It’s important to go through the Library to the UTS version of Scopus.

Go to the library web site, and search for Scopus via the catalogue.

First, in Scopus, go to the Author search tab.

Enter your family name (eg. Garcia), your initial(s) and if you are confident that all your publications have University of Technology, Sydney, enter that. If you’re unsure, click on Search without adding in Affiliation.

In the next screen, tick all boxes for names that match you. If you’re not sure that it’s you, you can click on Show Last Title to double check. If you’re still uncertain, clicking the number under Documents will take you to a full list of articles associated with that profile.

(If you only have one result for your publications, you do not need to do the next step)

Once you’re done identifying all your records, click on the **Request to merge authors** link.

This may attempt to open a new window, so keep an eye out for a blocked popup notification.
Click Start, and in the next screen, choose your preferred Profile name (this is the one that will be a live link to your author profile in Scopus)

In the screen after this, you’ll see a list of the publications identified with these profiles. Ensure that these are accurate. If anything is in this profile that isn’t yours, or if something missing that you know is in Scopus, click on Edit documents at the bottom of this screen.

Review your profile
Please review the information below to ensure that the profile will be correct.

If documents are missing, go to the bottom of the screen and click Search for missing documents. If there are documents that you know are not yours, click the X button on the left.

In the next screen you’ll see your name, and a request for your email address. You need to use your uts.edu.au address for this request to work.

Click submit, and you’re done!