](#)

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](#)  [Upload](#)

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](#)

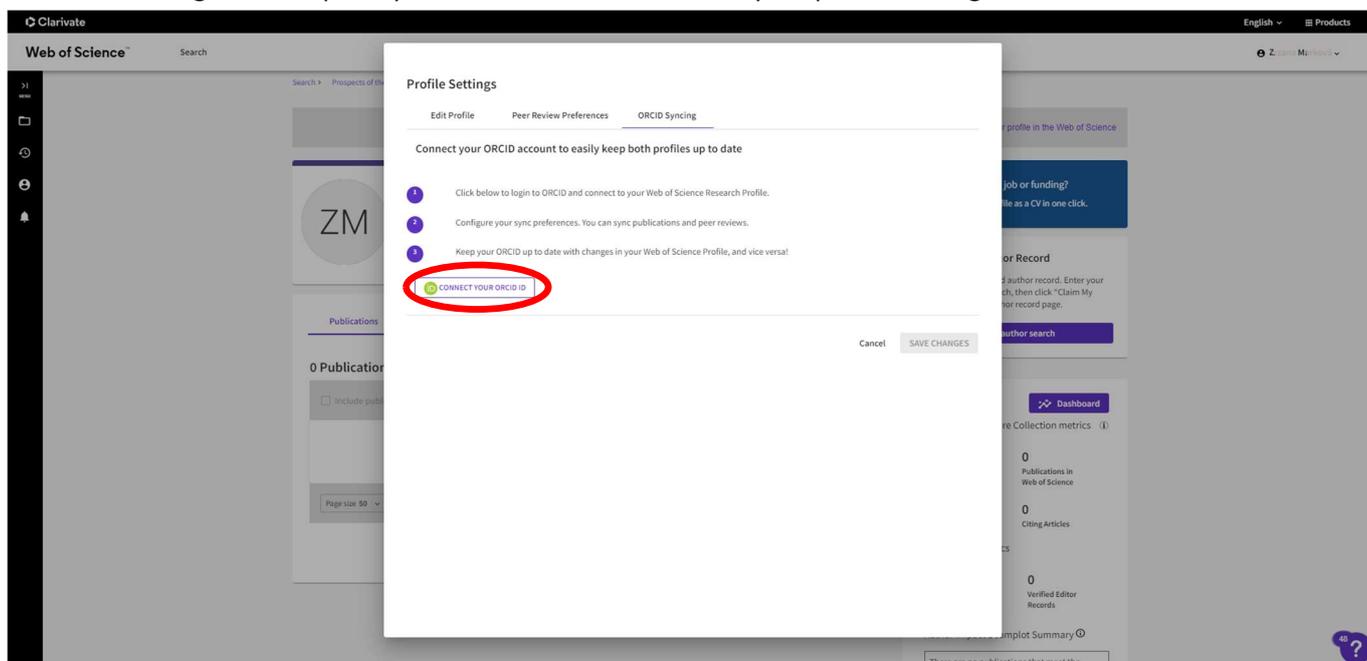
Add publications by identifier

Add publications by file upload

**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 by [enabling ORCID import sync in your profile settings](#)

## Enabling of the import synchronization from ORCID in your profile settings:



Fill in your ORCID ID and your ORCID account password, ...

### Sign in

example@email.com or 0000-0001-2345-6789

[Forgot your password or ORCID ID?](#)  
Don't have an ORCID ID yet? [Register now](#)

OR

... enable access authorization ...

**ORCID** Authorize access

You are currently signed in as:

**XXXXXX XXXXXX**  
<https://orcid.org/0000-0001-6726-253X>  
[Sign out](#)

---

**Web of Science** [?](#)

has asked for the following access to your ORCID record:

---

Add/update your research activities (works, affiliations, etc)

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**Authorize access**

**Deny access**

If authorized, this organization will have access to your ORCID record, as outlined above and described in further detail in [ORCID's privacy policy](#).

You can manage access permissions for this and other Trusted Organizations in your [account settings](#).

... and activate the required updates.

**Profile Settings**

Edit Profile Peer Review Preferences ORCID Syncing

---

**Linked ORCID account:**

<https://orcid.org/0000-0001-6726-253X>

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Some settings are not available because you have revoked permissions. Change this by granting permission in the permission section.

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**Automatically sync ORCID and Web of Science**  
Easily keep both profiles up to date and in sync.

- ON Update ORCID with changes I make in my Web of Science Researcher Profile
- ON Update my Web of Science Researcher Profile with changes I make in ORCID
- ON Update ORCID with my peer reviews

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**Permissions**

You have granted Web of Science permission to update your works on ORCID. [Revoke Permission](#)

You have revoked Web of Science permission to update your record on ORCID. [Grant Permission](#)

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Cancel **SAVE CHANGES**

This step completes the basic settings of your profile.

Detailed information about creating, managing and setting up a profile are available here:

<https://clarivate.libguides.com/authors/portfolio> .