# How to create a Google Scholar profile

1. Go to <https://scholar.google.com/>
2. ['SIGN IN'](https://libapps.s3.amazonaws.com/accounts/28310/images/Google_Scholar_sign_in.jpg) to your Google account or [Signup](https://accounts.google.com/SignUp?hl=en) for a new account if you don’t have one. You can choose to use your Aalborg University email at signup if you do not want to use/ create a Gmail account.
3. Click on ['My profile'](https://libapps.s3.amazonaws.com/accounts/28310/images/My_profile_google_scholar.jpg)to set up your Google Scholar Profile. You can also update your profile via this link in future.
4. [Enter your details](https://libapps.s3.amazonaws.com/accounts/28310/images/Enter_details_and_affiliation_John_Smith.png) and ensure that you use your Aalborg University email address so your affiliation can be verified. Click ['Next'](https://libapps.s3.amazonaws.com/accounts/28310/images/Next_button.png).
5. Google will search for any article groups that match your name and list them. Have a look through the list and [check the box](https://libapps.s3.amazonaws.com/accounts/28310/images/Article_group.png) to the left of a group if you would like to add a whole group or [click on the number of articles](https://libapps.s3.amazonaws.com/accounts/28310/images/Number_of_articles.png) to the right of a group to see a list of articles.
	1. To add publications, click on the [+](https://libapps.s3.amazonaws.com/accounts/28310/images/__button.png) button and select from the list of the following options:
	2. Add article groups: Articles will be grouped together by name. Use the check box to [select](https://libapps.s3.amazonaws.com/accounts/28310/images/Article_group_by_name.png) and add a group of articles under your name
	3. Add articles: Lists articles individually. Tick the check box to [select](https://libapps.s3.amazonaws.com/accounts/28310/images/Add_articles.png)  and add the articles you have authored
	4. [Add article manually](https://libapps.s3.amazonaws.com/accounts/28310/images/Adding_article_manually.png): If the article cannot be found you can [create](https://libapps.s3.amazonaws.com/accounts/28310/images/Manual_entry.png) an entry manually. First choose the publication type at the top of the form then fill in as many [fields](https://libapps.s3.amazonaws.com/accounts/28310/images/Manual_entry_fields.png) as possible

NOTE: Archiving your publication to VBN/Pure (Aalborg Universitys Institutional Repository) or personal web page will help Google Scholar find your publication. Remember to check which version of your paper you are permitted to archive and always link to an Open Access URL if available.

1. You may have a number of pages of results to check. Use the [arrows](http://libapps.s3.amazonaws.com/accounts/28310/images/pages.png) at the bottom to look through each page, adding records as you go. The first time you do this will be the biggest list to check.
2. It is advisable to allow Google Scholar to ['Apply updates automatically'](https://libapps.s3.amazonaws.com/accounts/28310/images/Apply_updates_automatically.png) as it will capture your publications as they become available in the search engine. You can add and remove items from your profile at any time.
3. Check the box next to ['Make my profile public'](https://libapps.s3.amazonaws.com/accounts/28310/images/Make_profile_public_google_scholar.png) to ensure that your profile is visible.
4. Click ['Done'](https://libapps.s3.amazonaws.com/accounts/28310/images/Done_button.png).
5. In order to verify your affiliation, you will need to respond to the email you receive from Google Scholar.
6. Now that your profile is created you may want to add additional details. Add a photo of yourself by clicking on the [camera icon](https://libapps.s3.amazonaws.com/accounts/28310/images/Add_a_photo_camera_icon.png) and choosing a photo from your files.
7. Add Co-authors to link to their profiles by choosing [EDIT](https://libapps.s3.amazonaws.com/accounts/28310/images/Add_co-authors.png).
8. If you have not done so in step 8, click on ['MAKE PUBLIC'](https://libapps.s3.amazonaws.com/accounts/28310/images/Make_public.png) so that you, your publications and your citations will be discoverable in Google Scholar.
9. To edit your profile details at any time click on the [crayon icon](https://libapps.s3.amazonaws.com/accounts/28310/images/194204_1.png)or the [Review](https://libapps.s3.amazonaws.com/accounts/28310/images/194204_2.png)link to can change your name, institution and email details.
10. To delete articles that have been added to your profile by mistake, check the box to the left of the entry/entries you wish to delete then click on the [Delete button](https://libapps.s3.amazonaws.com/accounts/28310/images/194204_3.png) that will appear at the top of your list.