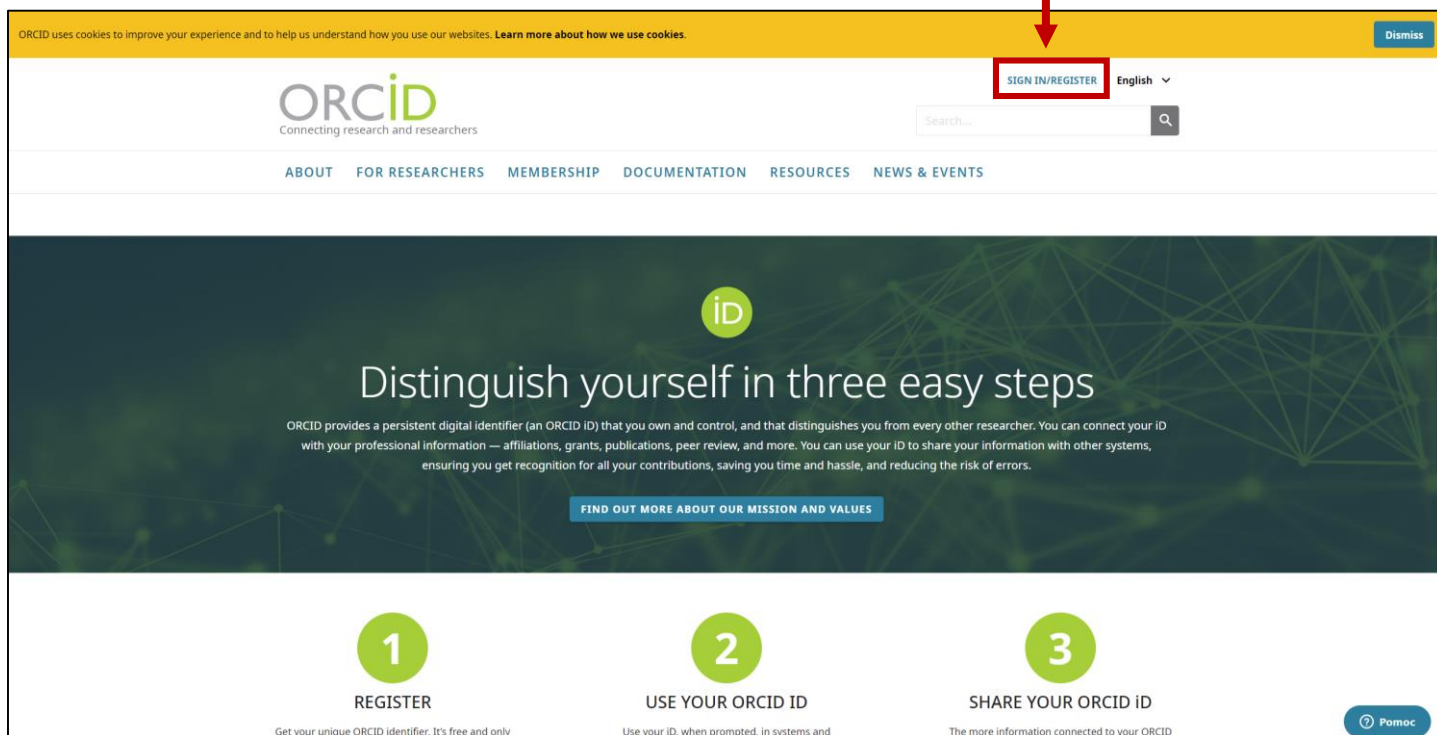
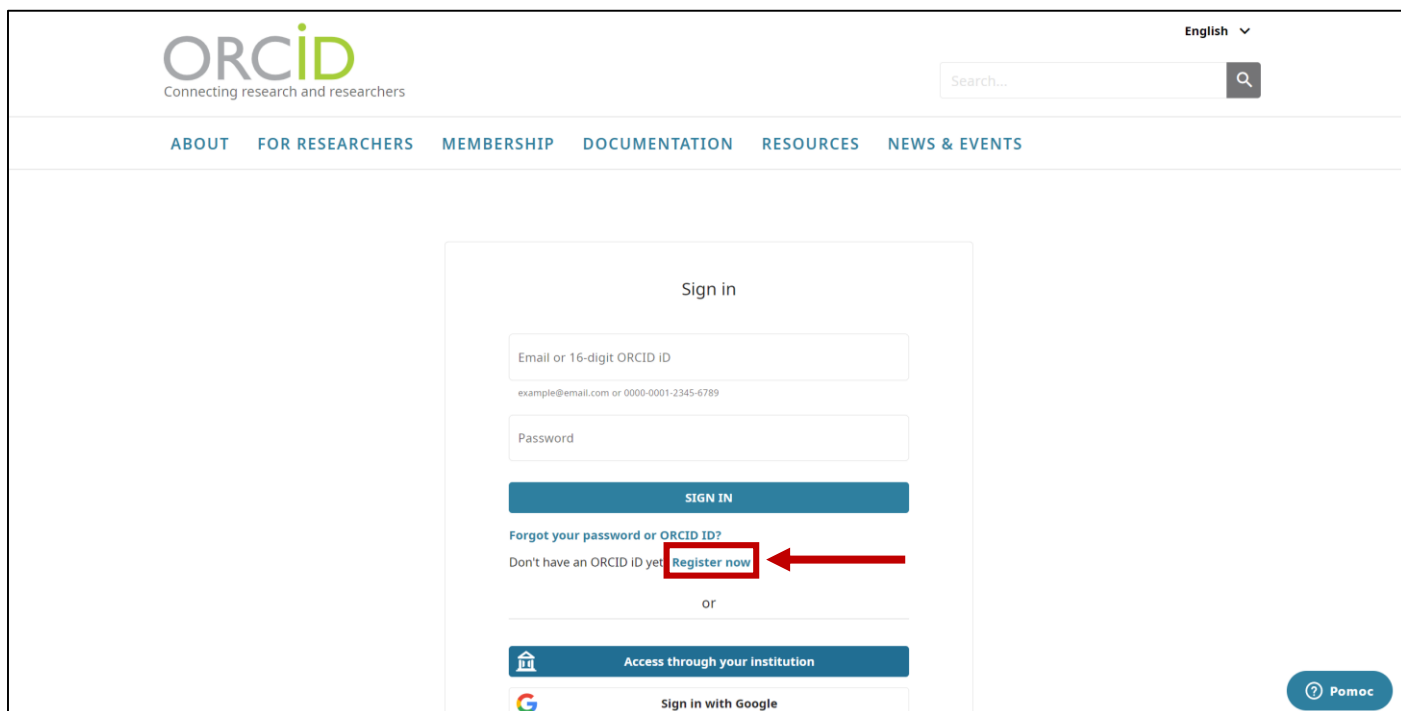


1. Registrácia ORCID

1. Otvorte stránku www.orcid.org
2. Na stránke kliknite na **SIGN IN/REGISTER** (vpravo hore)



3. Na prihlasovacej stránke kliknite na **Register now** (v dolnej časti)



4. Na registračnej stránke vyplňte údaje (meno, pracovná emailová adresa), pokračujte stlačením NEXT

5. V nasledujúcom kroku si zvolte heslo podľa pokynov a pokračujte stlačením NEXT

1 Personal data Security and notifications Visibility and terms

Create your ORCID iD

This is step 1 of 3

Per ORCID's [terms of use](#), you may only register for an ORCID iD for yourself. Already have an ORCID iD? [Sign In](#)

First name

Please enter your first/given name

Last name (Optional)

Primary email

Confirm primary email

Additional email (Optional)

[+ Add another email](#)

[GO BACK](#) [NEXT](#)

2 Personal data Security and notifications Visibility and terms

Create your ORCID iD

This is step 2 of 3

Password

8 or more characters
 1 letter or symbol
 1 number

Confirm password

Notification settings

ORCID sends email notifications about items related to your account, security, and privacy, including requests from ORCID member organizations for permission to update your record, and changes made to your record by those organizations.

You can also choose to receive emails from us about new features and tips for making the most of your ORCID record.

Please send me quarterly emails about new ORCID features and tips. *To receive these emails, you will also need to verify your primary email address.*

After you've registered, you can change your notification settings at any time in the account settings section of your ORCID record.

[GO BACK](#) [NEXT](#)

6. Vyberte prístup k profilu „Everyone“ a potvrdte súhlas a kliknite REGISTER

3 Personal data Security and notifications Visibility and terms

Create your ORCID iD

This is step 3 of 3

Visibility settings

Your ORCID iD connects with your ORCID record that can contain links to your research activities, affiliations, awards, other versions of your name, and more. You control this content and who can see it.

By default, what visibility should be given to new items added to your ORCID Record?

Everyone (87% of users choose this)

Trusted Organizations (5% of users choose this)

Only me (8% of users choose this)

[More information on visibility settings](#)

Terms of Use

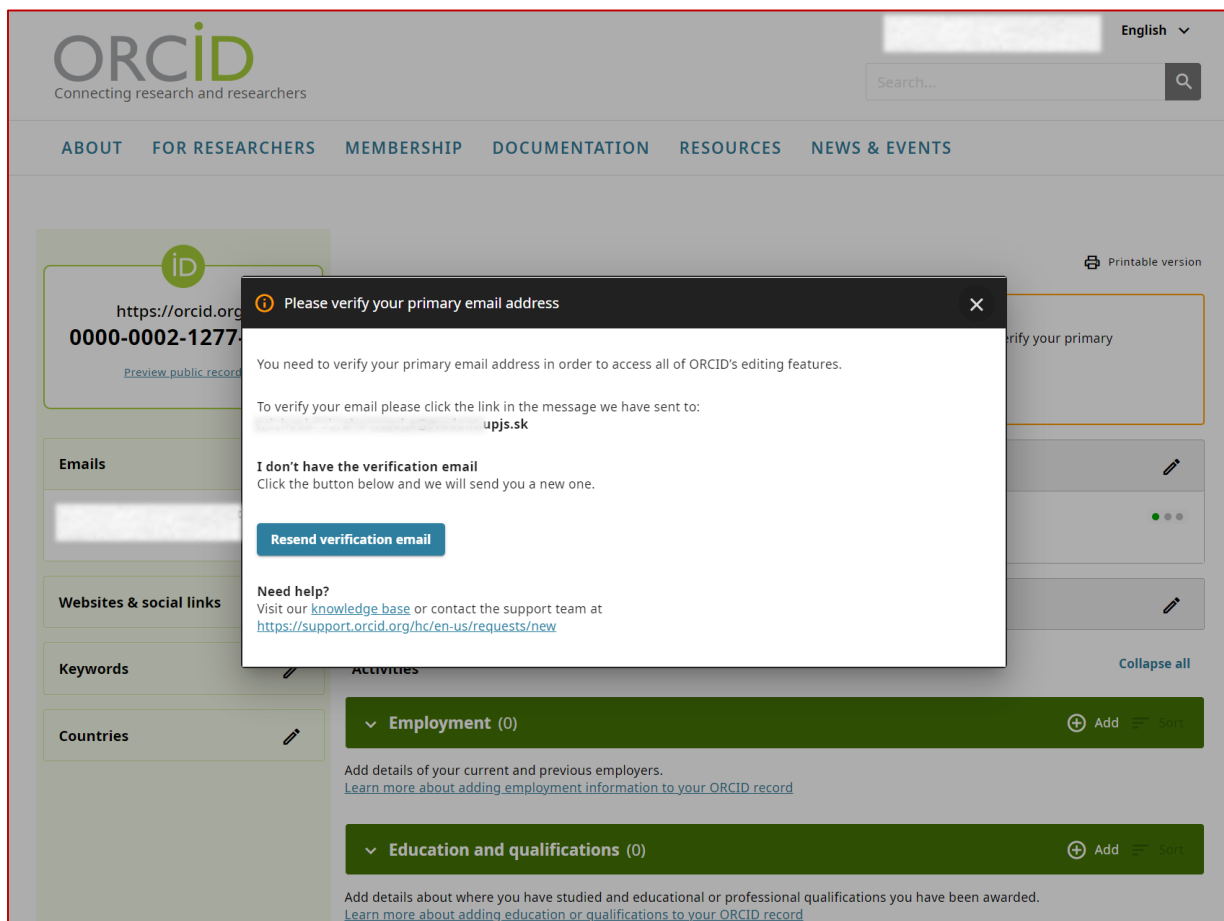
I consent to the [privacy policy](#) and [terms of use](#) and agree to my data being publicly accessible where marked as "Visible to Everyone".

I consent to my data being processed in the United States.
[More information on how ORCID process your data.](#)

I'm not a robot

[GO BACK](#) [REGISTER](#)

7. V ďalšom okne sa objaví informácia, že potvrdzovací email bol zaslaný na zadanú pracovnú emailovú adresu.



The screenshot shows the ORCID website interface. A modal dialog box is centered on the screen with the title "Please verify your primary email address". The dialog contains the following text:

Please verify your primary email address

You need to verify your primary email address in order to access all of ORCID's editing features.

To verify your email please click the link in the message we have sent to: upjs.sk

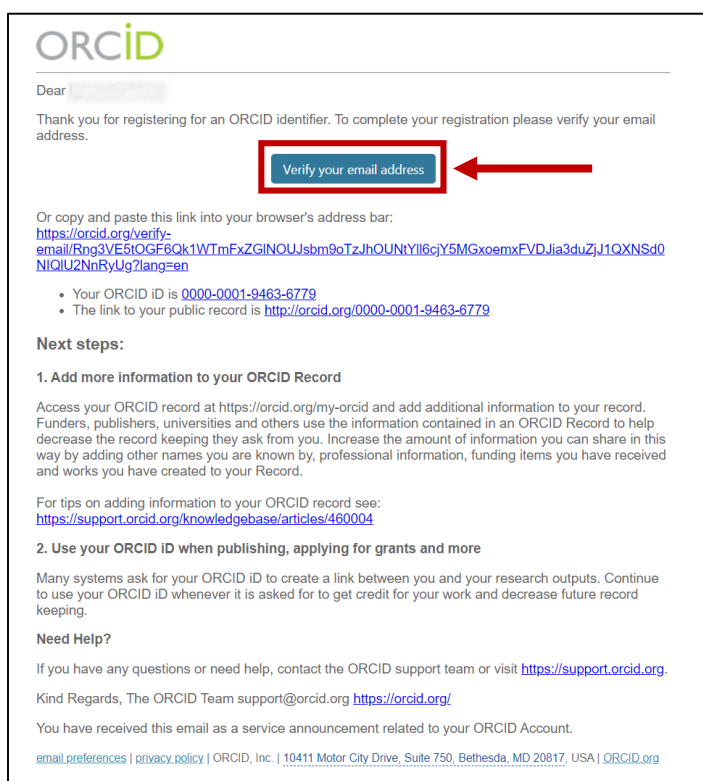
I don't have the verification email
Click the button below and we will send you a new one.

[Resend verification email](#)

Need help?
Visit our [knowledge base](#) or contact the support team at <https://support.orcid.org/hc/en-us/requests/new>

The background shows the user's profile page with sections for "Emails", "Websites & social links", "Keywords", "Countries", "Employment (0)", and "Education and qualifications (0)".

8. Na zadanú pracovnú emailovú adresu príde potvrdzovací email, v ktorom je potrebné potvrdiť registráciu pomocou „Verify your email address“



The screenshot shows an email from ORCID. The content is as follows:

Dear [redacted]

Thank you for registering for an ORCID identifier. To complete your registration please verify your email address.

[Verify your email address](#)

Or copy and paste this link into your browser's address bar:
<https://orcid.org/verify-email/Rng3VE5tOGF6Qk1WTmFxZGINOUJsbm9oTzJhOUNtYll6cjY5MGxoemxFVDJia3duZjJ1QXNSd0NIQU2NnByUg?lang=en>

- Your ORCID ID is [0000-0001-9463-6779](https://orcid.org/0000-0001-9463-6779)
- The link to your public record is <http://orcid.org/0000-0001-9463-6779>

Next steps:

1. Add more information to your ORCID Record

Access your ORCID record at <https://orcid.org/my-orcid> and add additional information to your record. Funders, publishers, universities and others use the information contained in an ORCID Record to help decrease the record keeping they ask from you. Increase the amount of information you can share in this way by adding other names you are known by, professional information, funding items you have received and works you have created to your Record.

For tips on adding information to your ORCID record see: <https://support.orcid.org/knowledgebase/articles/480004>

2. Use your ORCID ID when publishing, applying for grants and more

Many systems ask for your ORCID ID to create a link between you and your research outputs. Continue to use your ORCID ID whenever it is asked for to get credit for your work and decrease future record keeping.

Need Help?

If you have any questions or need help, contact the ORCID support team or visit <https://support.orcid.org>.

Kind Regards, The ORCID Team support@orcid.org <https://orcid.org/>

You have received this email as a service announcement related to your ORCID Account.

[email preferences](#) | [privacy policy](#) | ORCID, Inc. | 10411 Motor City Drive, Suite 750, Bethesda, MD 20817, USA | [ORCID.org](#)

2. Pridanie publikovaných prác do profilu ORCID

1. Otvorte si svoj profil na SCOPUS (www.scopus.com)
2. V hornej časti kliknite na „Connect to ORCID“

The screenshot shows the Scopus author profile interface. At the top, there is a navigation bar with 'Search', 'Sources', 'Lists', 'SciVal', and user options like 'Create account' and 'Sign in'. The main content area includes a profile header with the author's name and affiliation, a 'Connect to ORCID' button (highlighted with a red box and a red arrow), and other options like 'Edit profile' and 'Set alert'. Below the header, there are three panels: 'Metrics overview' showing 1 document and 0 citations, 'Document & citation trends' with a bar chart, and 'Most contributed Topics 2016-2020'. At the bottom, there is a list of documents, with the first one being 'Scientific Reports, 2021'.

3. Potvrďte prístup kliknutím na „Authorize access“ (prípadne sa prihláste pomocou emailovej adresy a hesla, ktoré ste zadali pri registrácii ORCID)

The screenshot shows the ORCID 'Authorize access' dialog box. At the top, it says 'Authorize access'. Below that, it displays the user's current ORCID ID: 'https://orcid.org/0000-0002-1277-0016'. The user is signed in as 'Scopus - Elsevier'. The dialog asks for the following access to the user's ORCID record:

- Add/update other information about you (country, keywords, etc.)
- Add/update your research activities (works, affiliations, etc.)
- Read your information with visibility set to Trusted Organizations

At the bottom, there are two buttons: 'Authorize access' (highlighted with a red box and a red arrow) and 'Deny access'. Below the buttons, there is a note: 'If authorized, this organization will have access to your ORCID record, as outlined above and described in further detail in ORCID's privacy policy. You can manage access permissions for this and other Trusted Organizations in your account settings.'

4. Na nasledujúcej stránke začnite prepojenie profilu SCOPUS s ORCID kliknutím na „Start“

The screenshot shows the 'Scopus | ORCID' interface. At the top, a progress bar indicates the current step is '1 | Select profiles'. Below the progress bar, the text reads: 'Please select all profiles that contain publications authored by you and click the next button to continue.' A table displays the selected profile information:

Author ID	5727320900
Documents	1
Affiliation	Pavol Jozef Safarik University in Kosice

At the bottom right of the table, there are 'cancel' and 'Start' buttons. Below the table, there are links for 'About Scopus', 'What is Scopus', and 'Content coverage'. At the bottom, there is a copyright notice: 'Copyright © 2022 Elsevier B.V. All rights reserved. Scopus® is a registered trademark of Elsevier B.V. Cookies are set by this site. To decline them or learn more, visit our cookie policy page.'

5. Potvrďte svoje profilové meno kliknutím „Next“

The screenshot shows the 'Scopus | ORCID' interface. The progress bar indicates the current step is '3 | Review publications'. The text reads: 'Review your authored publications' and 'Please indicate below if this publication is authored by you.' Below this, there is a table with columns: 'Document Title', 'Author(s)', 'Date', and 'Source Title'. The table is sorted by 'Date (Newest)'. A red arrow points to the 'Next' button at the bottom right of the table.

Document Title	Author(s)	Date	Source Title
2021 Scientific Reports 11 (1)			

At the bottom right of the table, there are 'Search for missing documents', 'back', and 'Next' buttons. Below the table, there are links for 'About Scopus', 'What is Scopus', and 'Content coverage'. At the bottom, there is a copyright notice: 'Copyright © 2022 Elsevier B.V. All rights reserved. Scopus® is a registered trademark of Elsevier B.V. Cookies are set by this site. To decline them or learn more, visit our cookie policy page.'

6. V nasledujúcom kroku skontrolujte, či sú publikácie uvedené v prehľade priradené správne a potvrďte kliknutím „Next“

7. Potvrďte zoznam publikácií ďalším kliknutím „Next“

The screenshot shows the 'Scopus | ORCID' interface. The progress bar indicates the current step is '5 | Send Author ID'. The text reads: 'Send the Scopus ID to ORCID' and 'Thank you for checking your profile. Your Scopus ID is now ready to be sent to ORCID.' Below this, there is a form with an 'E-mail' field. A red arrow points to the 'Send Author ID' button at the bottom right of the form.

E-mail:

Please enter your institutional or professional email address (e.g. name@university.edu).

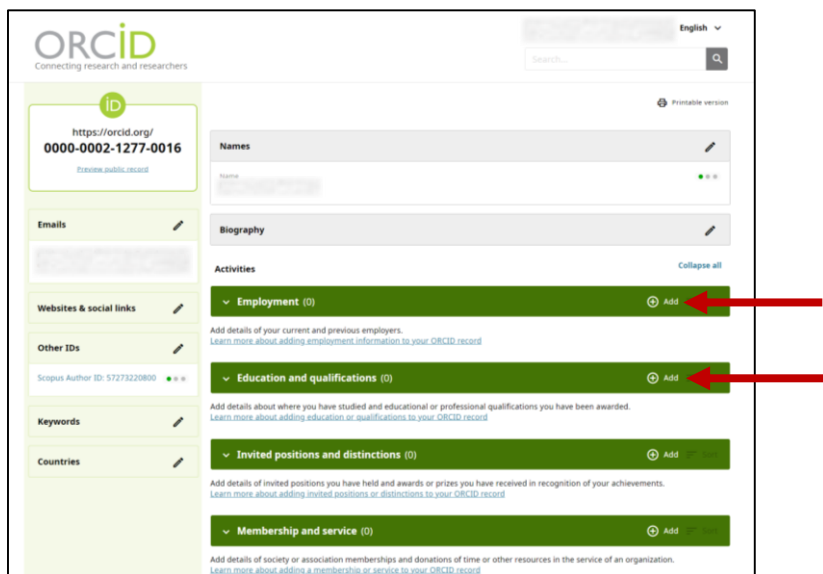
At the bottom right of the form, there are 'back' and 'Send Author ID' buttons. Below the form, there are links for 'About Scopus', 'What is Scopus', and 'Content coverage'. At the bottom, there is a copyright notice: 'Copyright © 2022 Elsevier B.V. All rights reserved. Scopus® is a registered trademark of Elsevier B.V. Cookies are set by this site. To decline them or learn more, visit our cookie policy page.'

8. Pre zaslanie potvrdenia opätovne zadajte svoju pracovnú emailovú adresu a kliknite „Send Author ID“

9. Na záver potvrďte kliknutím „Send my publication list“

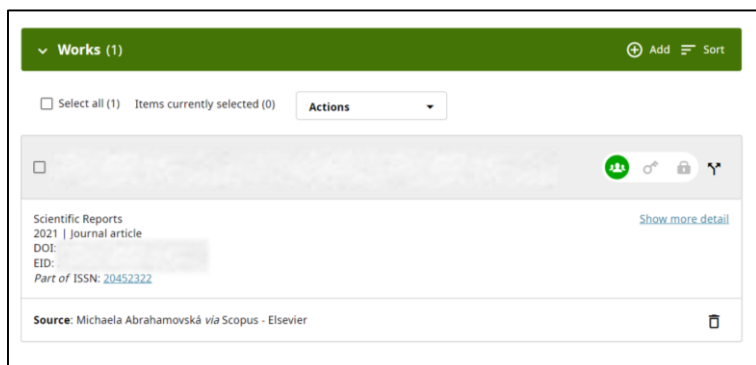
3. Doplnenie údajov v profile ORCID a kontrola zoznamu publikácií

1. Po prihlásení do ORCID (po registrácii by ste mali ostať prihlásený automaticky) je možné svoj profil doplniť o informácie týkajúce sa zamestnania, dosiahnutého vzdelania pomocou „Add“



The screenshot shows the ORCID profile page. The user's ORCID iD is 0000-0002-1277-0016. The profile is divided into several sections: Names, Biography, and Activities. The Activities section is expanded, showing four categories: Employment (0), Education and qualifications (0), Invited positions and distinctions (0), and Membership and service (0). Each category has an 'Add' button. Two red arrows point to the 'Add' buttons for 'Employment' and 'Education and qualifications'.

2. V časti „Works“ by mali byť viditeľné všetky publikácie, ktoré sú indexované v databáze SCOPUS



The screenshot shows the 'Works' section of the ORCID profile. The section is titled 'Works (1)' and has an 'Add' button and a 'Sort' button. Below the title, there is a checkbox for 'Select all (1)' and a dropdown menu for 'Actions'. The main content area shows a list of publications. The first publication is a 'Scientific Reports' journal article from 2021. The article title is partially obscured by a grey box. The DOI is also obscured. The EID is 20452322. The source is 'Source: Michaela Abrahamovská via Scopus - Elsevier'. There is a 'Show more detail' link next to the article title.