ResearcherID
Implementation for NTU COE & COS
A User Guide
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As of 23 Feb 2011
A. Workflow

In 2010 PDG approved an endorsement for every faculty member in College of Engineering and College of Science to establish a ResearcherID account. As part of this endorsement, a ResearcherID account will be created with publications uploaded for all existing faculty members in both COE & COS. This user guide aims to assist faculty members in the initial navigation of ResearcherID after the mass creation of IDs and uploading of publications.

START
Receive email on Successful Researcher ID creation

B. Log in to ResearcherID

C. Verify personal details, especially the following fields:
   a) First name, Last name
   b) Email
   c) Sub-organisation
   d) Address
   Pls refer to handout for details

D & E. Verify & updating publications
   a) Check suggested publications
   b) Key in publications that is not within list of suggested publications

FINISH
B. Logging into ResearcherID after receiving confirmation email

Scenario 1: If this is your first ResearcherID account

1. From confirmation email received, click on URL to access ResearcherID using the log in details provided.

2. At Registration page, complete the remaining items on the registration page, especially:
   - First name, Last Names
   - Change password
   - Security Question & Answer
   - Verification Number
   Finally click Submit Registration to complete registration.

3. Accept End User License if agreeable with the terms & conditions.

4. Registration is completed. You can now login to ResearcherID to look at the list of Suggested Publications (see Item D)
B. Logging into ResearcherID after receiving confirmation email

Scenario 2: If you already have a ResearcherID account registered using NTU Email address

1. From confirmation email received, click on URL to access your ResearcherID.

2. To access your ResearcherID Profile, log in using your NTU Email address and password. If you forgot password, Click on Forgot Password/ResearcherID/Email.

3. Click on See Suggested Changes to view suggestions received from administrator.

4. Accept or Reject the suggestions. Click Submit Changes on this Page to save selection.

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B. Logging into ResearcherID after receiving confirmation email

Scenario 3: If you have a duplicate ResearcherID account registered using Non-NTU Email address

1. You will receive confirmation email like Scenario 1 because we are unable to track your ResearcherID that has been registered with a non-NTU email address.

2. You are strongly recommended to maintain only 1 ResearcherID profile – the profile that was registered using NTU email address. This is to maintain consistency in institutional details uploaded into the profile during the mass upload. To do this, you will need to populate the profile registered with NTU Email address with publications from your former profile.

3. To facilitate the merging of profiles, please send an email to ResID@ntu.edu.sg with the following details:
   - Existing NTU Email address
   - Non-NTU Email address registered for other ResearcherID profile
C. Managing Profile in ResearcherID

As part of this roll out, your ResearcherID will be auto populated with your information.

To ensure that your details are correct, please take time to go through the details in My Researcher Profile.

1. Click on Manage My Profile on the left hand menu in ResearcherID Home page.
2. Click on Personal Information tab to ensure that the information is correct, especially the following:
   - First/Given Name
   - Last/Family name
   By default your name will appear in Last/Family Name.
3. Click on My Affiliations to go through details pertaining to Institution and sub-division
4. Click on Password tab to manage your password and set your security question.
5. Click on Options to manage your email alerts.
D. Confirming “Suggested Publications”

As part of this roll out, your ResearcherID will be auto populated with publications from your RIMs profile.

The publications uploaded into your ResearcherID during this roll-out will appear under Publications > Suggested.

To add these suggested publications into your Profile, you need to Add them into your Publications List using the following steps:

1. From My Researcher Profile page, click on “Suggested” under My Publications.
2. The suggested publications will be loaded. Select the titles you want added into My Publications by checking the box(es).
3. Click on “Add Selected Publications to My Publications List”
4. Click “OK” when prompted if you want to move the selected items from current (Suggested) list.
5. The selected publications are now added to your Publication List.

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E. Managing your Publication List

1. To manage the list of publications in My Publications folder, click on “Manage List”

2. To hyperlink publications to Web of Science (WOS) hence obtaining citation information, select the publications and click on “Update using Web of Science”.

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3. If Web of Science is unable to locate publication you will see the message “No additional details found”. This can be due to (a) publication information is not correct hence WOS is unable to match records or (b) publication is not indexed by WOS.

4. If (a), you may edit publication information by clicking on “Edit record in EndNote Web”. Save your record and return to ResearcherID. Repeat Step 2.

   When WOS is able to match publications, you will see the message “Your publication(s) have been updated”. Your publication in ResearcherID now contains citation information and is now hyperlinked to WOS.

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**Publication is now hyperlinked to WOS and contains Times Cited information.**
F. Adding new publications

Please only include journal articles in your ResearcherID Profile.

For faculty members of SCE and Division of Mathematical Sciences you may include journal articles and conference papers.

Details on how you can add publications into you Publication List can be found here.

For further assistance on using Web of Science or EndNote Web, please contact askalibrarian@ntu.edu.sg

For further assistance on ResIDs, please contact the project team at ResID@ntu.edu.sg

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