

Scopus Author ID Verification Manual

Creating an Elsevier Account & Finding Your Scopus Author ID

For University Faculty Members

Date: April 15th, 2026

Ver. 1.1

Provided by: Organization for Strategic Research Initiatives (OSRI),
University of Tsukuba

Overview

This manual covers the following two tasks:

1	Creating an Elsevier account (if you don't have one)
2	Finding your Scopus Author ID in Scopus

Estimated time: approx. 10–15 minutes

Requirements: Internet connection, email address (institutional email recommended)

Task 1: Creating an Elsevier Account

Your Elsevier account is shared across all Elsevier services, including Scopus, SciVal, Mendeley, and ScienceDirect. If you already use any of these services, you can use that existing account and skip to Task 2.

Step 1: Go to the Scopus Website

1

Open the following URL in your browser:

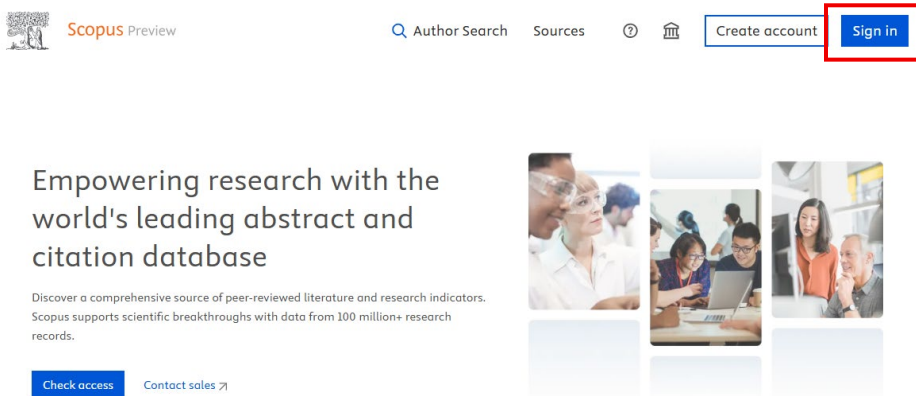
<https://www.scopus.com>

Step 2: Click "Sign in"

2

Click "Sign in" in the upper-right corner.

Note: If it is not visible, check the menu icon (≡) in the upper right.

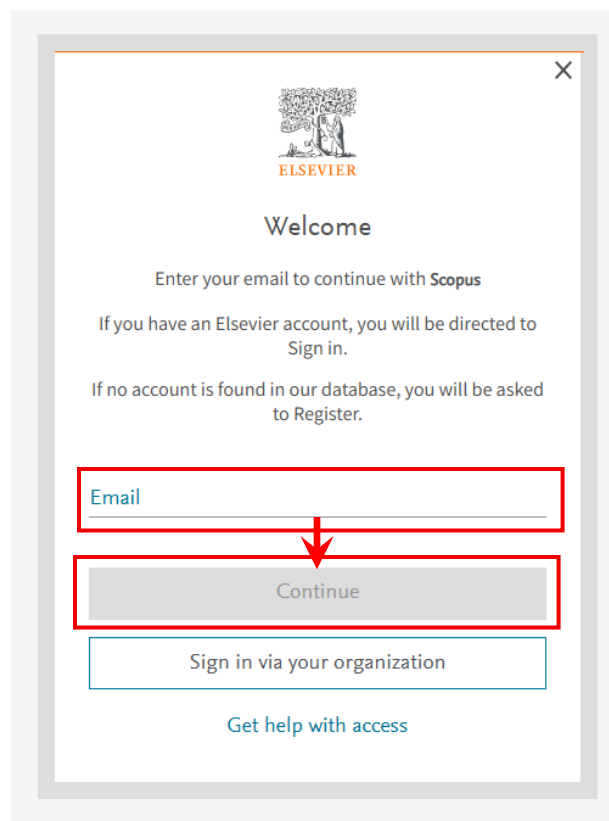


Step 3: Enter Your Email Address

3

Enter your email address (institutional email recommended) and click "Continue."

Field	What to Enter
Email	Institutional email address (recommended)



i Tip: Using your institutional email makes it easier to link your account with your university affiliation.

Step 4: Create and Register Your Account

4

Fill in the required fields, agree to the terms of use, and click “Register.”

If your account is already registered, enter your password and click “Sign in.”

Password requirements:

At least 8 characters, including at least one number, one symbol, one lowercase letter, and one uppercase letter.

Field	What to Enter
Given name	First name (e.g., Taro)
Family name	Last name (e.g., Tsukuba)
Password	Choose a secure password

Register
Create password to register ⓘ

Email

Given name

Family name

Password ⓘ

Choose a unique password with minimum 8 characters. Include at least 1 number, a mix of lowercase and uppercase letters and 1 symbol to make your password strong.

Stay signed in (not recommended for shared devices)

Elsevier may send you information about relevant products and events. If you do not wish to receive such messages, tick the checkbox.

By continuing you agree with our [Terms and conditions](#) and [Privacy policy](#).

Register

I already have an account

[Get help with access](#)

Note: If the account is already registered

Sign in
Enter your password to sign in to Scopus

Email

Password ⓘ

[Forgot password?](#)

Stay signed in (not recommended for shared devices)

Sign in

Sign in with a one-time link ⓘ

[Try another account](#)

[Get help with access](#)

Step 5: Account Creation Complete

5

If the Scopus Preview homepage appears, your account has been successfully created.

Task 2: Finding Your Scopus Author ID in Scopus

Step 1: Go to Scopus Website

1

Open the following URL in your browser:

<https://www.scopus.com>

Step 2: Sign In

2

Sign in with your Elsevier account created in Task 1.

Click "Sign in" in the upper-right corner and enter your email address and password.
Note: If it is not visible, check the menu icon (≡).



Scopus Preview

[Author Search](#)[Sources](#)[Create account](#)[Sign in](#)

Empowering research with the world's leading abstract and citation database

Discover a comprehensive source of peer-reviewed literature and research indicators. Scopus supports scientific breakthroughs with data from 100 million+ research records.

[Check access](#)[Contact sales](#)

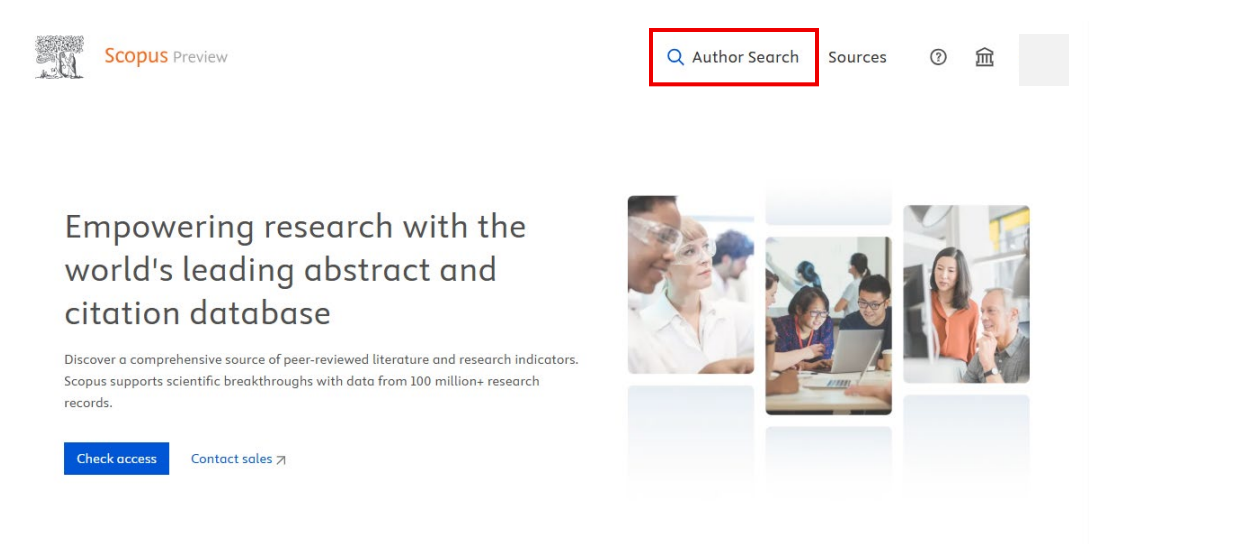
i Tip: Author search is available even in the free version of Scopus. If your institution has a subscription, additional features will be available (our university does not subscribe to Scopus).

Step 3: Select Author Search

3

Click "Author Search" from the top menu.

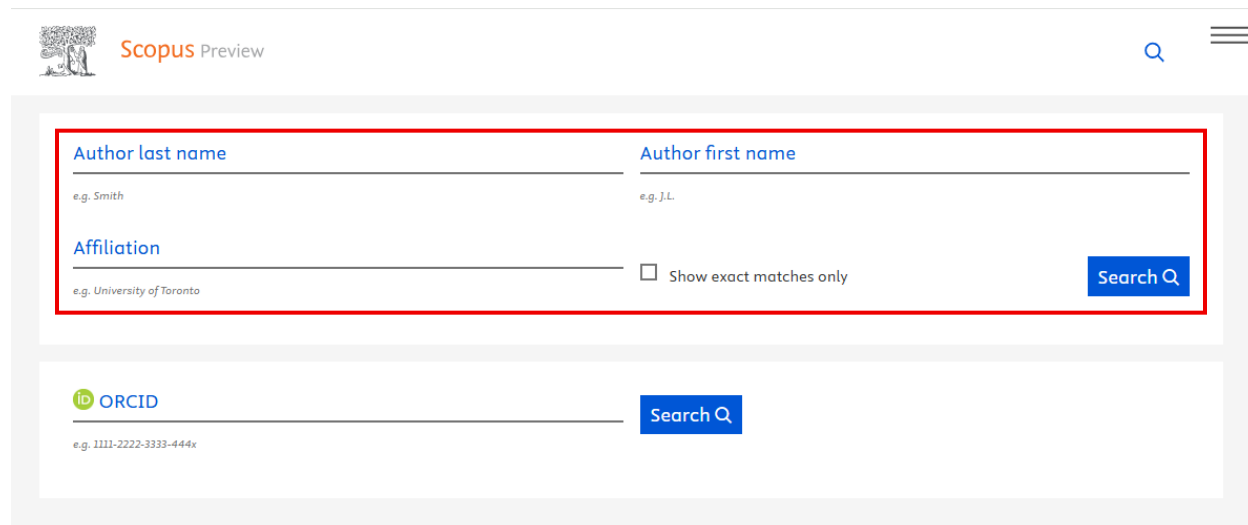
Note: If not visible, click the search icon (magnifying glass).



Step 4: Search by Name

4 Enter the following information and run the search:

Field	What to Enter
Author last name	Family name (e.g., Tsukuba)
Author first name	Given name (e.g., Taro)
Affiliation (optional)	Institution name (e.g., University of Tsukuba)



i Tip: If there are many authors with the same name, adding your affiliation helps narrow down the results.

Step 5: Identify Yourself in Results

5

Locate your profile in the search results.

Use your affiliation, publication count, and co-author names to identify yourself.

Step 6: Open Author Details Page

6

Click your name to open the author details page.

Refine results

Limit to Exclude

Source title ▾

Affiliation ▾

City ▾

Country/territory ▾

Limit to Exclude

Sort on: Document count (high-low) ▾

All ▾ Edit author profile

	Author	Documents	Affiliation	City	Country/Territory
<input type="checkbox"/> 1	<u>Tsukuba, Taro</u>	200	University of Tsukuba	Tsukuba	Japan
	View last title ▾				
<input type="checkbox"/> 2	Tsukuba, Taro	10	National Institute of Advanced Industrial Science and Technology	Tsukuba	Japan
	View last title ▾				
<input type="checkbox"/> 3	Tsukuba, Taro	1			
	View last title ▾				


Step 7: Confirm and Record Your Scopus Author ID

7

Check and record the numeric string after "Scopus ID" at the top of the page.

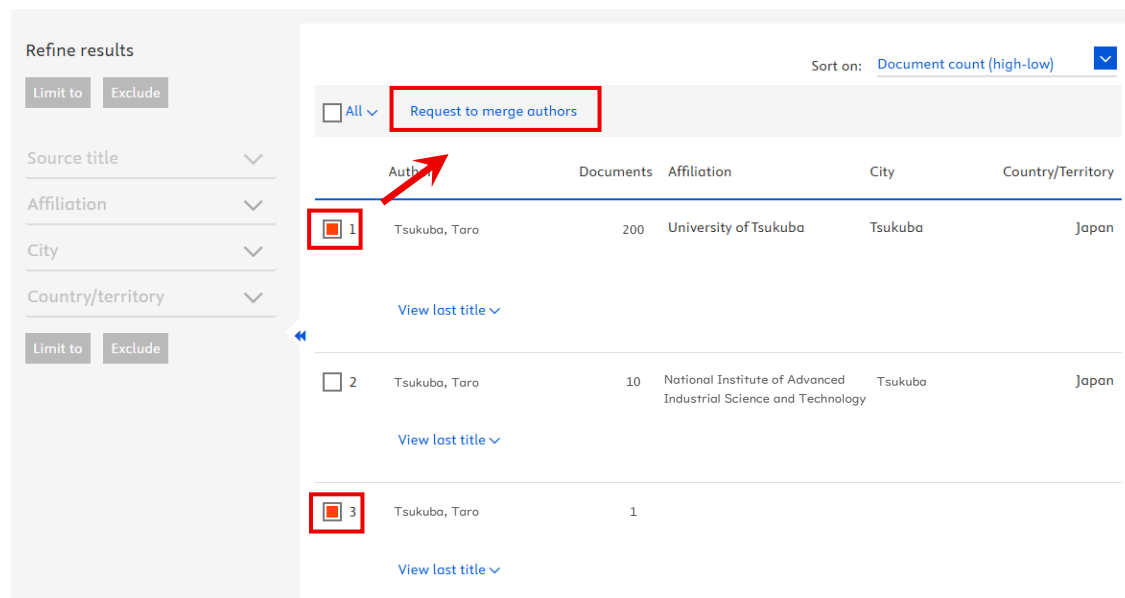
Please provide this number (Scopus Author ID) when responding to the survey.

Tsukuba, Taro

[University of Tsukuba](#), Tsukuba, Japan • Scopus ID:1234567890  [Connect to ORCID](#) ↗
[Show all information](#)

< Important >

If multiple Scopus Author IDs are assigned to you (e.g., due to name variations), select the relevant profiles and click “**Request to merge authors**” at the top of the screen to apply for profile consolidation.



The screenshot displays the Scopus Author ID verification interface. On the left, there is a 'Refine results' sidebar with filters for Source title, Affiliation, City, and Country/territory, and buttons for 'Limit to' and 'Exclude'. The main area shows a list of author profiles for 'Tsukuba, Taro', sorted by 'Document count (high-low)'. The list has three entries:

	Author	Documents	Affiliation	City	Country/Territory
<input checked="" type="checkbox"/>	1 Tsukuba, Taro	200	University of Tsukuba	Tsukuba	Japan
<input type="checkbox"/>	2 Tsukuba, Taro	10	National Institute of Advanced Industrial Science and Technology	Tsukuba	Japan
<input checked="" type="checkbox"/>	3 Tsukuba, Taro	1			

At the top of the list, there is a button labeled 'Request to merge authors' which is highlighted with a red box. A red arrow points from this button to the first author profile in the list. Below each profile, there is a 'View last title' link.

Troubleshooting

Issue	Solution
Cannot find myself in search results	Only authors with publications in Scopus-indexed journals appear. Try different name spellings.
Multiple Scopus Author IDs found	Click "Request to merge authors" to apply for consolidation.
Cannot sign in	Reset your password or clear your browser cache and try again.

Reference Links

Scopus	https://www.scopus.com
ORCID Integration	https://orcid.org

i Tip: After obtaining your Scopus Author ID, consider linking it with ORCID for centralized management of your research output.