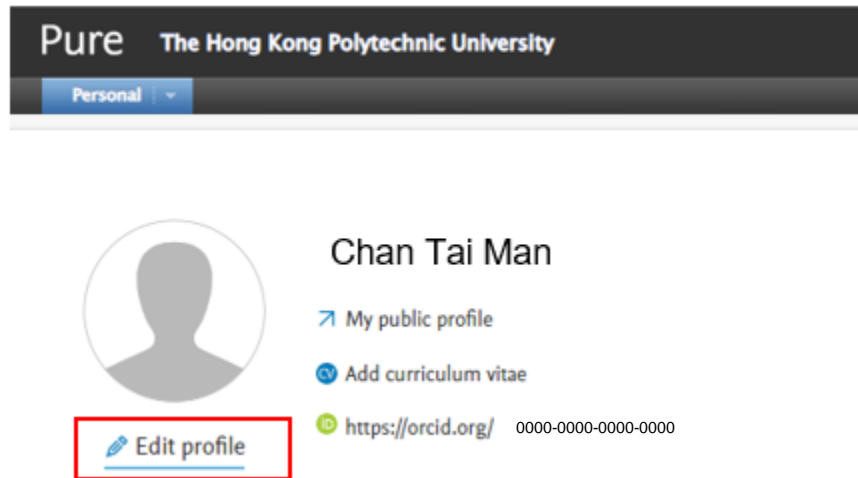
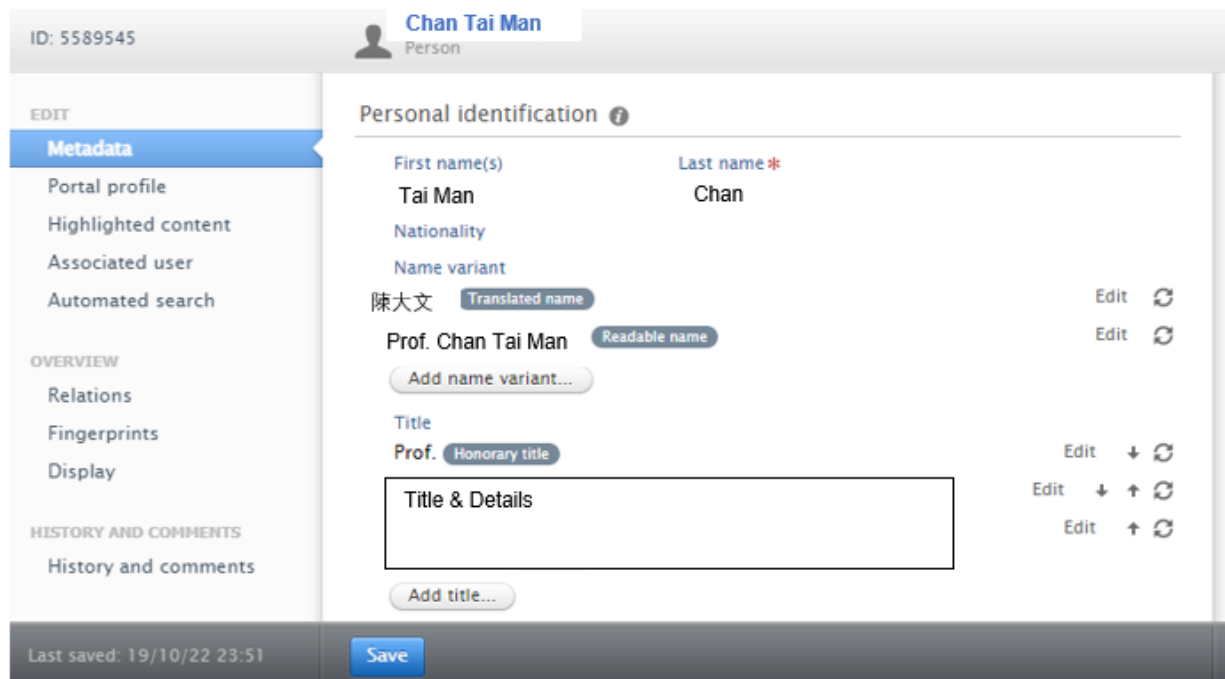


02b_Edit researcher profile

1. Click “Edit profile”



2. Researcher could add your bio, research and teaching interests, and upload your photo to your profile at the “Metadata” part



**** Education and professional background information are extracted directly from HRO. Please contact HRO if necessary.**

3. **ORCID** and **Scopus Author ID** require your input in the “Metadata” part. Please add them in PolyU Scholars Hub as below to enhance research visibility

Person

EDIT

Metadata

- Portal profile
- Highlighted content
- Associated user
- Automated search

OVERVIEW

- Relations
- Fingerprints
- Display

HISTORY AND COMMENTS

- History and comments

Personal identification ⓘ

First name(s)

Last name *

Gender *

Date of birth

Nationality

Name variant

Title

ID

ORCID

Profile photos

a. Input ORCID

- i. Click the “Add existing ORCID ...” button
- ii. Enter your ORCID
- iii. Click “Check” and “Apply”

ORCID

→

Add existing ORCID

Add existing ORCID

The ORCID ID must be in the format dddd-dddd-dddd-dddX (d: 0-9, X: 0-9 or 'X').
Example: 0000-0002-1694-233X.

b. Input Scopus Author ID

- i. Click the “Add ID” button
- ii. Select “Scopus Author ID” and enter your Scopus Author ID
- iii. Click the “Create” button

4. Open “Automated search”

- a. Get notified when PolyU Scholars Hub finds your publications from Scopus:
Tick “Inform me by email when candidates are found”
- b. **Ensure “Enable automated search” is on** so that researcher can import Scopus publications from Scopus to PURE

5. Scroll to the bottom and click the “Save” button.

