GOBIERNO DE ESPAÑA
MINISTERIO DE CIENCIA, INNOVACIÓN Y UNIVERSIDADES
FECYT INNOVACIÓN
RECURSOS CIENTÍFICOS

Jornadas de formación Web of Science 2025-2026

Sesión B2 - Administrar un perfil de investigador en Web of Science

Anne Delgado
10/12/2025

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Sesión B2 - Administrar un perfil de investigador

- Vincular con mi perfil en ORCID
- Añadir publicaciones que faltan en mi perfil
- ¿Cómo funcionan las actualizaciones automáticas?
- Eliminar publicaciones que no son mías
- Verificar las notificaciones automáticas

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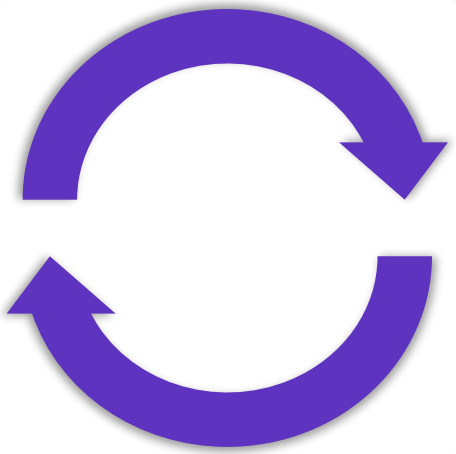
Two-way Synchronization with ORCID

Saving researchers' time and ensuring data integrity

ORCID

Works added to an ORCID profile are automatically added to Web of Science profiles and article records



Web of Science™

Articles are added instantly and **peer reviews** daily to ORCID records.

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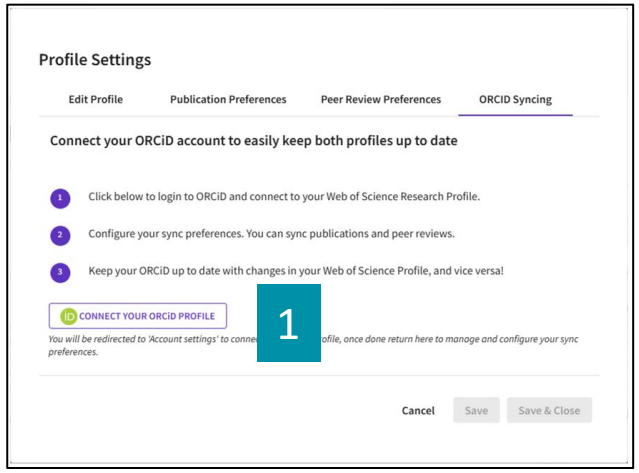
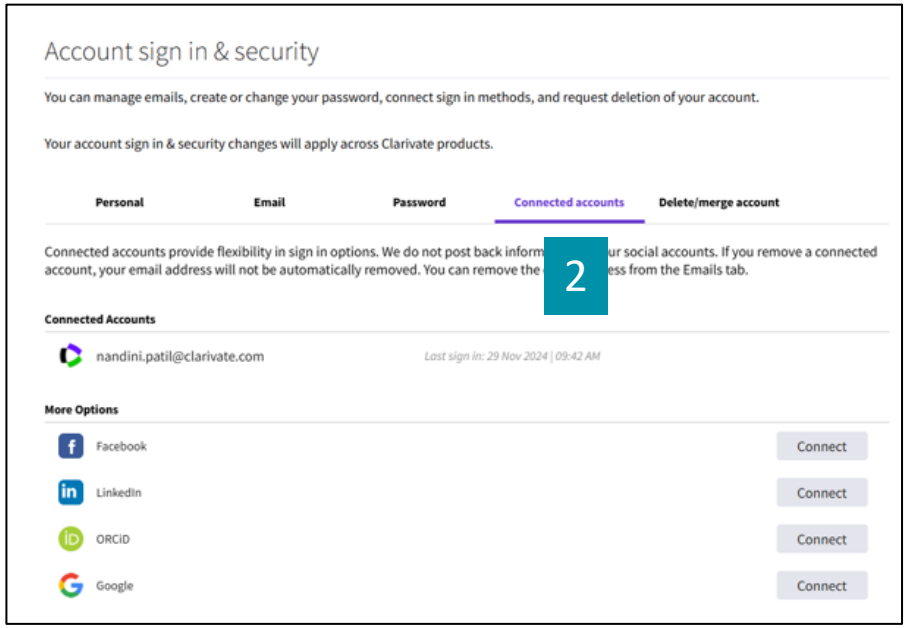
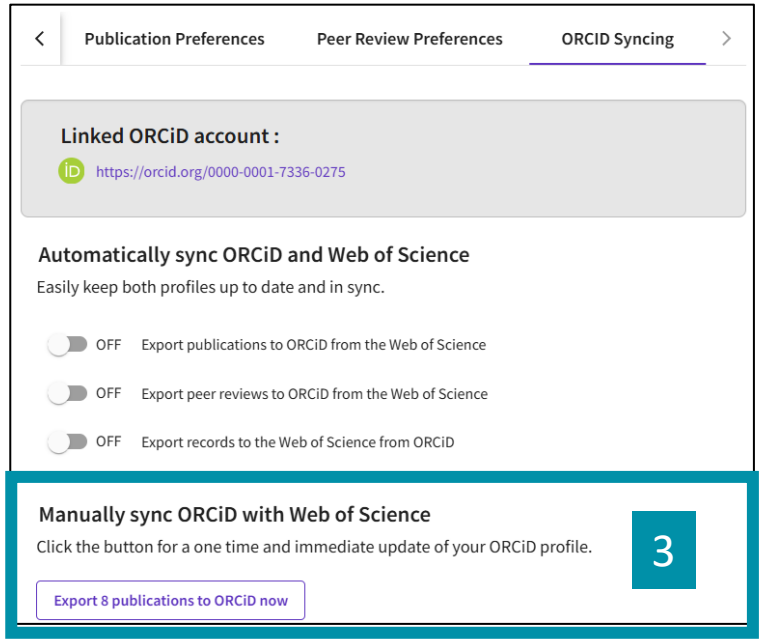
Option 1 - Import your publications from ORCID at any given time

1. From "Profile Settings“, open the ORCID Syncing tab and click "Connect Your ORCID Profile“
2. From account settings, connect your Web of Science account by entering your ORCID credentials.
3. Once your Web of Science Profile is connected to you ORCID account, you can manually import your papers.
4. The newly added publications will then be verified for the authorship on the paper, before they get displayed on the public profile page. However, you can always see them on your private dashboard page tagged as “Verification in progress”. Authorship verification process takes 3-5 days. These claimed papers will be visible in the profile after verification is completed.



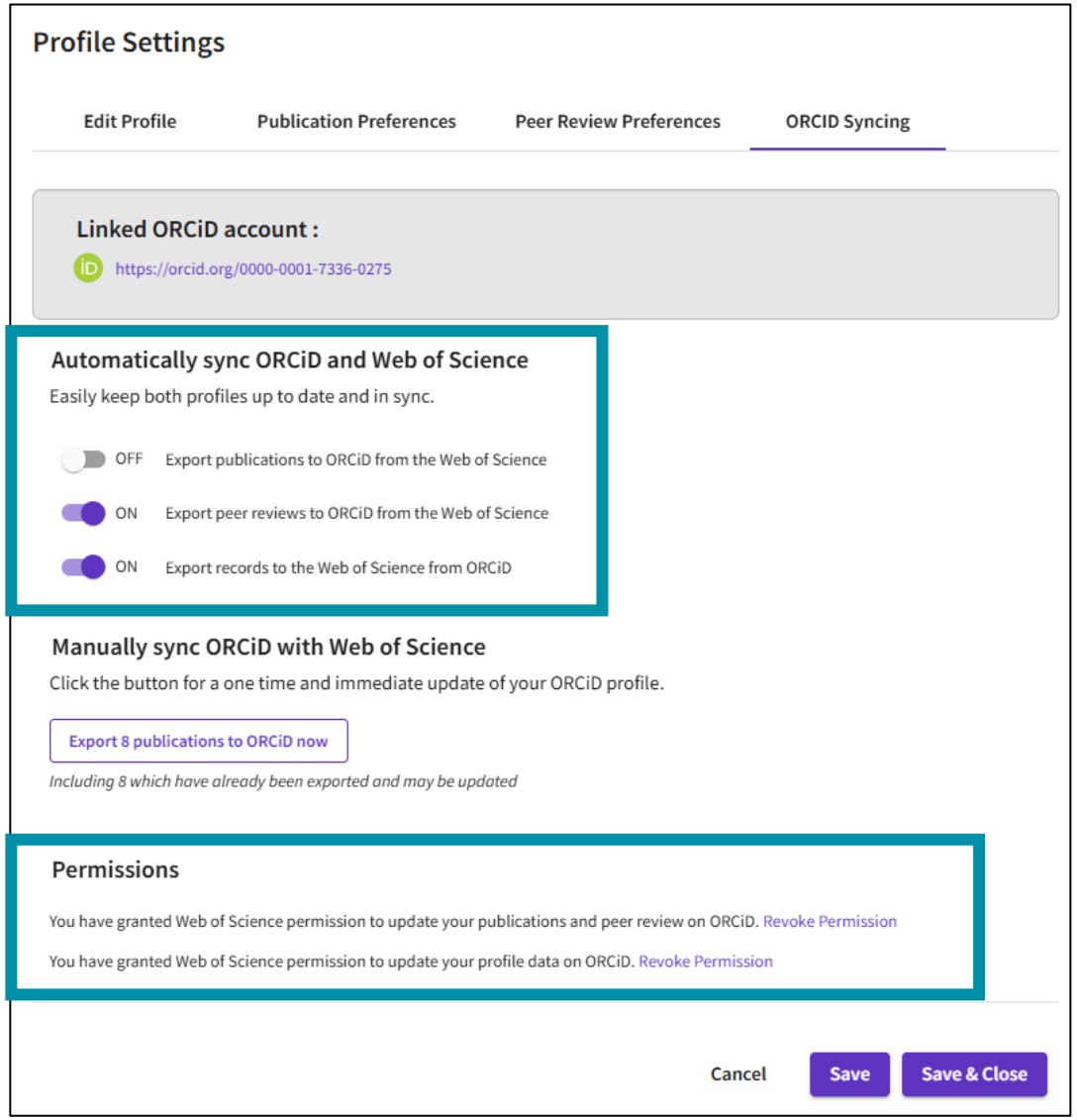




Option 2 - Save time synchronizing your Web of Science and ORCID profiles

1. From "Profile Settings“, open the ORCID Syncing tab and click "Connect Your ORCID Profile“
2. From account settings, connect your Web of Science account by entering your ORCID credentials.
3. Once your Web of Science Profile is connected to you ORCID account, you can manage syncing
    - You can decide level and direction of synchronization
    - Publications are sent immediately
    - Peer reviews are sent daily
    - ORCID and ResearcherID displayed as links on respective profiles.

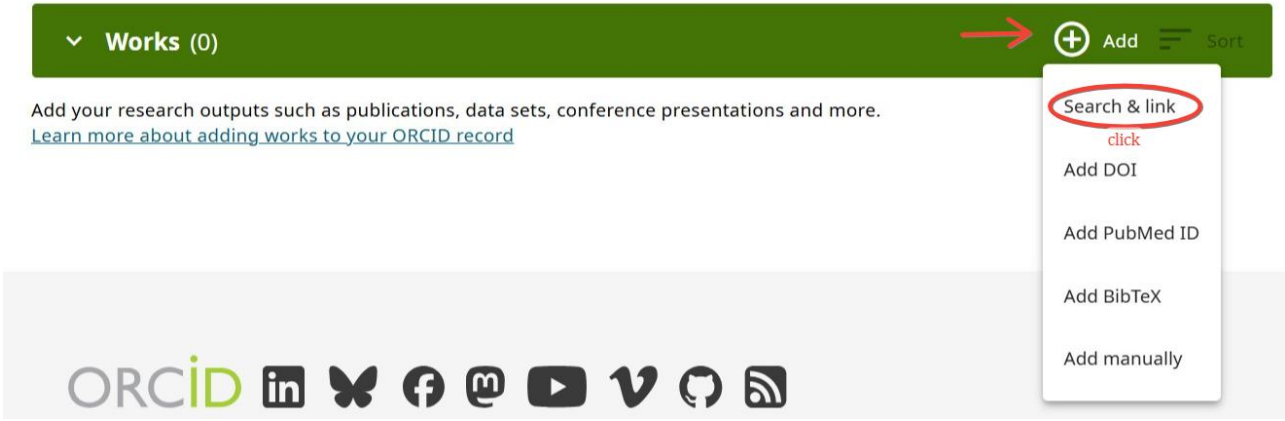
- Note - Having multiple ORCIDs connected to a single Researcher Profile can create discrepancies for data syncing between WoS and ORCID. We encourage users to keep only one of their ORCIDs connected to their Researcher Profile



New Wizard in ORCID

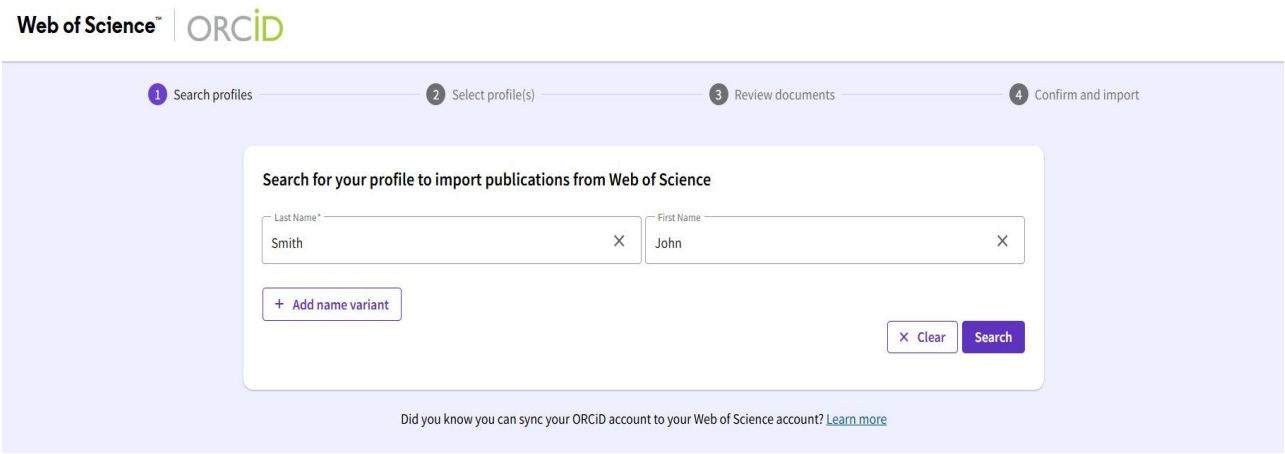
Step 1: Access the Wizard in ORCID

- Access your ORCID account
- Click on Work → Search & link
- Find and select Web of Science from the list
- Authorize Web of Science to access your ORCID record



Step 2: Search for your Web of Science Researcher Profile(s)

- Search with your Last Name and First Name
- (Optional) Add your name variant
- Run the search



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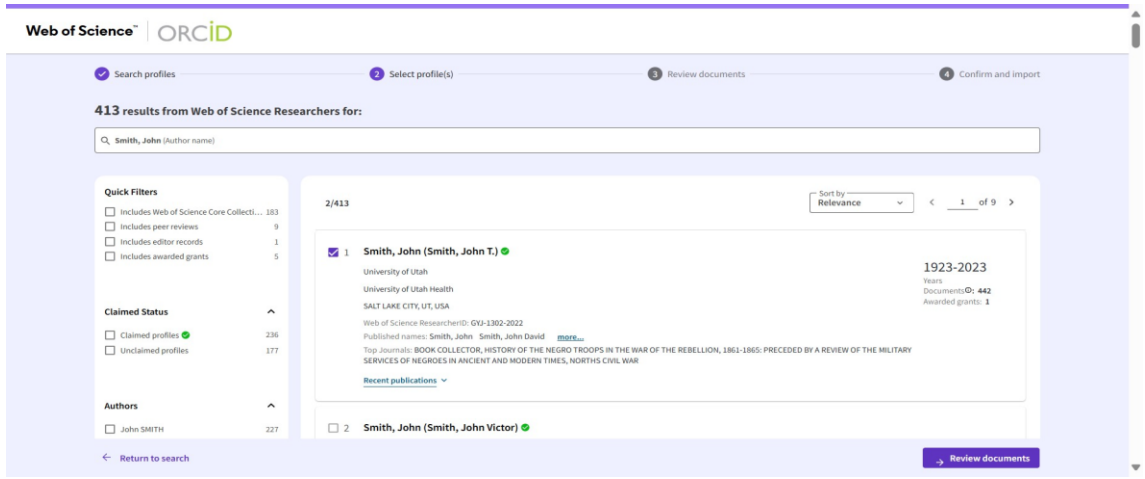
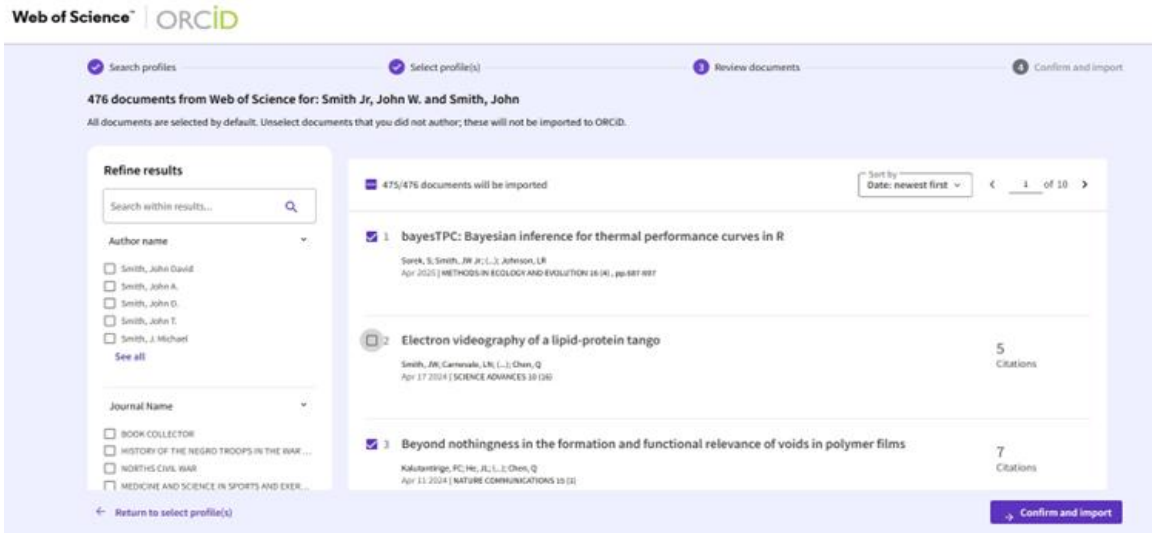
New Wizard in ORCID

Step 3: Select your Web of Science Researcher Profile(s)

- Use filters to quickly filter the results
- Confirm identity matching:
  - ✅ Publication history
  - ✅ Institutional affiliations
  - ✅ Published names
- Select all matched researcher profile(s) and click on ‘Review documents’ to continue





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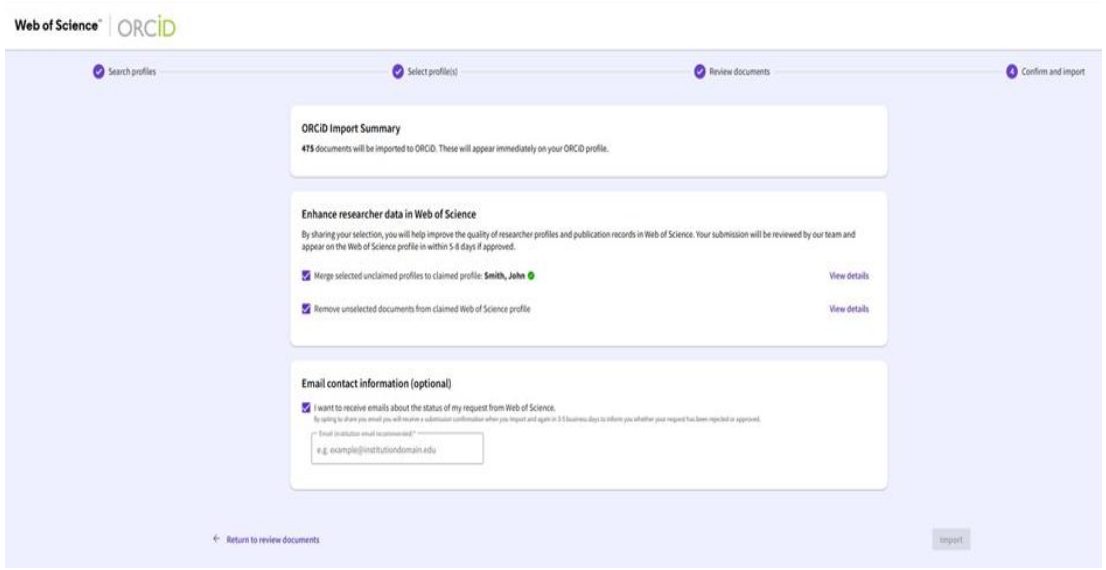
New Wizard in ORCID

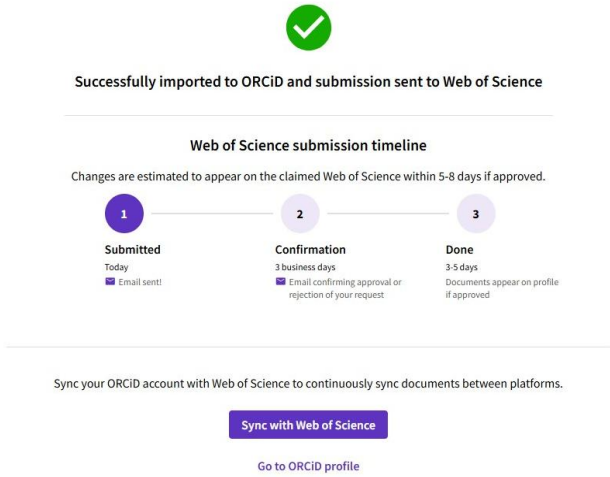
Step 5: Confirm and Import

- Review ORCiD Import Summary
- Select/deselect option to Enhance researcher data in Web of Science
  - If selected, review correction details
  - Determine whether to receive emails from Web of Science about the status of the correct request
  - Provide your institutional email address for contact
- Click ‘Import’



Step 6: Continue to Web of Science Account or Go back to ORCID Record

- After successfully import, click ‘Sync with Web of Science’ to continue
- Or go back to ORCID record



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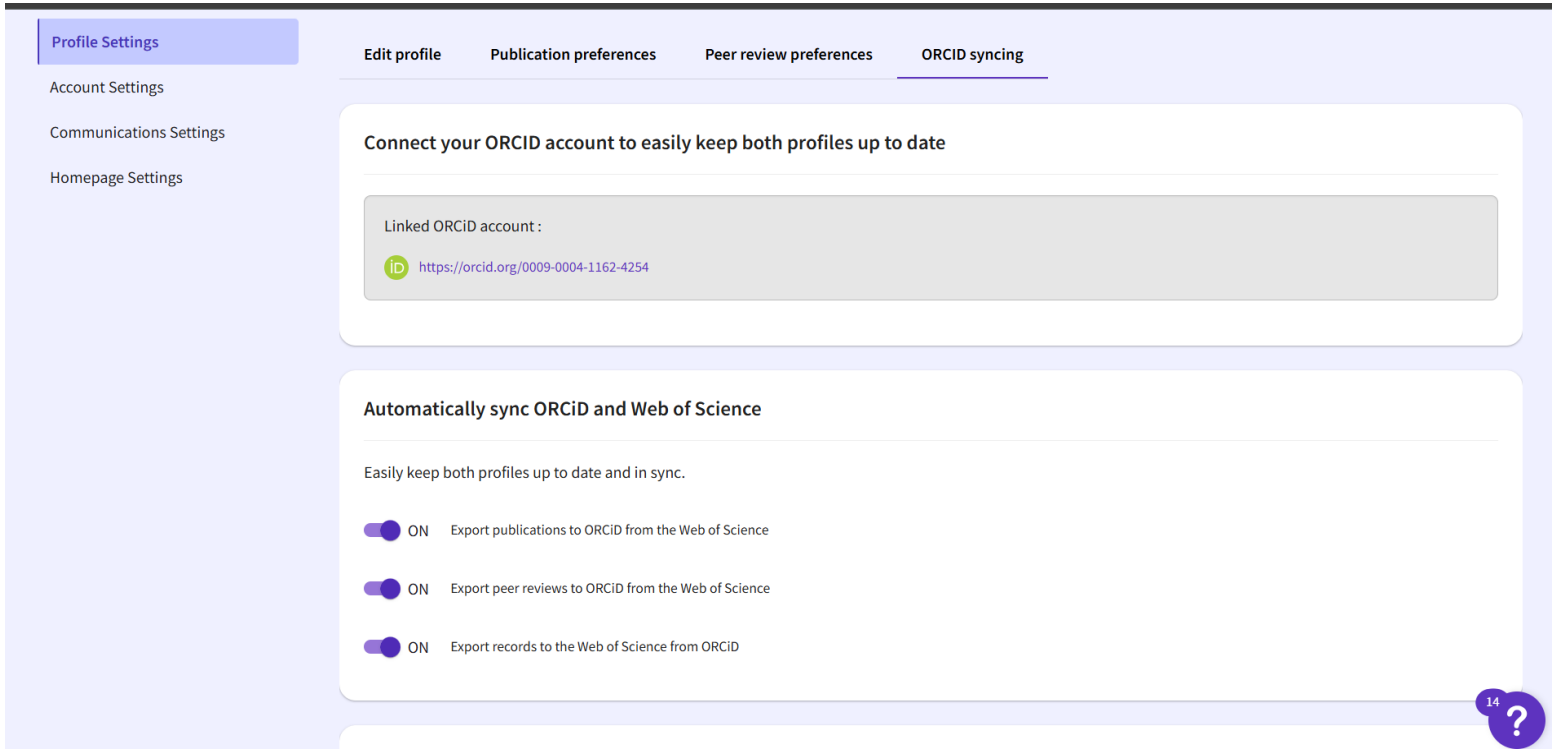
New Wizard in ORCID

Step 7: Sync ORCID iD with Web of Science Account

- Sign in to Web of Science using ORCID iD
- Go to Settings –> Profile Settings –> ORCID Syncing tab
- Connect ORCID iD with Web of Science account
- Turn on the toggles to automatically:
  - Export publications to ORCID to Web of Science
  - Export peer review to ORCID from Web of Science
  - Export records to the Web of Science from ORCID



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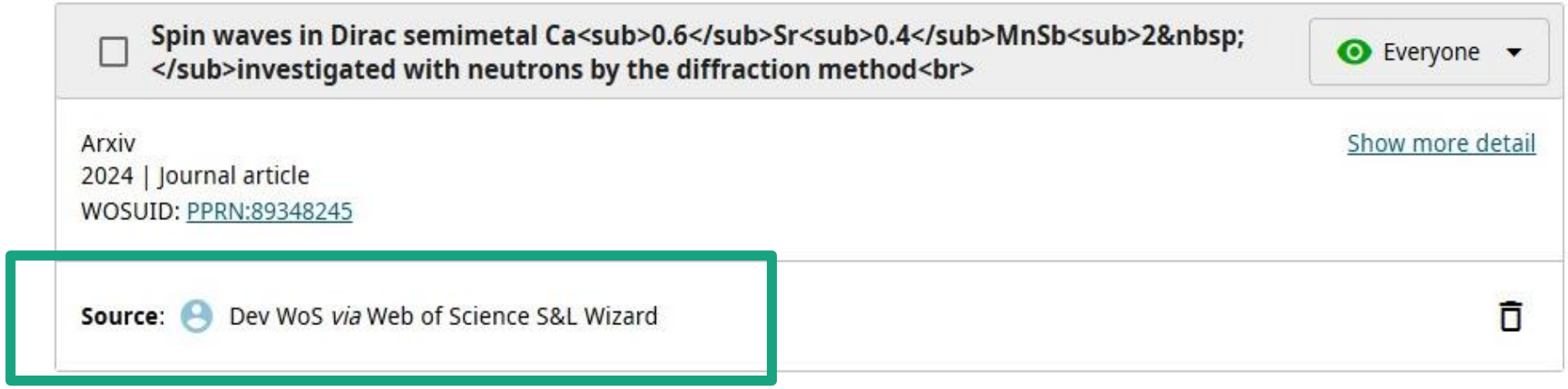
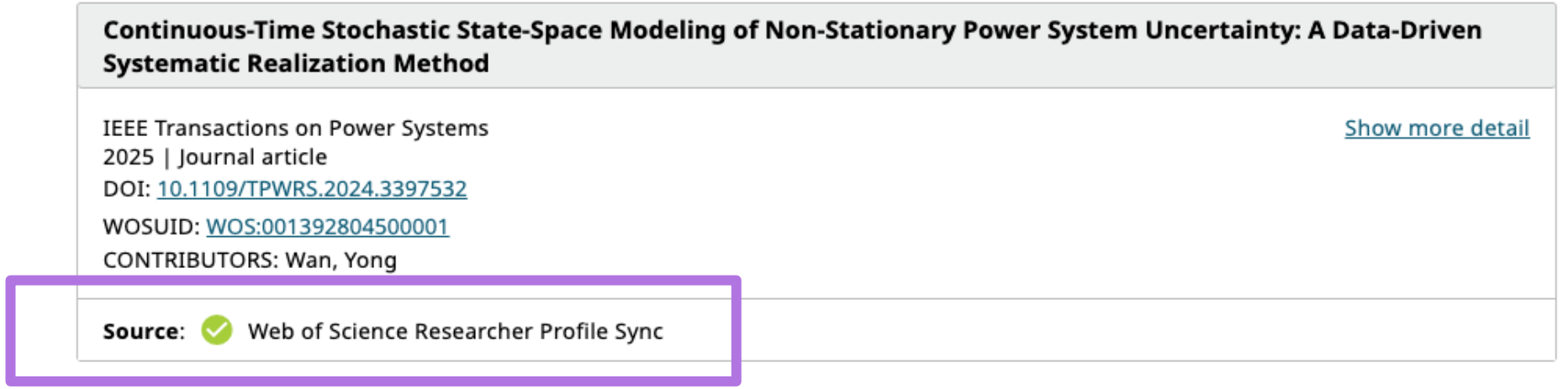
Source on ORCID Record

Example record added via Search & Link



Example record added via profile sync



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Revised ORCID connection

For existing users:

- **Through Social login:**

✓Log in to Web of Science via ORCID Social login

✓Prompted with new scope/permissions at ORCID website

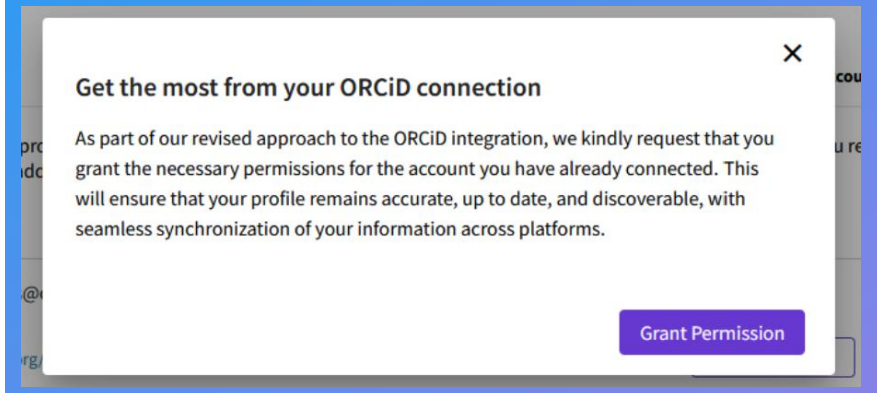
✓Redirected to Web of Science homepage

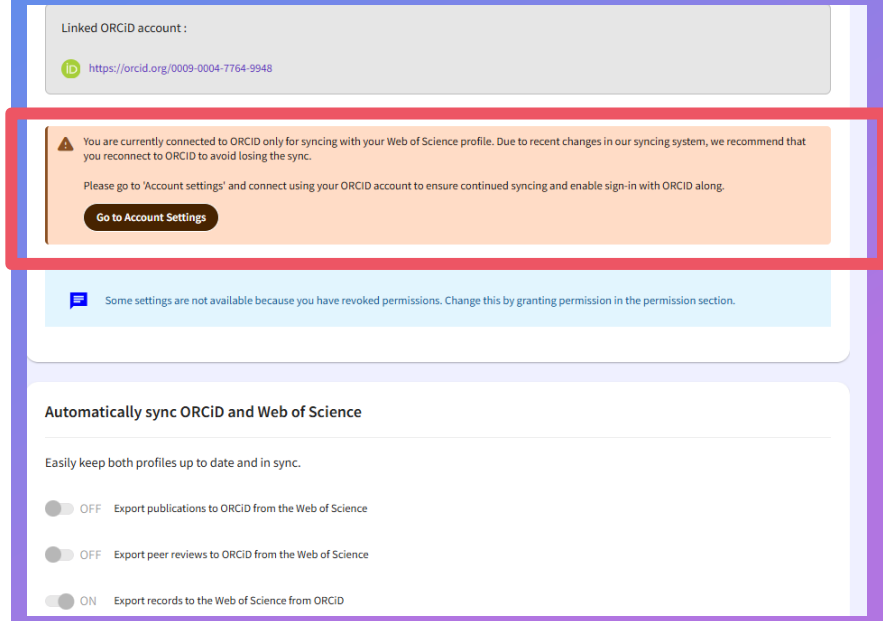
- **Through Profiles sync**

✓Notified for new scope/permissions OR connect to ORCID through **account settings page**

✓Taken to ORCID website for revised authentication or grant permissions

✓Redirected to Web of Science homepage





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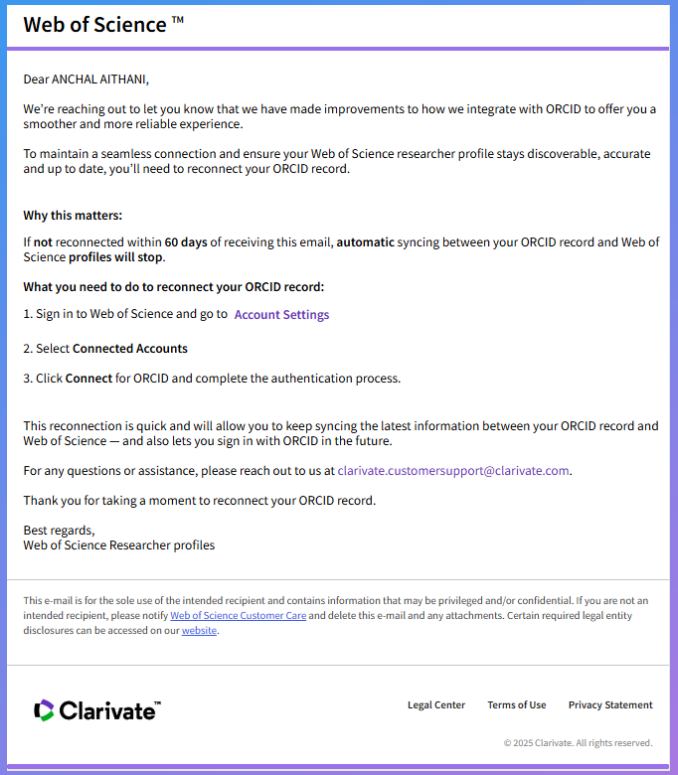
Who's affected & why it matters

341K Users must reauthenticate to maintain sync

- 341K users are currently synced **only** for profile purposes
- These users will lose sync functionality unless they reauthenticate
- A **direct email communication** sent to these users
- **60-day grace period** post-launch to transition
- After that, auto syncs will stop – but existing data remains intact

FAQs and step by step guide HERE

The set of 341 K users if not re-authenticated would loose the auto-sync.



Web of Science ™

Dear ANCHAL AITHANI,

We're reaching out to let you know that we have made improvements to how we integrate with ORCID to offer you a smoother and more reliable experience.

To maintain a seamless connection and ensure your Web of Science researcher profile stays discoverable, accurate and up to date, you'll need to reconnect your ORCID record.

Why this matters:

If **not** reconnected within **60 days** of receiving this email, **automatic** syncing between your ORCID record and Web of Science **profiles will stop**.

What you need to do to reconnect your ORCID record:

1. Sign in to Web of Science and go to Account Settings
2. Select **Connected Accounts**
3. Click **Connect** for ORCID and complete the authentication process.

This reconnection is quick and will allow you to keep syncing the latest information between your ORCID record and Web of Science — and also lets you sign in with ORCID in the future.

For any questions or assistance, please reach out to us at clarivate.customersupport@clarivate.com.

Thank you for taking a moment to reconnect your ORCID record.

Best regards,
Web of Science Researcher profiles

This e-mail is for the sole use of the intended recipient and contains information that may be privileged and/or confidential. If you are not an intended recipient, please notify Web of Science Customer Care and delete this e-mail and any attachments. Certain required legal entity disclosures can be accessed on our website.

Clarivate™ Legal Center Terms of Use Privacy Statement

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Rest of the users will be prompted to provide all the scope & permissions if not done!

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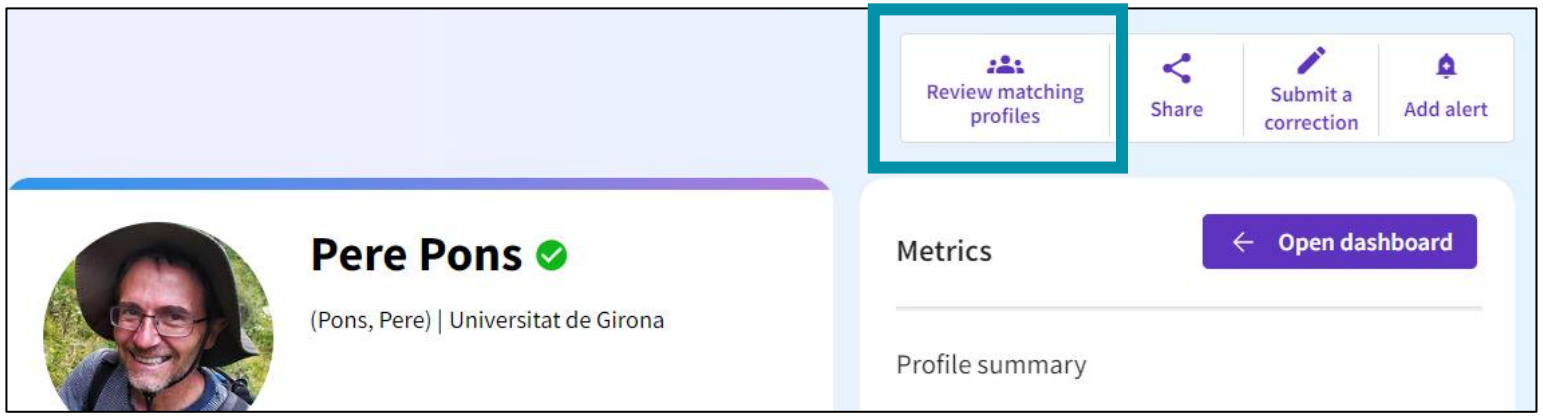
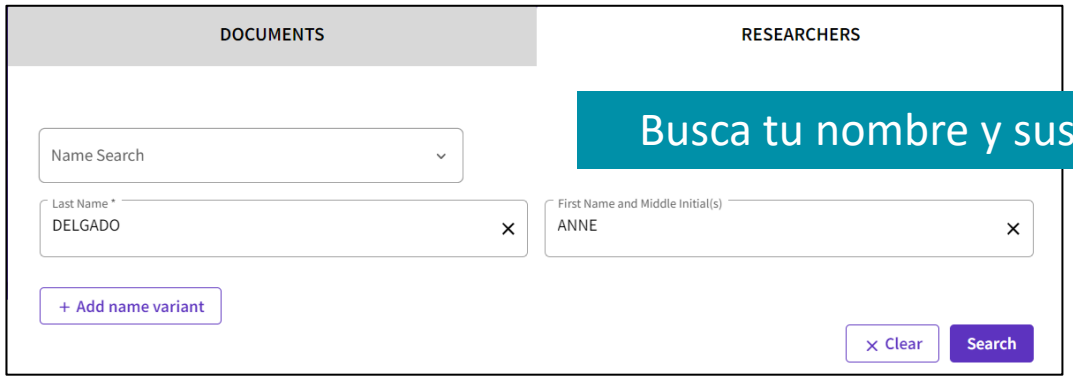
Antes de actualizar un perfil

Paso 1: Debes iniciar sesión antes de hacer cualquier cosa

Paso 2: Buscar perfiles de autor no reclamados con tus publicaciones





Busca tu nombre y sus variantes

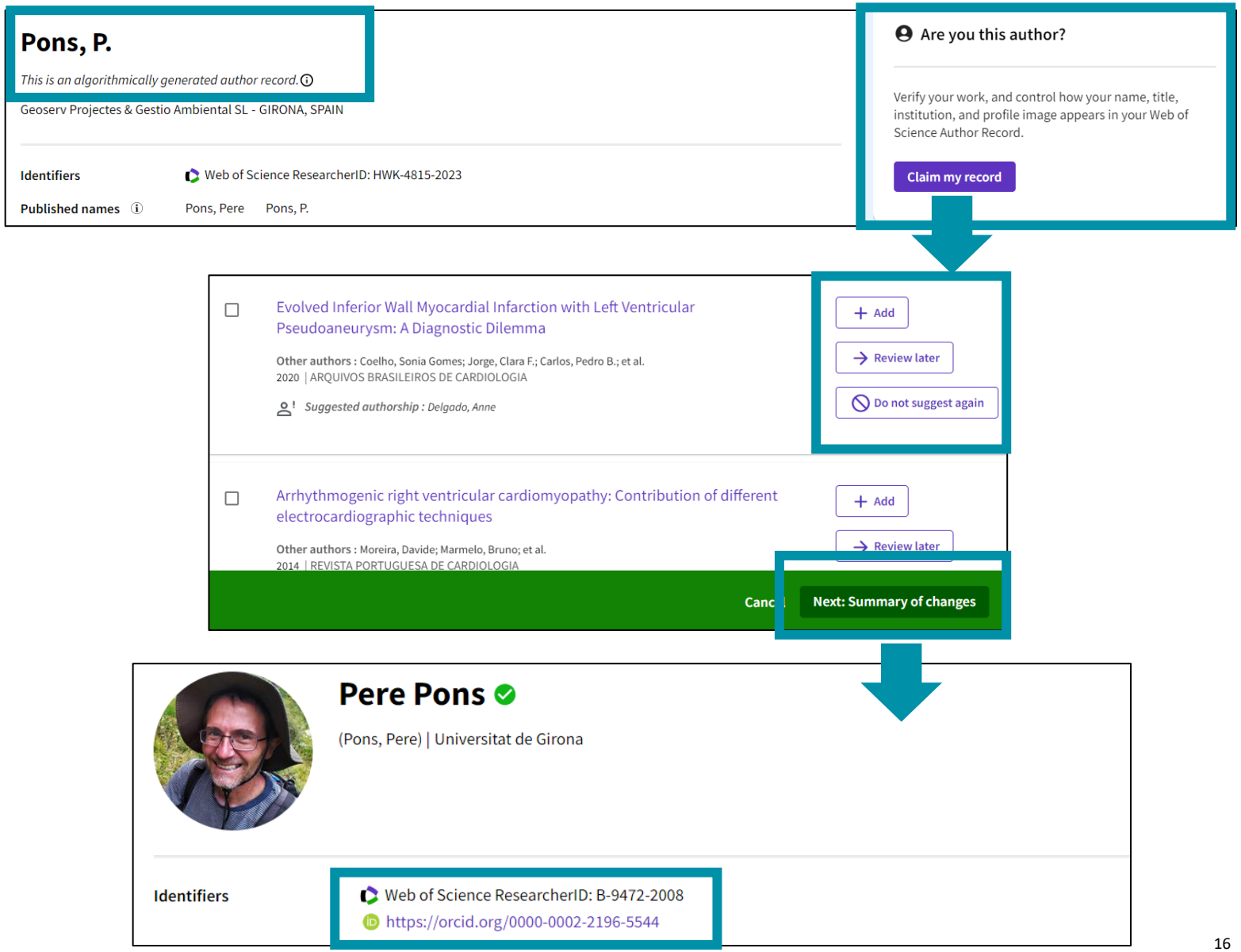
Añadir publicaciones

Opción 1 (recomendada)

- Paso 3 - Abre el registro de autor no reclamado y haz clic en "Reclamar mi registro".
- Paso 3 – Selecciona los documentos que deseas añadir a tu perfil de investigador.
- Paso 4 – Envía tu solicitud en la parte inferior de la página.
- Una semana más tarde, estos documentos se añadirán a su perfil de investigador validado.

NOTA – Puedes repetir estos pasos con un numero ilimitado de registros de autor no reclamados para añadir todas tus publicaciones a tu perfil validado

Reclama cualquier registro de autor donde haya uno de tus artículos, para crear tu perfil o bien añadir estas publicaciones a tu perfil de investigador validado

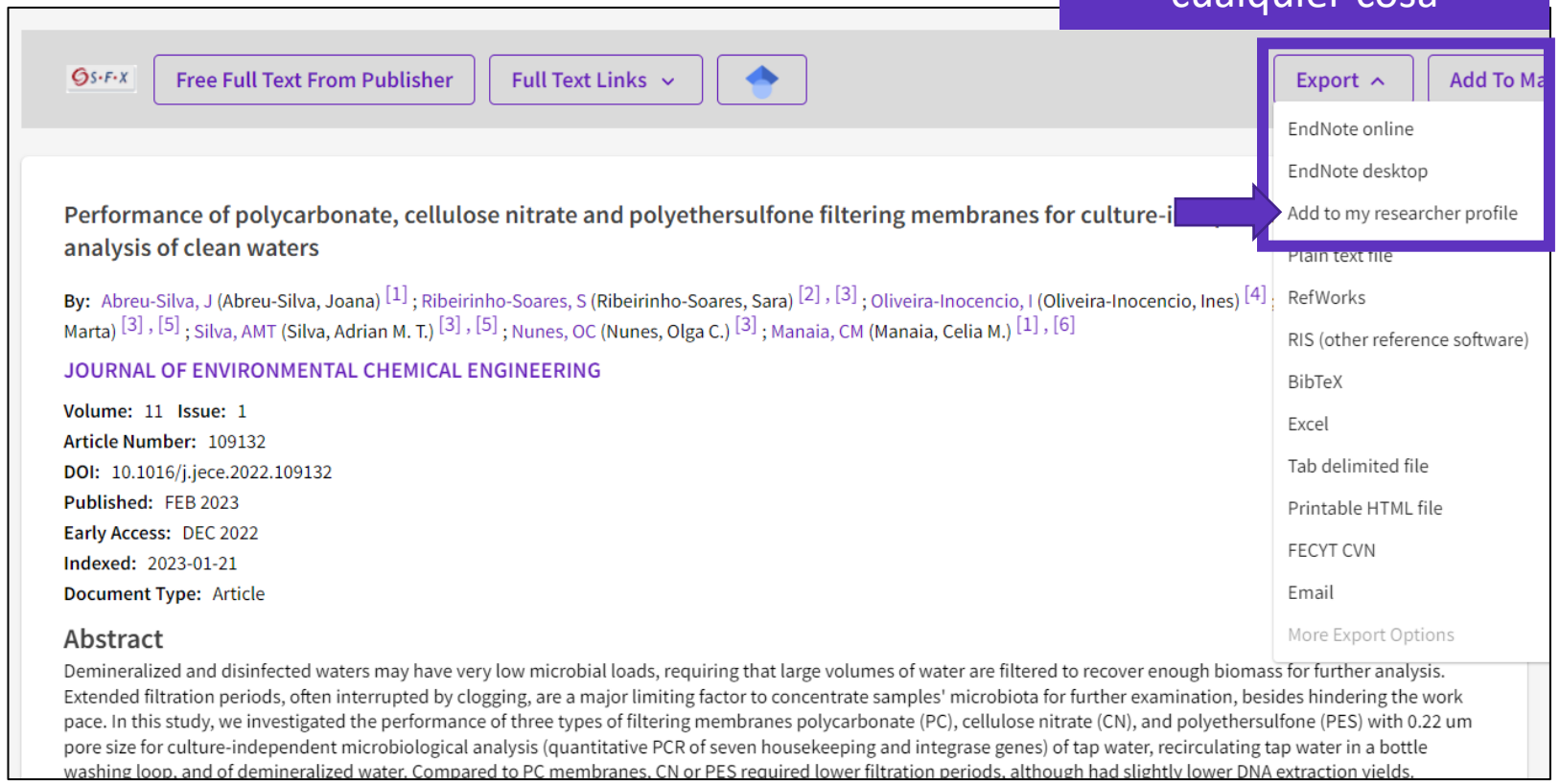


Añadir publicaciones

Opción 2 (recomendada)

- Puedes reclamar la autoría de cualquiera de tus documentos directamente desde el registro del documento.
- Entra las opciones de exportación, encontrarás la posibilidad de "Agregar a mi perfil de investigador.
- Precaución: debe iniciar sesión antes de reclamar cualquier cosa.

Debes iniciar sesión antes de reclamar cualquier cosa



Añadir publicaciones
Opción 3 (Fusionar perfiles)

- Puedes fusionar varios perfiles no reclamados – O – Puede fusionar UN perfil reclamado con uno o varios perfiles no reclamados
- El remitente recibirá una notificación por correo electrónico para confirmar la solicitud. También recibirá actualizaciones por correo electrónico cuando se rechaza la solicitud.
- Tanto el propietario del perfil como el remitente recibirán una notificación por correo electrónico cuando nuestro equipo de corrección apruebe la solicitud de corrección.

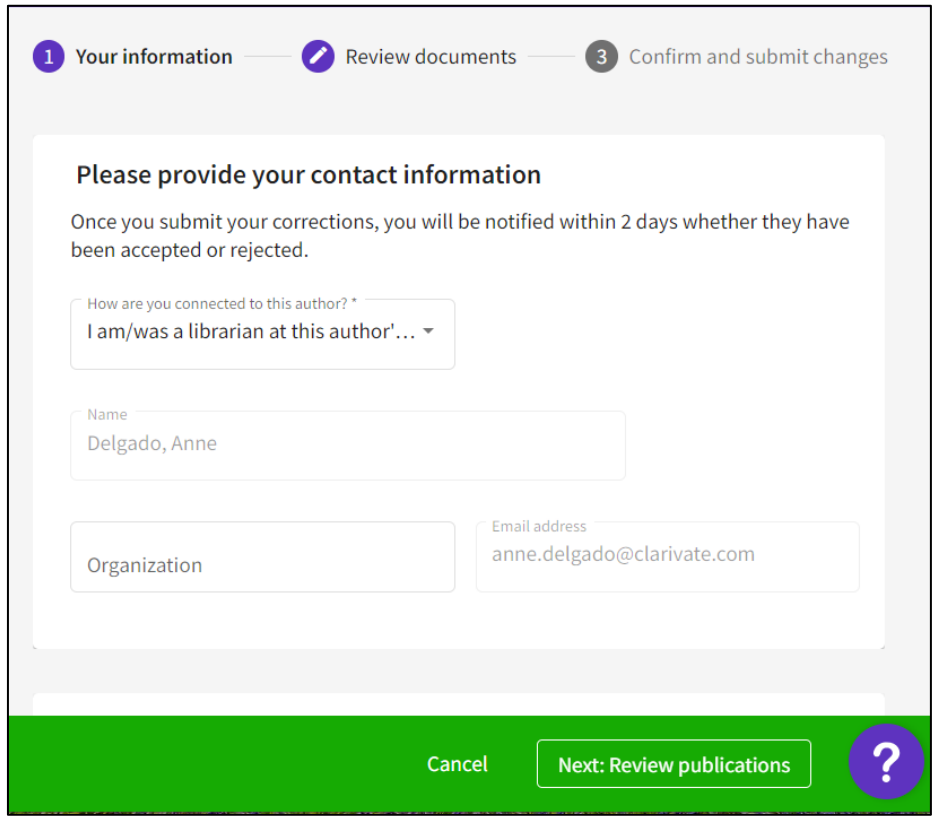
Please note:

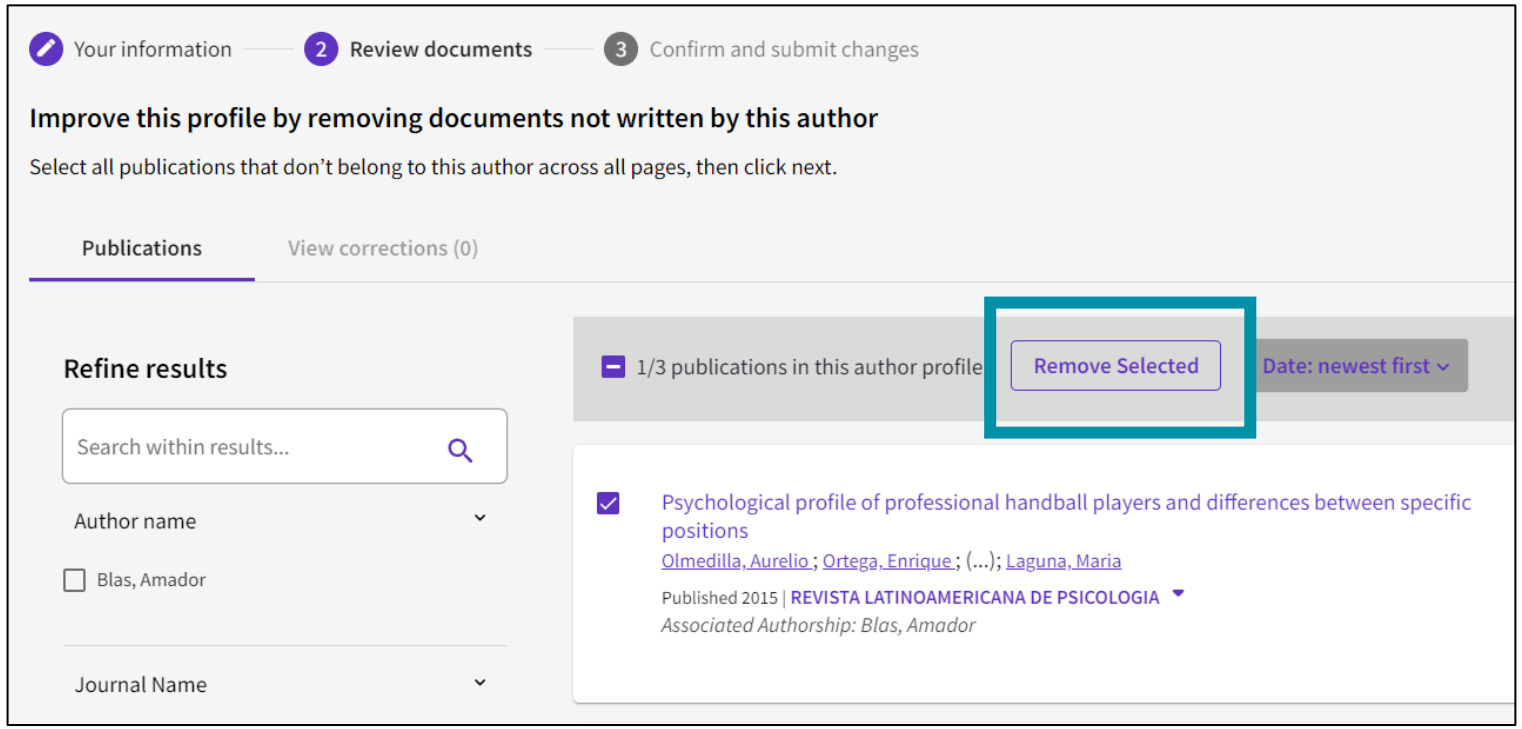
- Merging will not be allowed when two or more claimed profiles are selected. It is only allowed to merge one claimed profile with one or multiple unclaimed profiles at a time.
- When multiple profiles including a claimed profile are merged, we will take the claimed profile as primary and merge the other unclaimed profiles into it.
- All requests to merge profiles will be manually checked by our correction team

Submit a request for merging profiles

Step 1 - Your information:
You must provide your contact information and relationship with the author

Step 2 – Review documents:
You must review all the publications under this merged author record and discard/remove those that are not written by this author.

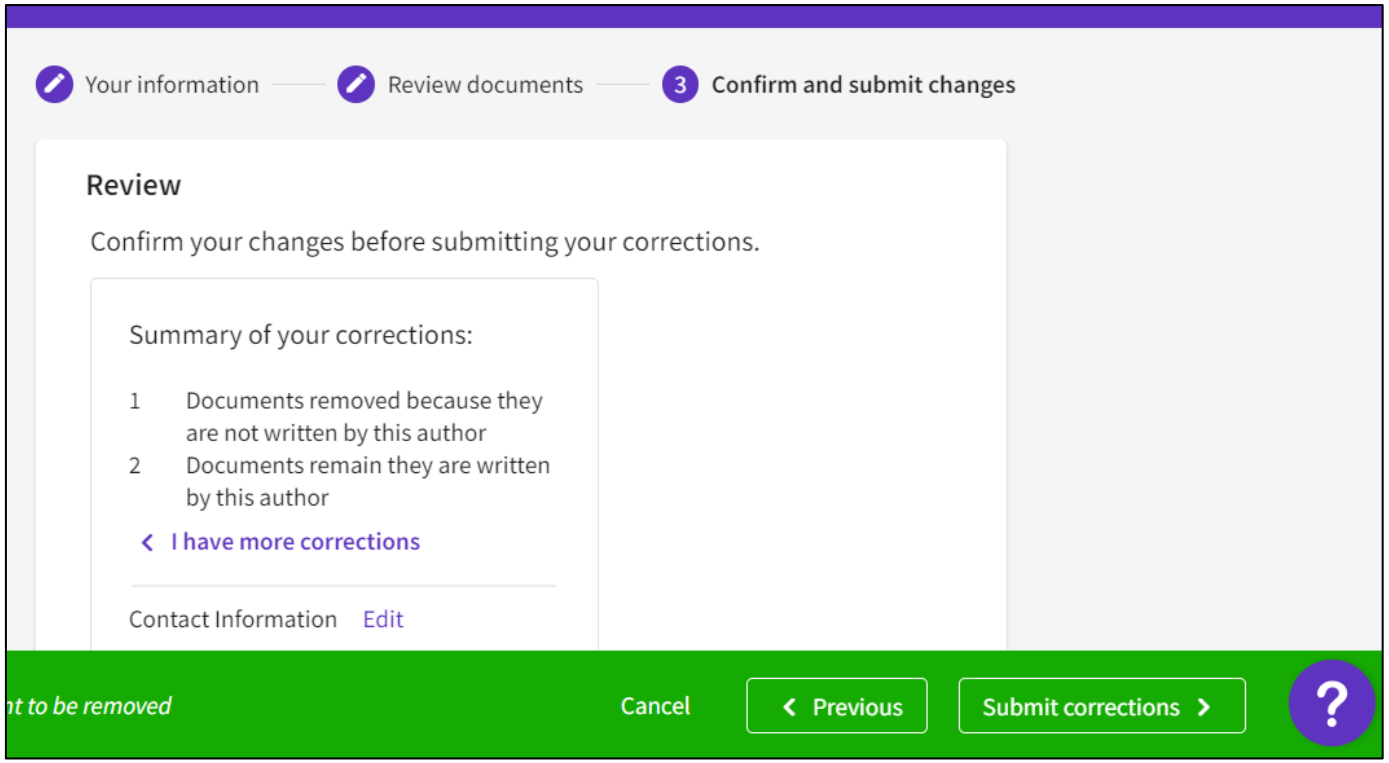


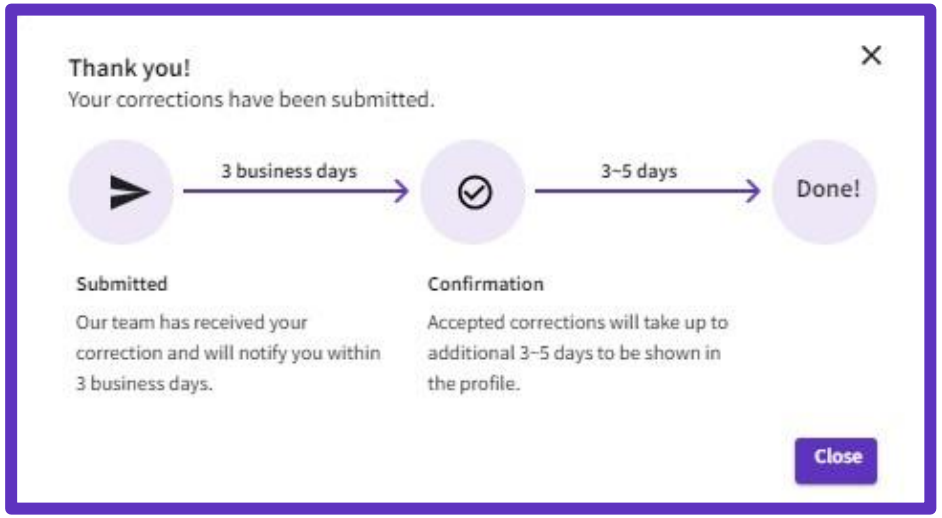


Submit a request for merging profiles

Step 3 – Confirm and submit changes:

You can review the changes and provide any additional information to help our content review team check the correction request. It usually takes 3 business days for a request to be reviewed and extra 3 to 5 days for the correction to be reflected on Web of Science if approved.





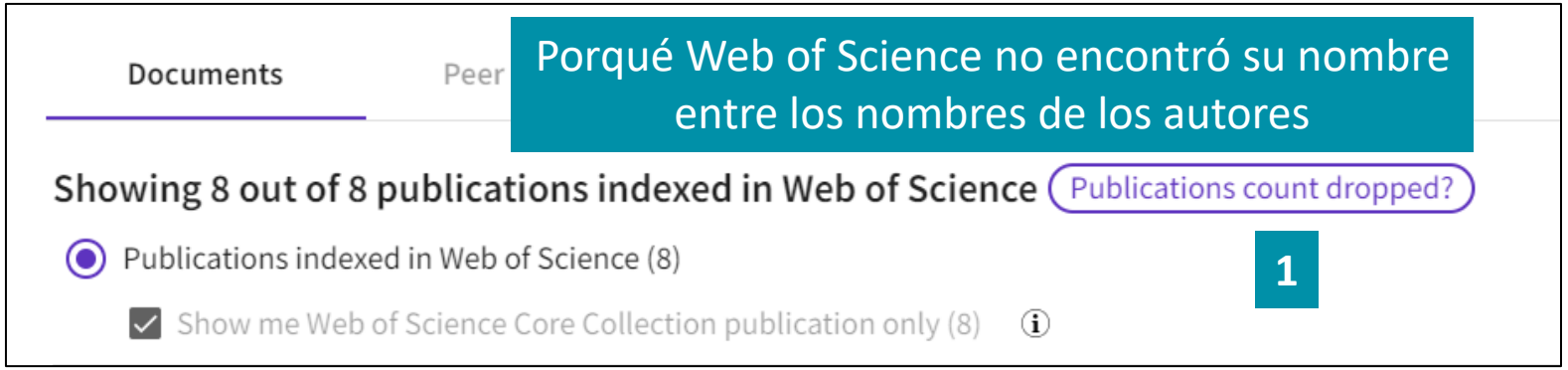
Email Notification:

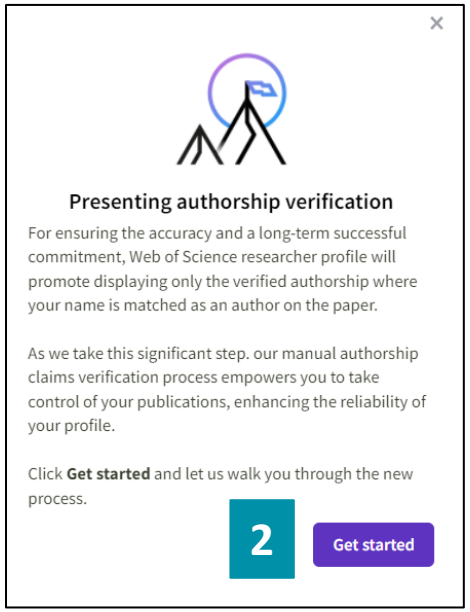
- The submitter will receive an email notification to confirm on the request. They will also receive email updates when the request is rejected.
- Both the profile owner and the submitter will receive an email notification when the correction request is approved by our correction team.

¡Algunos documentos no aparecen en mi perfil!

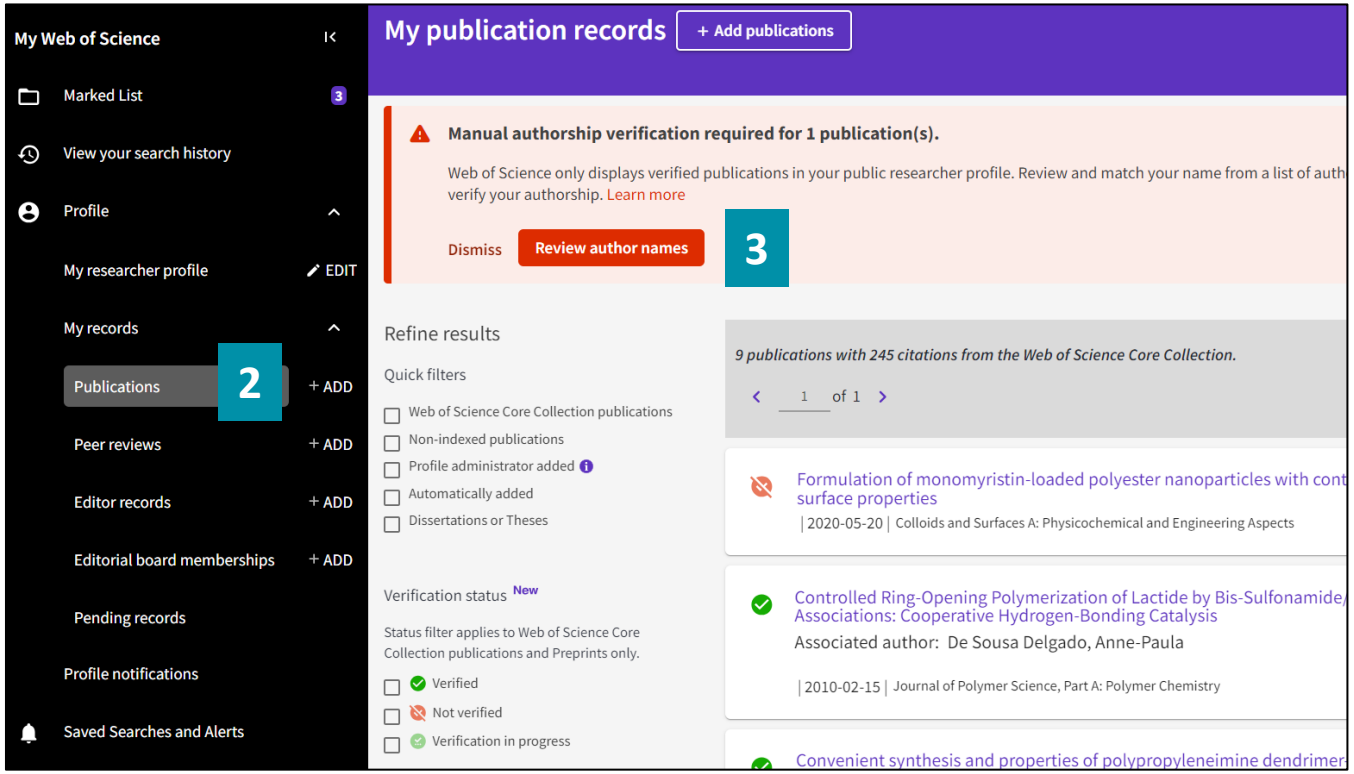
Everything you need to know about manual authorship verifications

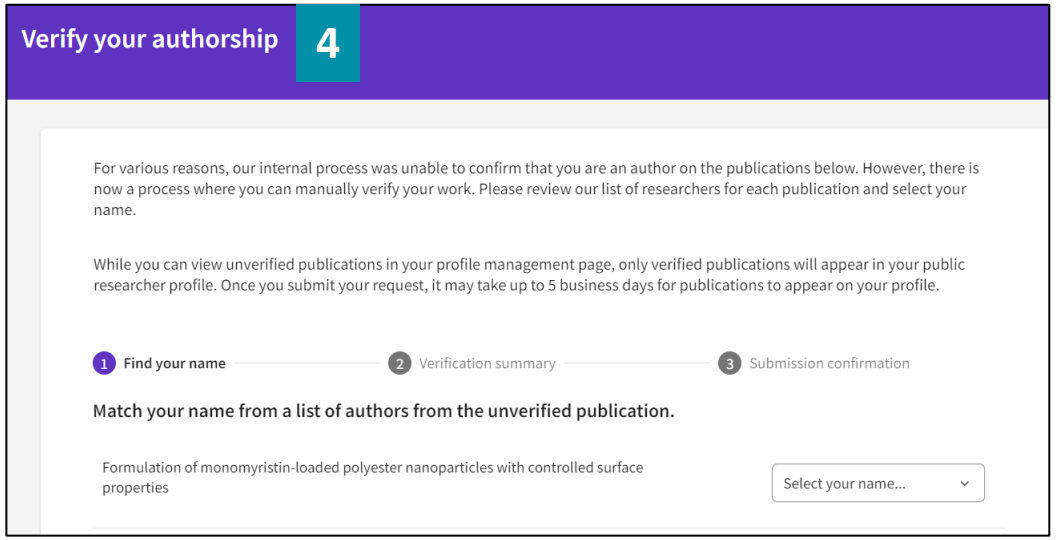
Porqué Web of Science no encontró su nombre entre los nombres de los autores





Si Web of Science no ha detectado una variación de su nombre entre los coautores, puede corregir esta situación siguiendo los pasos de la guía correspondiente





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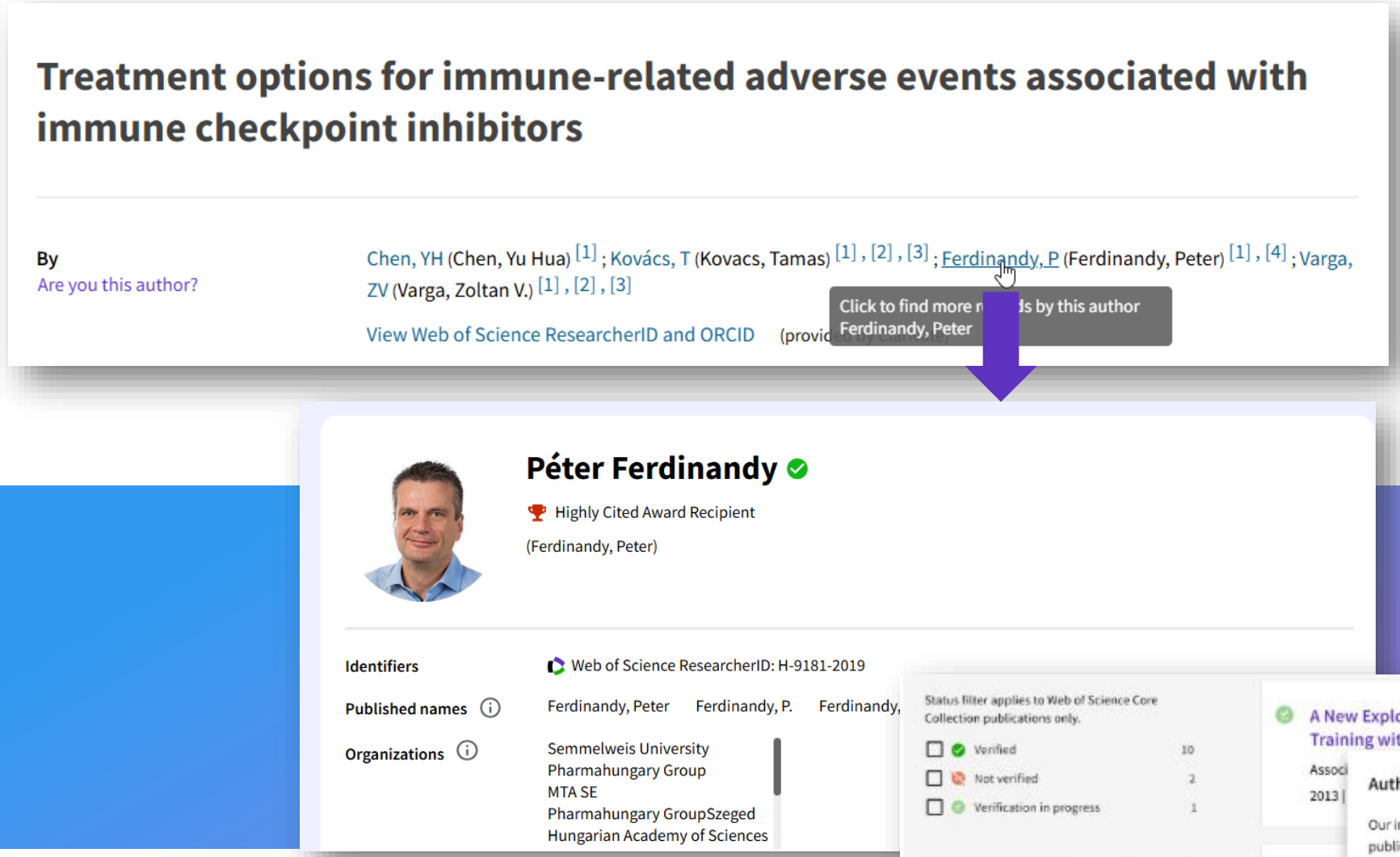
Authorship verification when claiming a publication



When claiming the publication we verify whether your name is on the author list.

If we don't find, we ask you to manually verify authorship.

Information of authorship verification is available in your profile.

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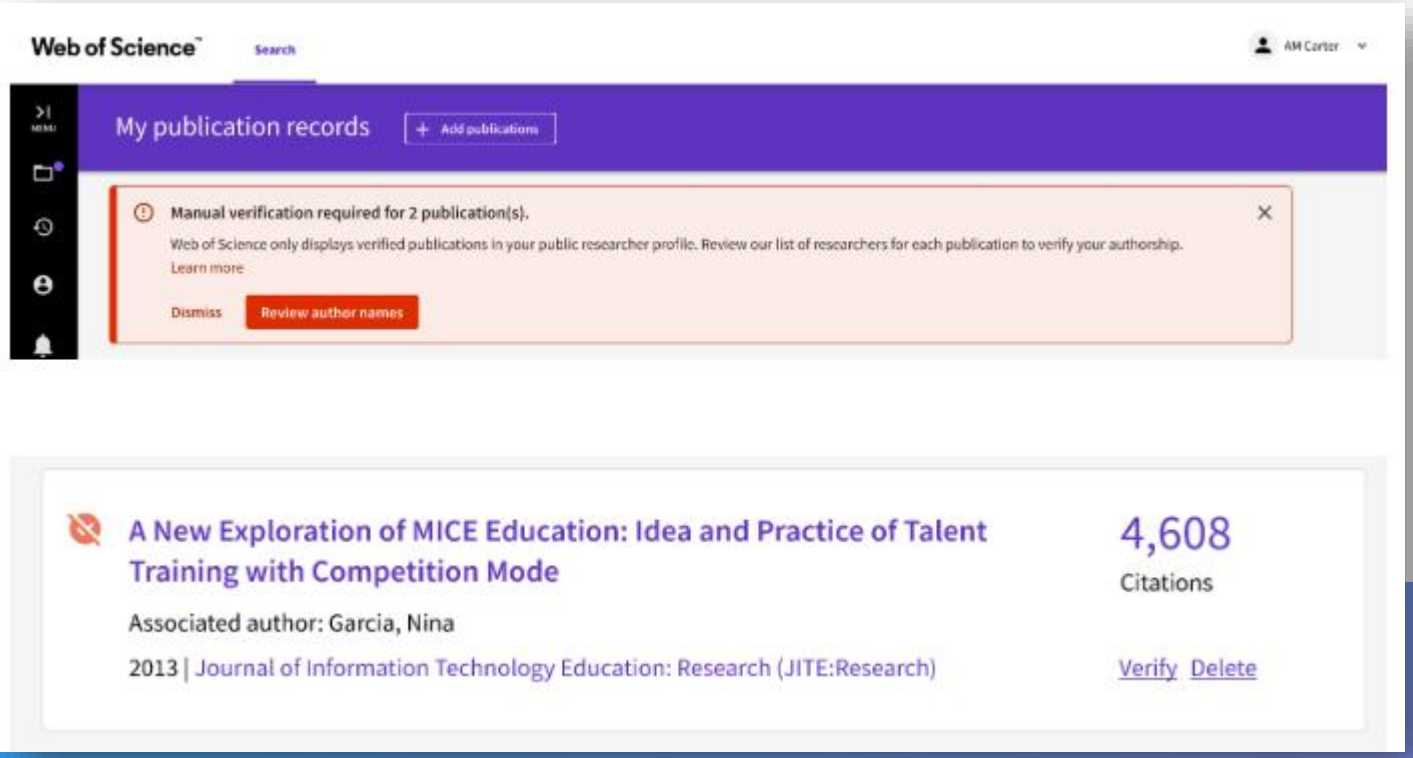
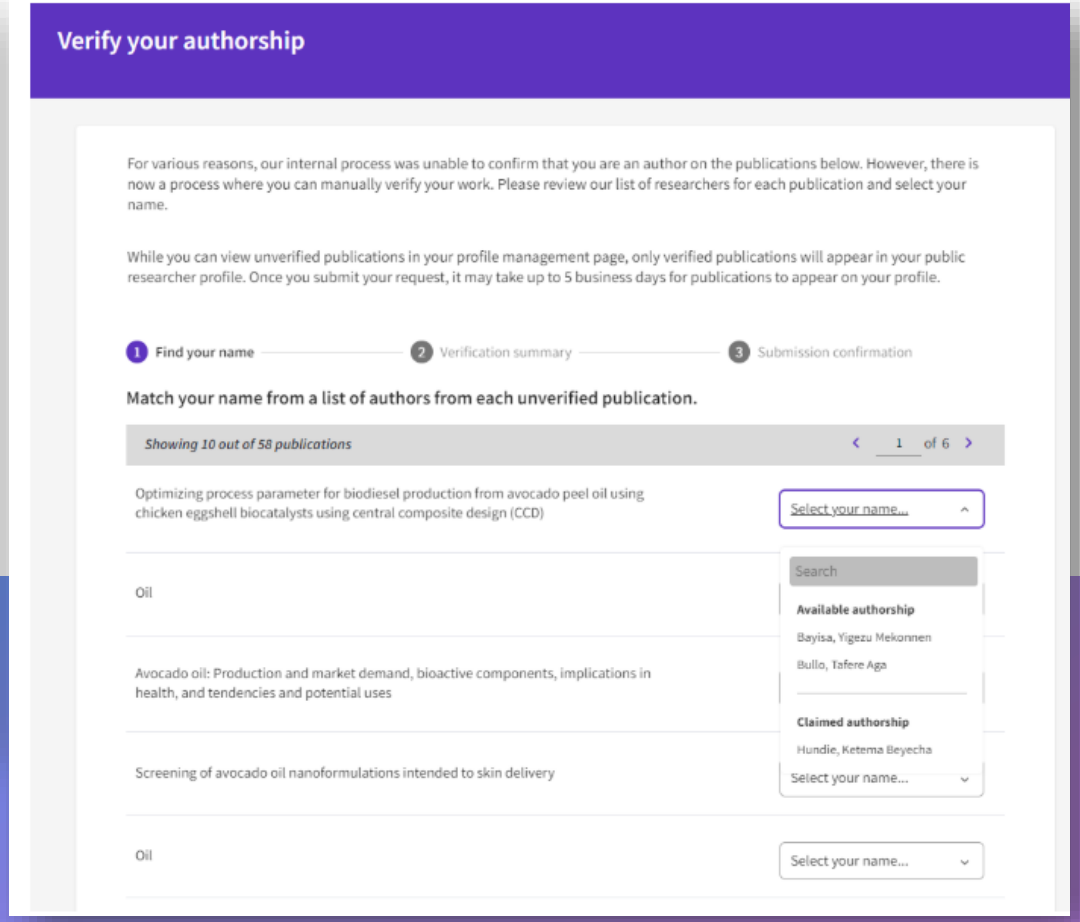
Manual authorship verification





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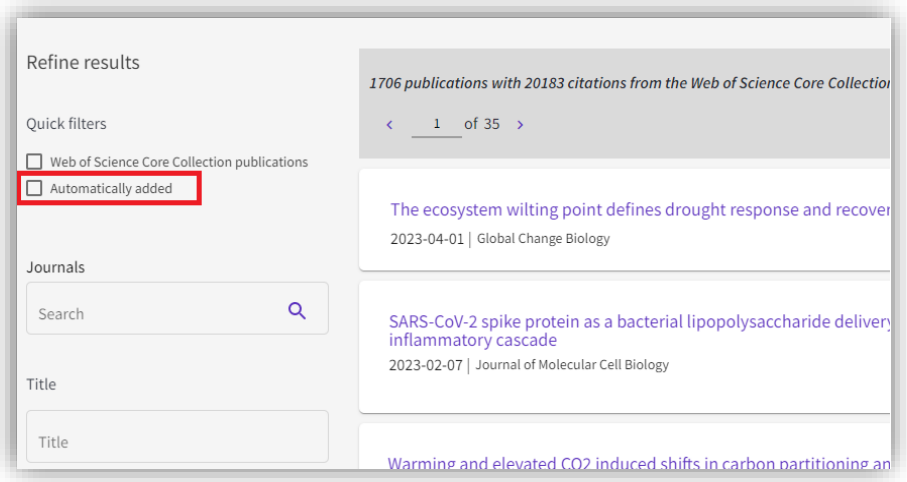
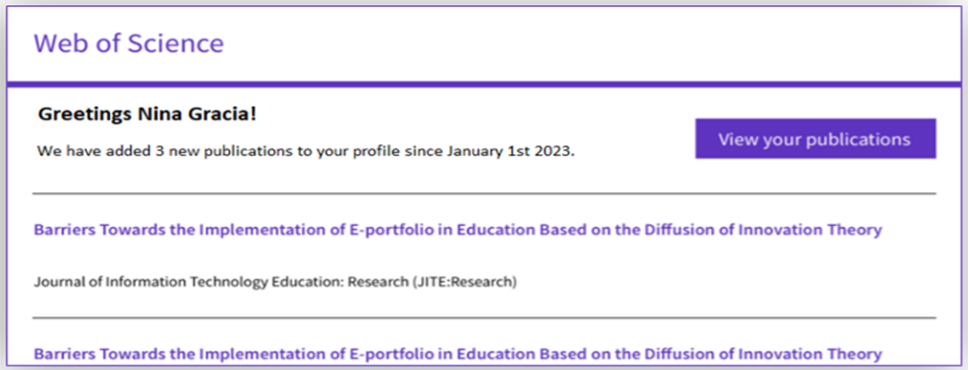
About publications automatically added to your profile



Filter results to see publications that were automatically added

Email notifications when auto updates are made



Automatic profile updates

- Web of Science Core Collection publications and Preprint Citation Index preprints are automatically added to your profile.
- Receive email notifications when updates are made.
- Easily turn off notifications in the profile settings

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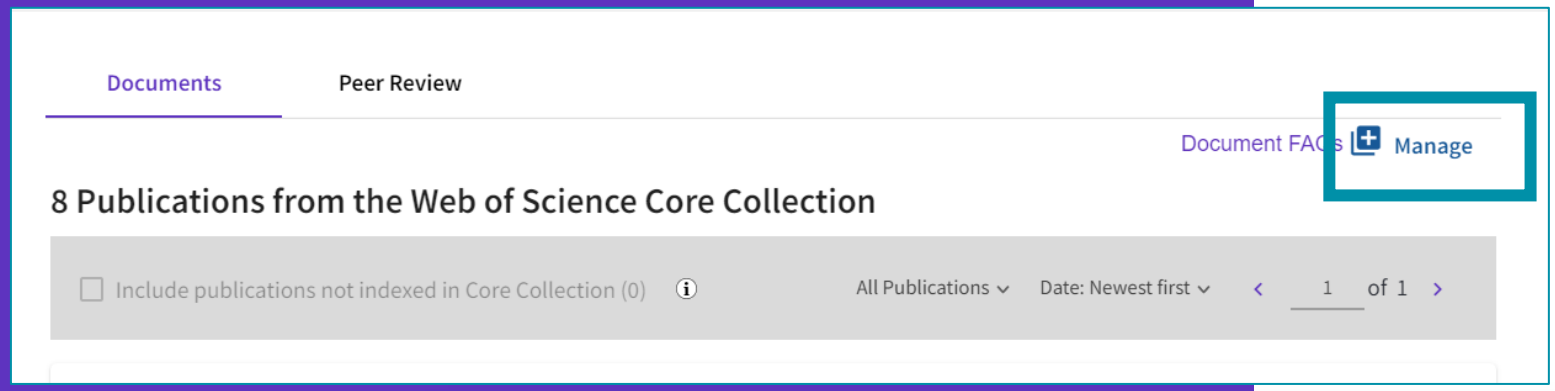
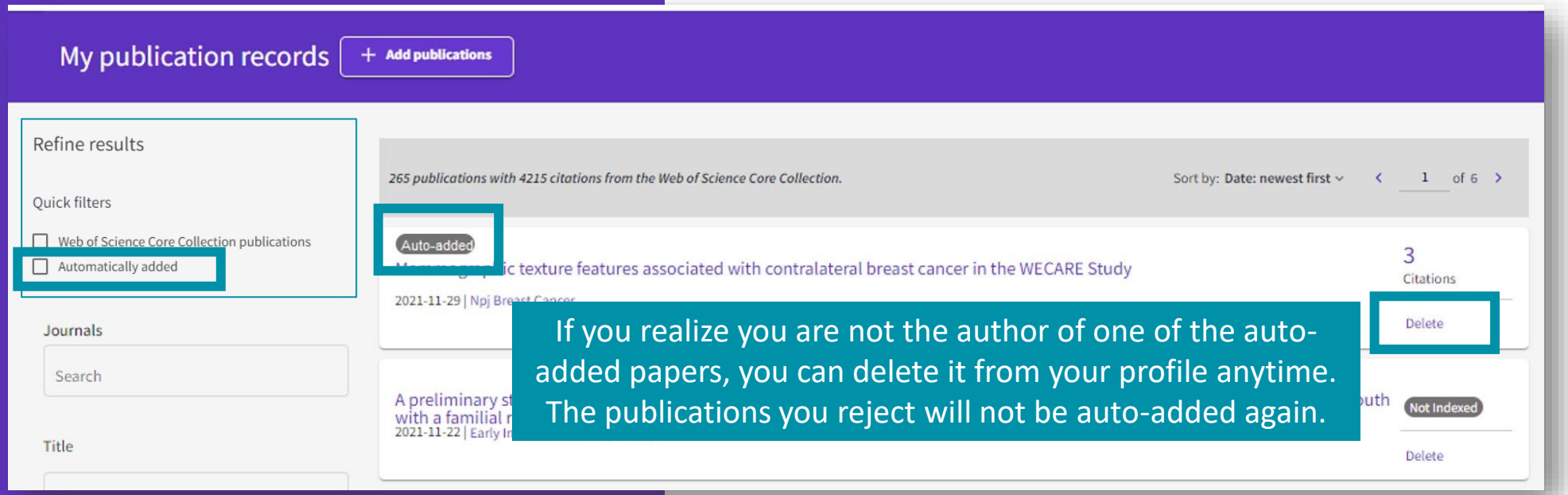
Identificará fácilmente las publicaciones agregadas automáticamente dentro de sus registros de publicación

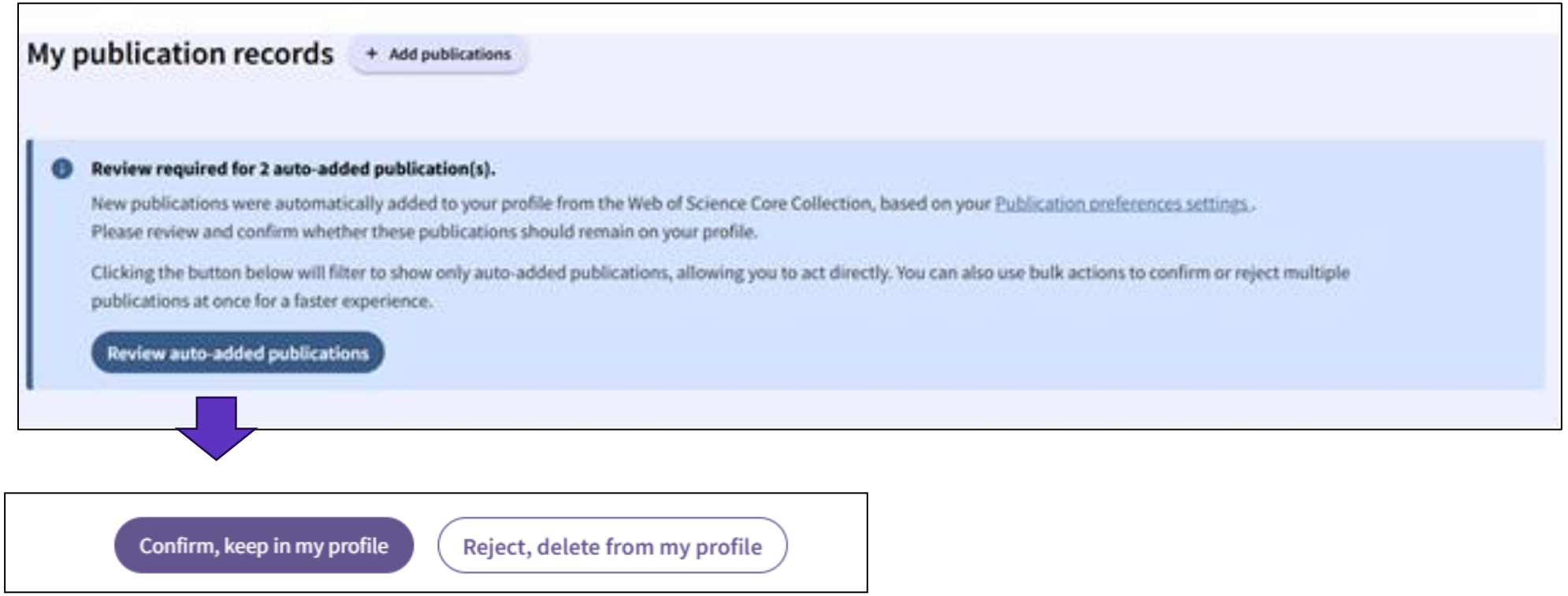


Auto-added



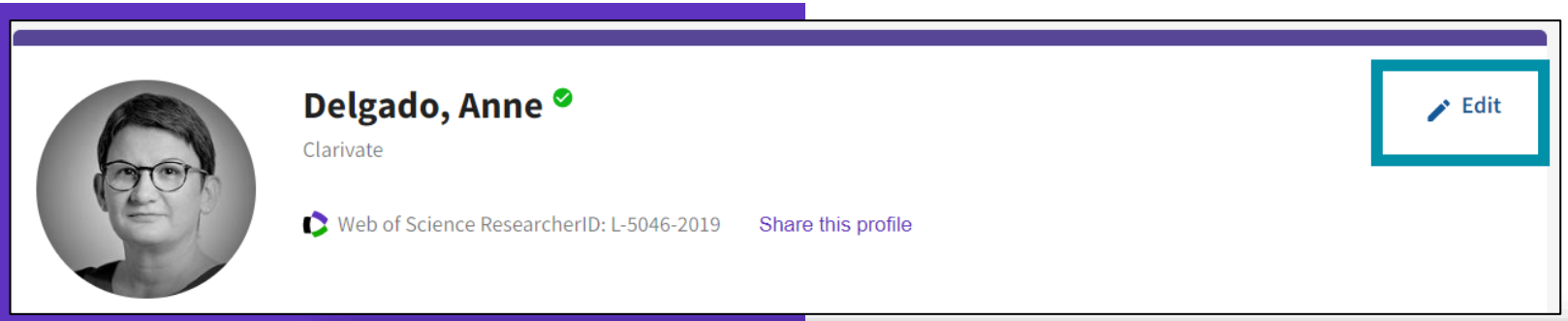
If you realize you are not the author of one of the auto-added papers, you can delete it from your profile anytime. The publications you reject will not be auto-added again.

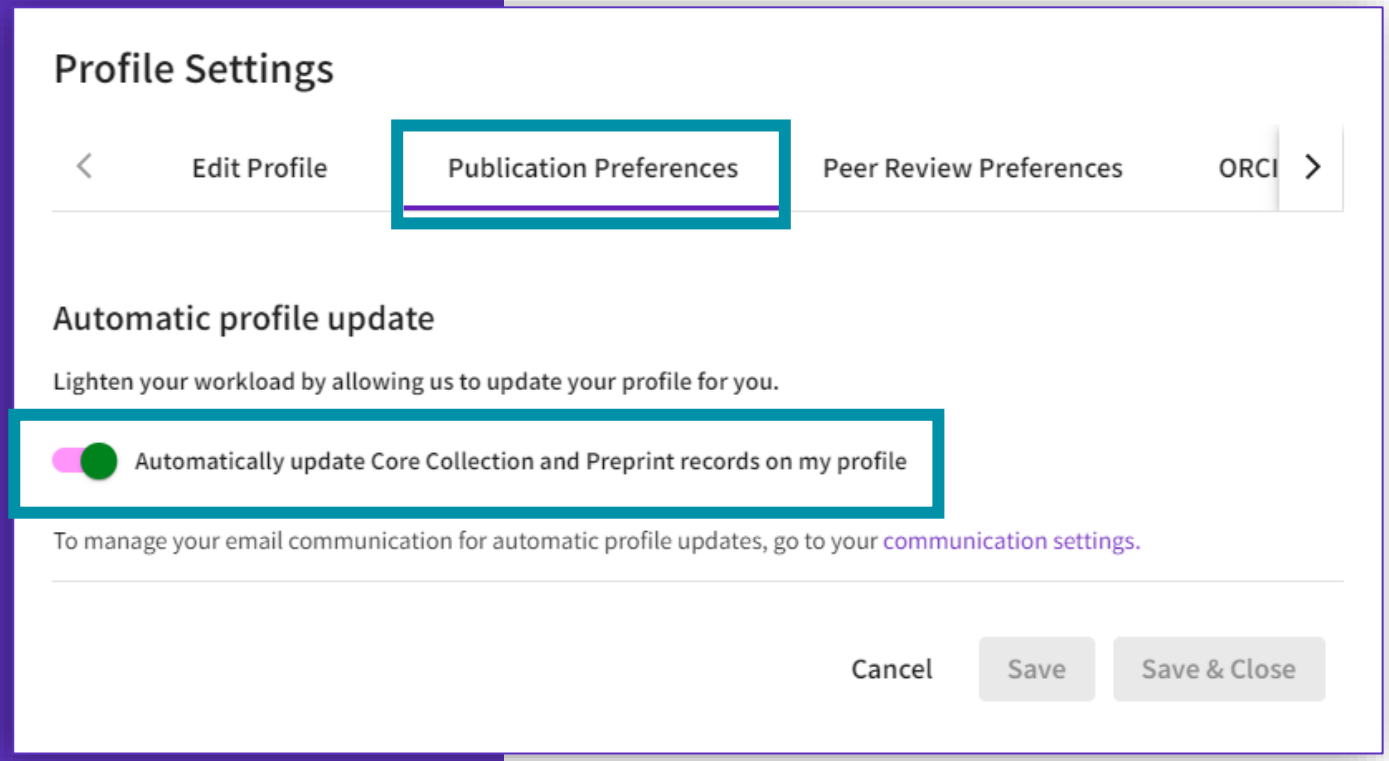
Review and claim auto-added papers as soon as possible



- Custom emails have been sent to researchers that have accessed their profiles in the last 6 months
- Auto-added papers that haven't been claimed may be removed from your profile early 2026 (more information will be provided early 2026)

Las nuevas publicaciones se agregan automáticamente a su perfil (excepto si decide desactivar la función de actualización automática)





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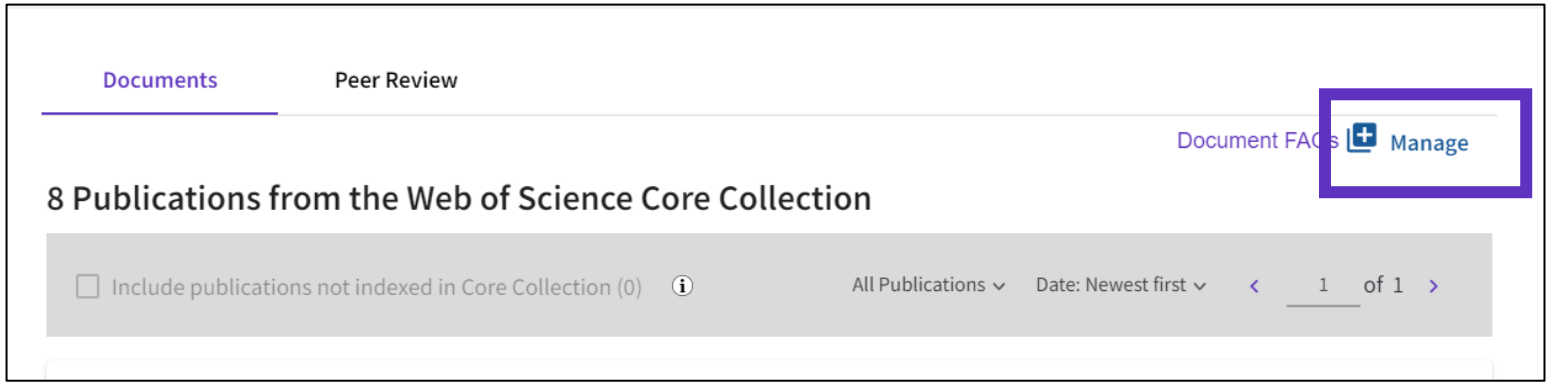
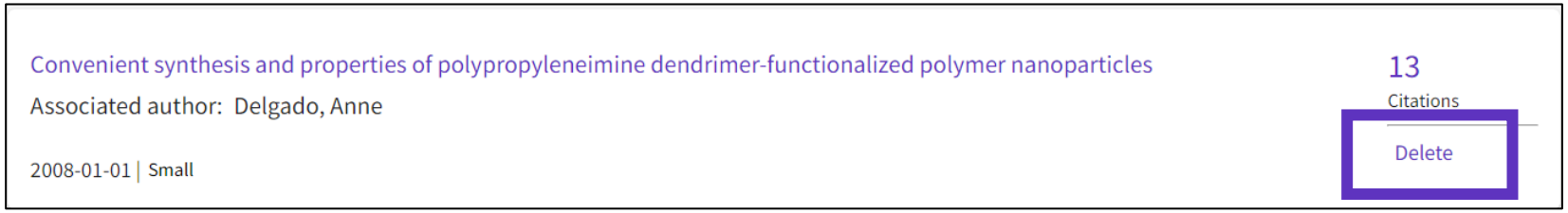
Sesión B2 - Administrar un perfil de investigador

- Vincular con mi perfil en ORCID
- Añadir publicaciones que faltan en mi perfil
- ¿Cómo funcionan las actualizaciones automáticas?
- Eliminar publicaciones que no son mías
- Verificar las notificaciones automáticas

Eliminar publicaciones

Si ha agregado accidentalmente una publicación a su perfil que desea eliminar, puede eliminarla a través de la página Mis registros de publicación.





Help – Adding and removing publications from my profile

Clarivate

Sesión B2 - Administrar un perfil de investigador

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Stay up to date with researchers in your field

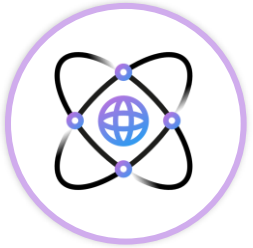
Alerting options for Web of Science Researcher Profiles

Your own citation alerts

Monitor the influence of your papers with automated, weekly email alerts notifying you of new articles citing your work.

Author publication alerts

Stay current by following colleagues, collaborators, and researchers of interest and get notified when they publish new papers via monthly email alerts.



Author citation alerts

Keep track of developing connections in your network with weekly email alerts showing who cited the work of researchers you follow.

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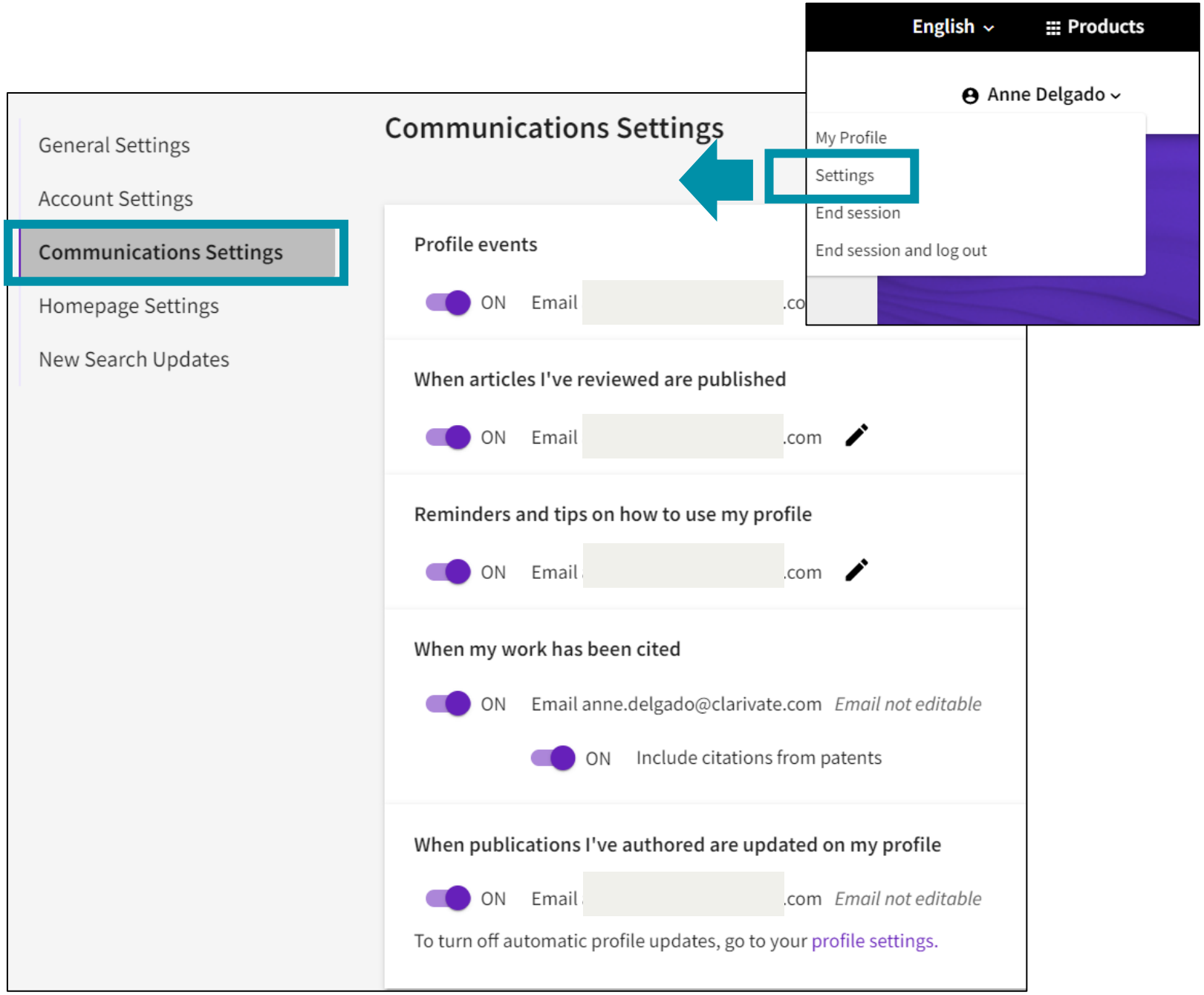
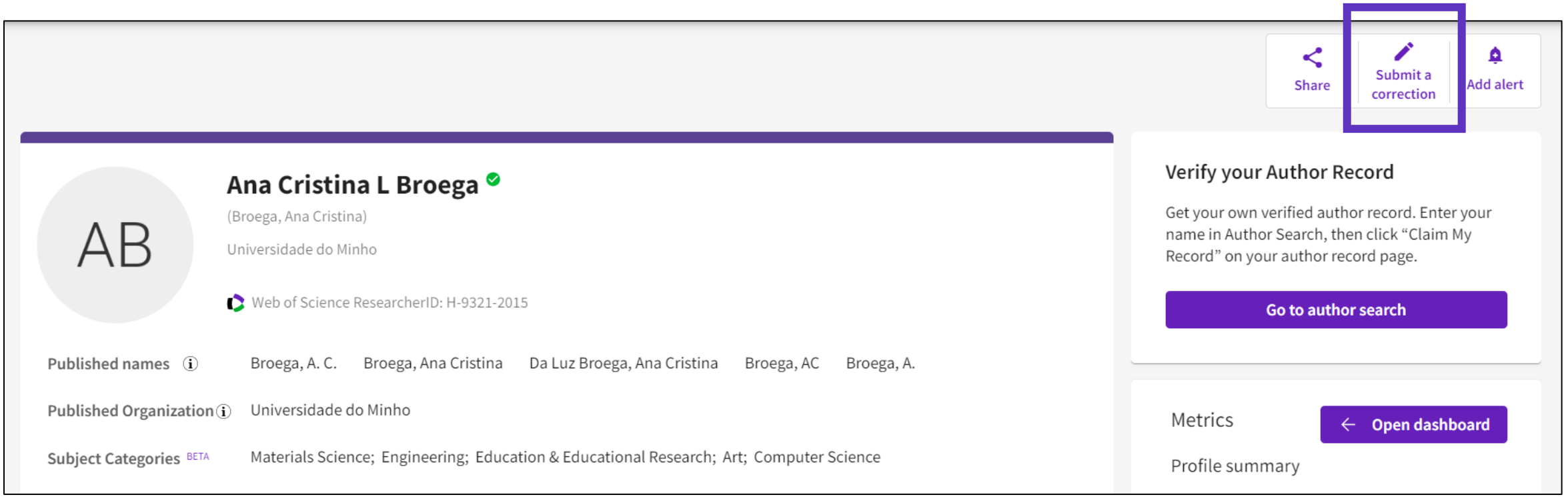
Verifica que las notificaciones de tu perfil estén activadas



Los bibliotecarios pueden solicitar correcciones para un perfil (validado o no)

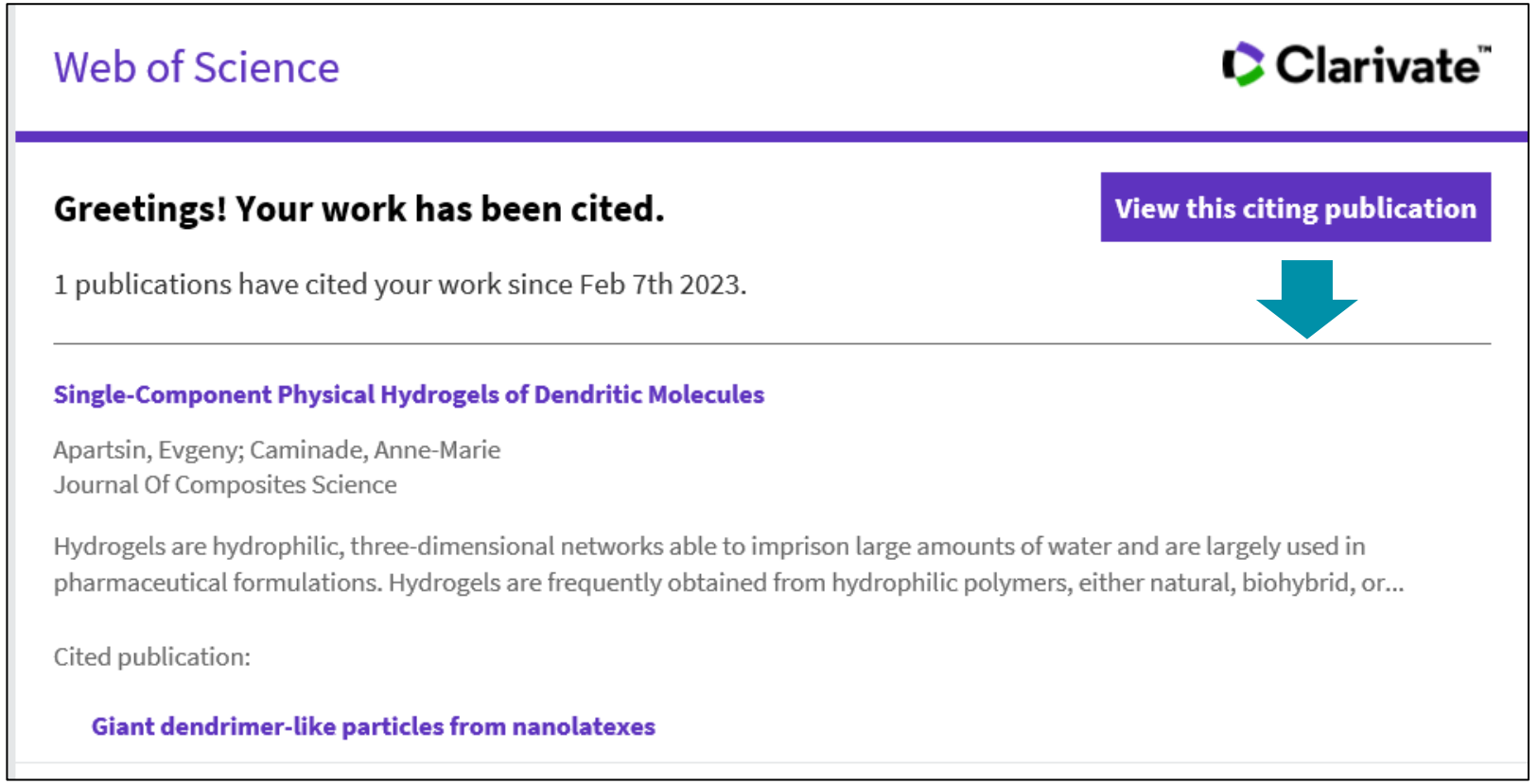


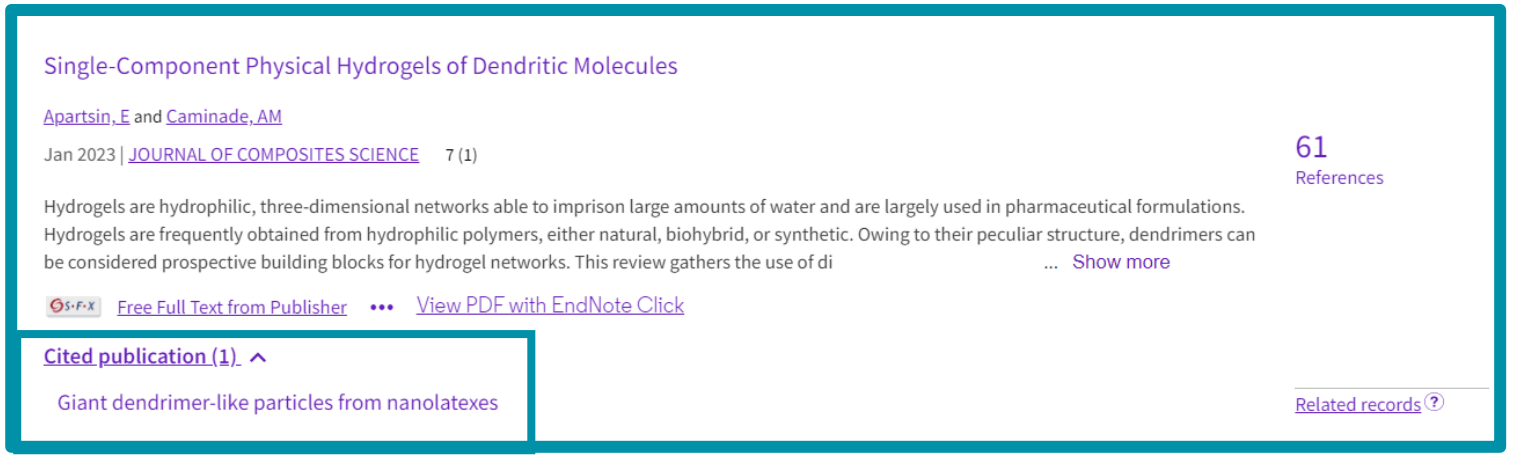
Email Notification:

- The submitter will receive an email notification to confirm on the request. They will also receive email updates when the request is rejected.
- Both the profile owner and the submitter will receive an email notification when the correction request is approved by our correction team.

Alerta de citación semanal para tu perfil

- ¡Todos los propietarios de perfiles pueden ser alertados cuando se cita uno de sus artículos!
- La notificación por correo electrónico indica qué artículo(s) fueron citados.
- Se mostrará un máximo de tres artículos cit en el correo electrónico. Para obtener una lista completa, haga clic en "Ver publicaciones citadas".
- En la página de resumen de alertas en Web of Science, busque el vínculo "Publicaciones citadas" en el mosaico del registro y haga clic en la flecha para mostrar el título.
-





- La forma más rápida de corregir vuestro perfil de un investigador = El investigador guiado por el bibliotecario (cualquier cambio aparecerá en Web of Science en 7 días – marco de tiempo incompresible)

- Desgraciadamente, las solicitudes de corrección de perfiles enviadas a WoSG.support@clarivate.com tardan mucho más tiempo en ser procesadas (varias semanas como mínimo debido a la acumulación de correos)

GOBIERNO DE ESPAÑA
MINISTERIO DE CIENCIA, INNOVACIÓN Y UNIVERSIDADES
FECYT INNOVACIÓN
RECURSOS CIENTÍFICOS

Para cualquier pregunta relacionada con la formación o el acceso a las herramientas, por favor contacte con recursoscientificos@fecyt.es

Para cualquier pregunta relacionada con el funcionamiento de las herramientas, por favor contacte con los servicios de su biblioteca o bien con WoSG.support@clarivate.com

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