# Research Documentation on Google Scholar "User Manual"

Prepared By: Dr. Mutaz M. Al-Debei
Assistant Professor of Information Systems and Computing
Assistant Dean for Development and Quality Affairs
Deanship of Academic Research

This document provides you will all the steps you need to follow so as to document your research papers on Google Scholar.
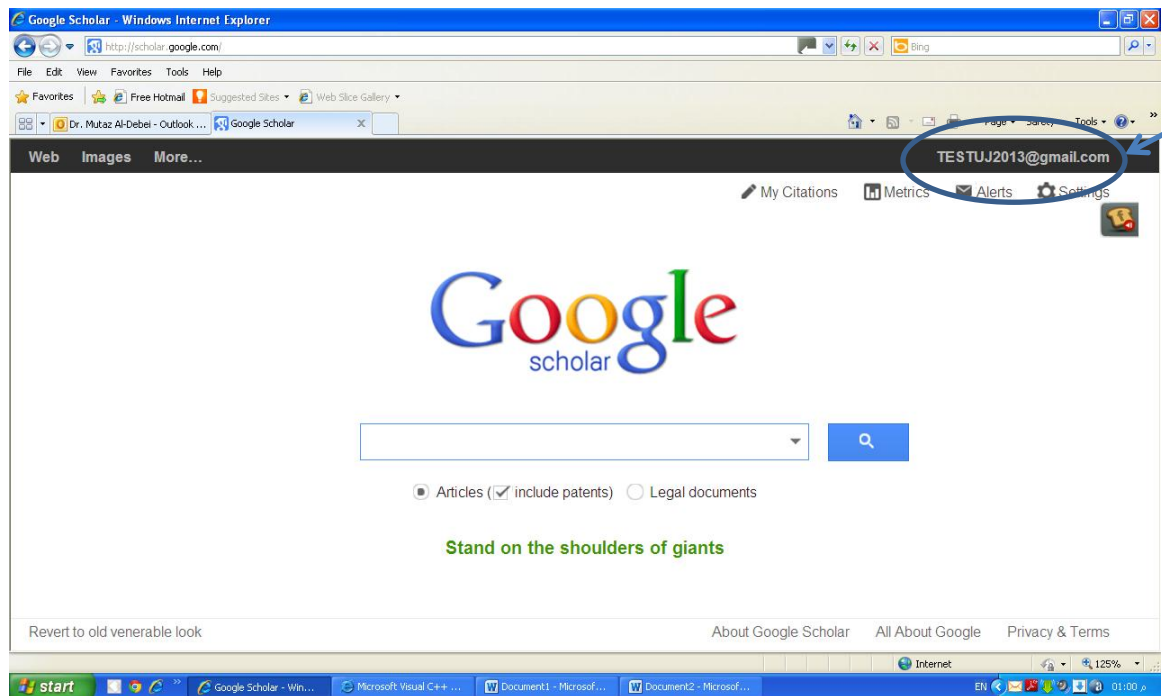
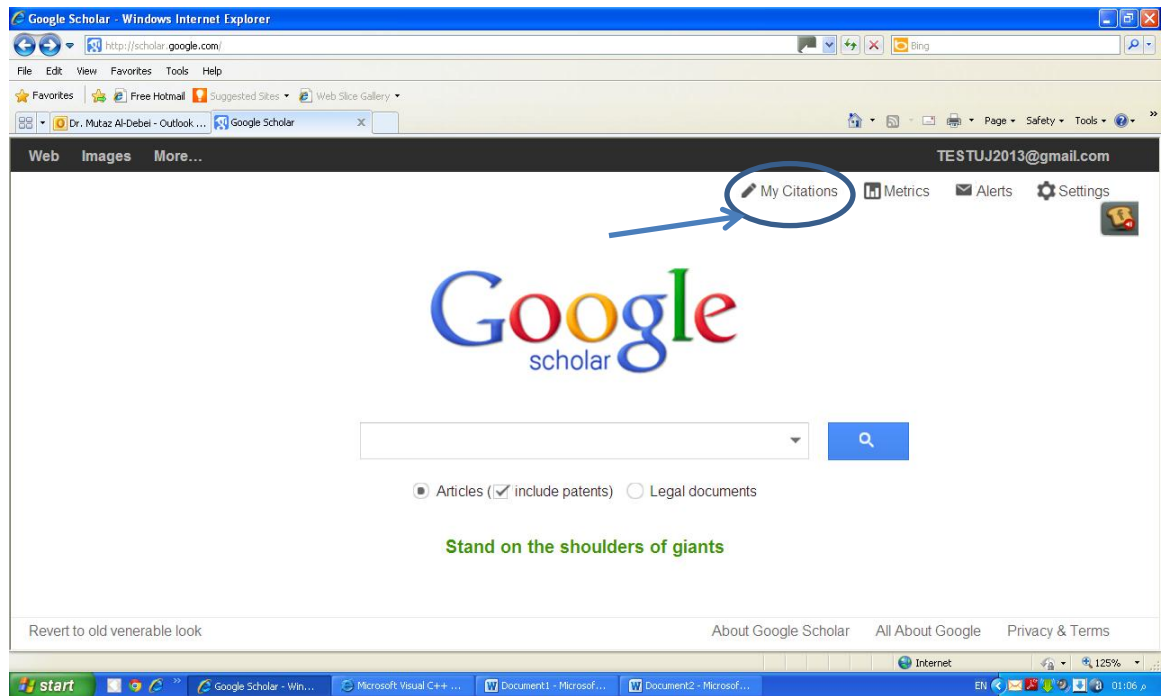1- Create an account on gmail if you don't have one already.
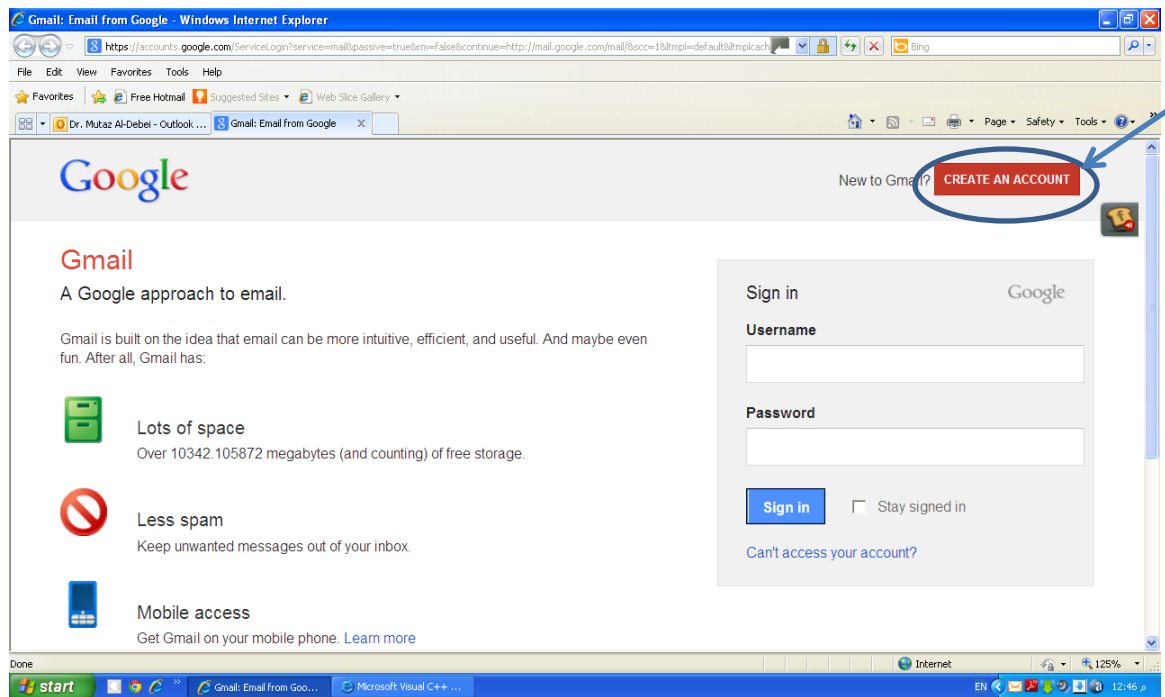
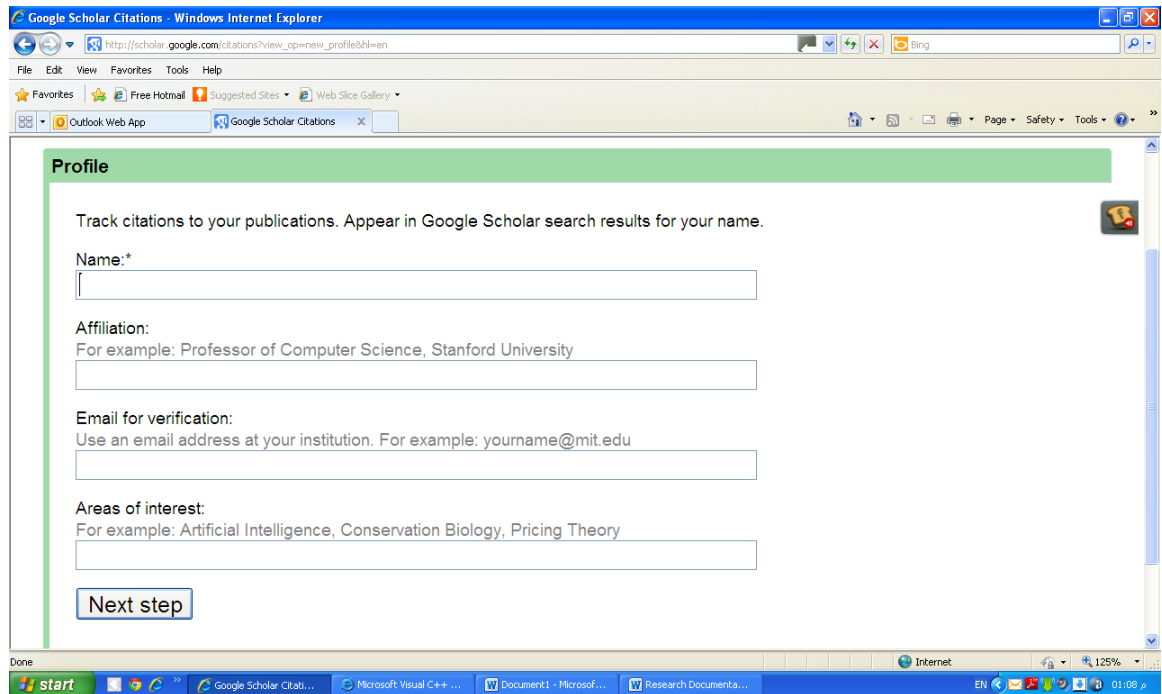2- Open Google Scholar using any Internet Browser (www.scholar.google.com)
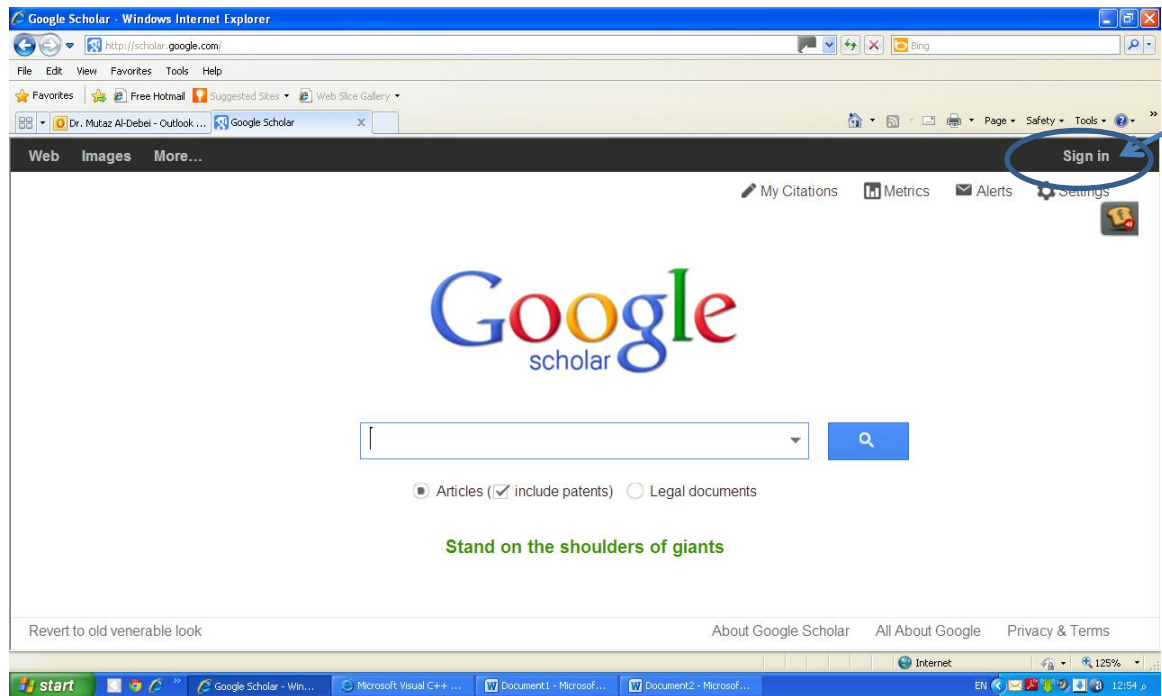
3- Sign in into google scholar using your gmail account

4- Click on "my citations".

5- In the following form (1) Enter your name as it appears on publications; (2) Enter your affiliation as The University of Jordan; (3) Enter your UJ email (@ju.edu.jo); (4) Enter your specialties and research areas of interest.
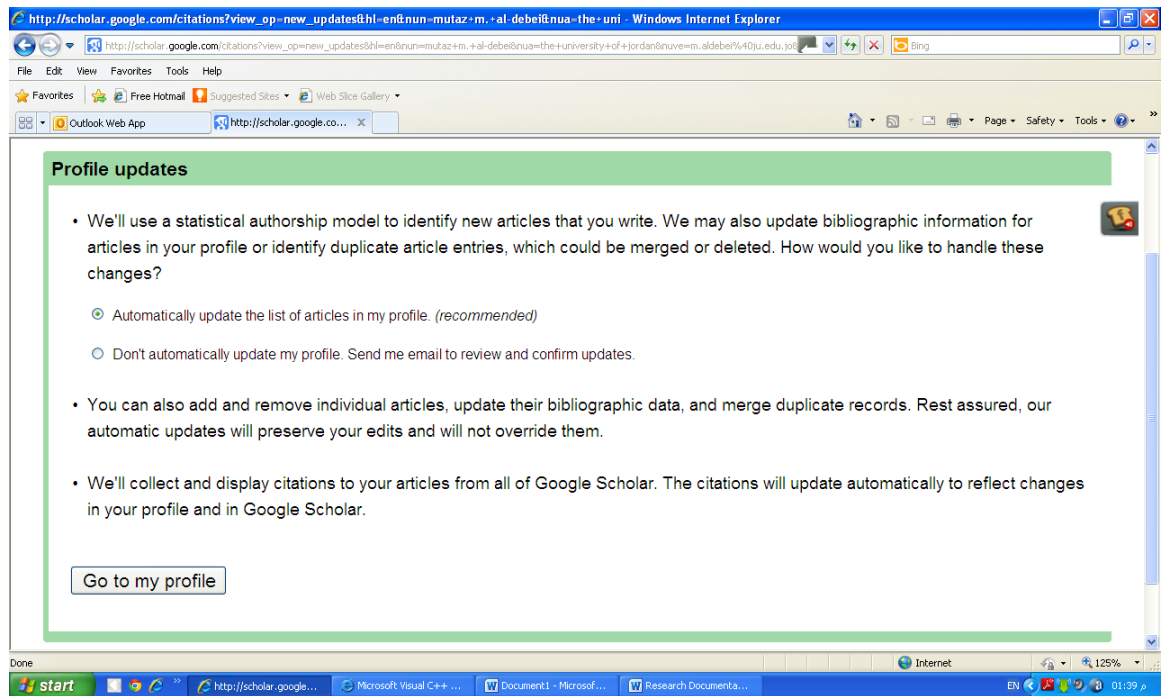
6- When you click on next step button, the following screen appears

7- On this screen, Google will automatically retrieve all your research papers. However, you can also do the search yourself for your own articles and add them to the list. Then click on the button labeled as "add all articles".
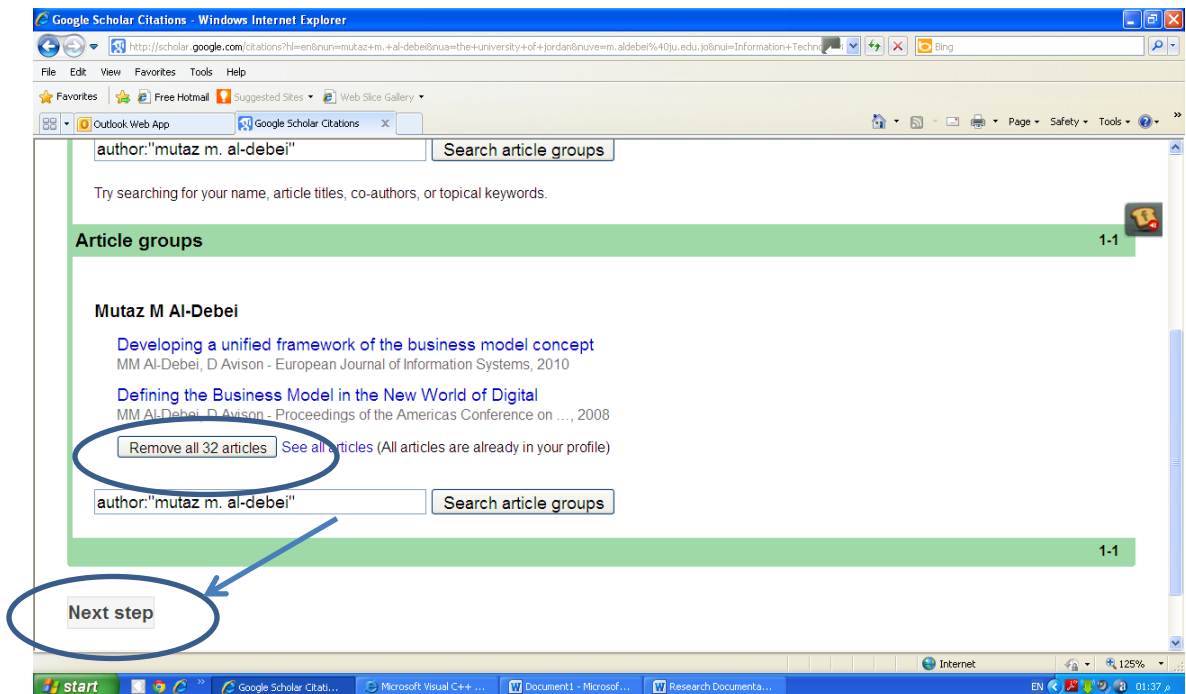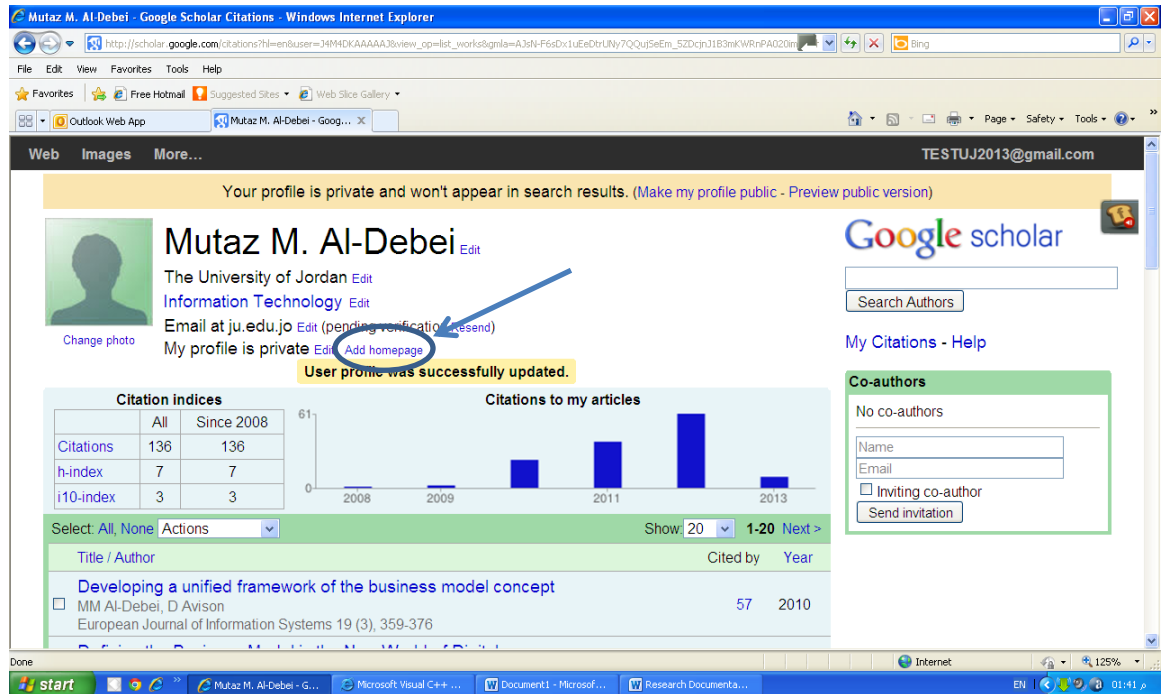
8- Click on "Next Step"

9- The above screen appears. Now click on the button labeled as "Go to my profile"
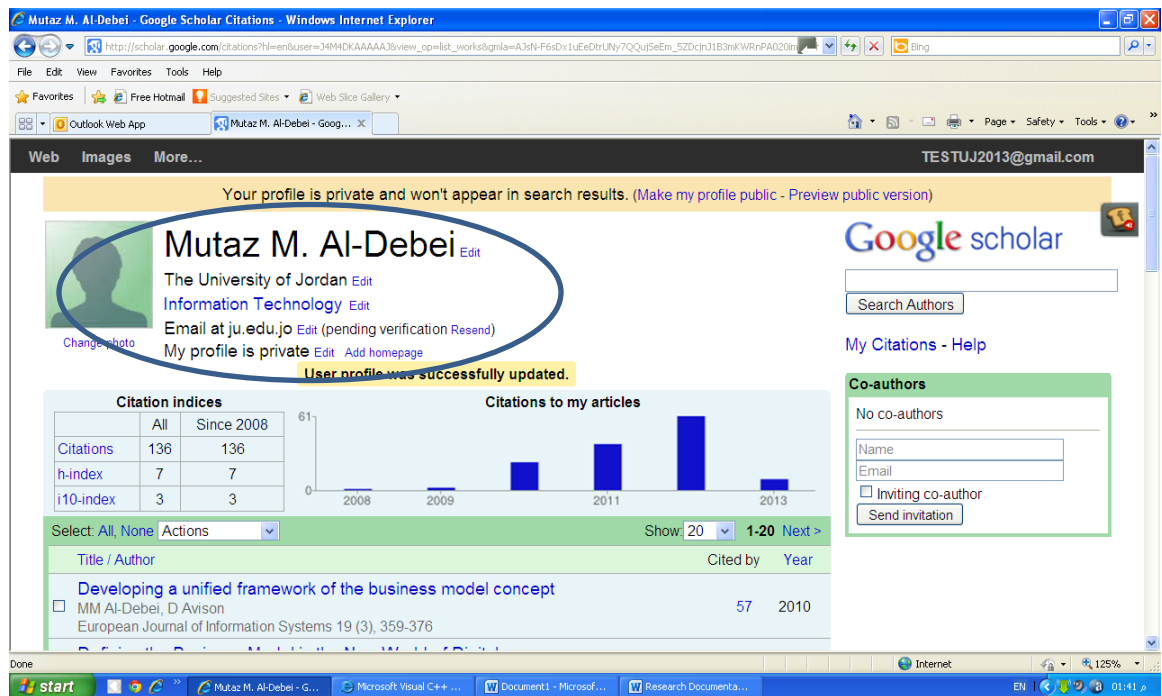
10- The above screen appears. On this screen, many actions need to be done. As you can see, you name, affiliation, and areas of interest can be amended by clicking on "Edit" next to each one. Further, by clicking "change photos", you can upload your own photograph to your profile.
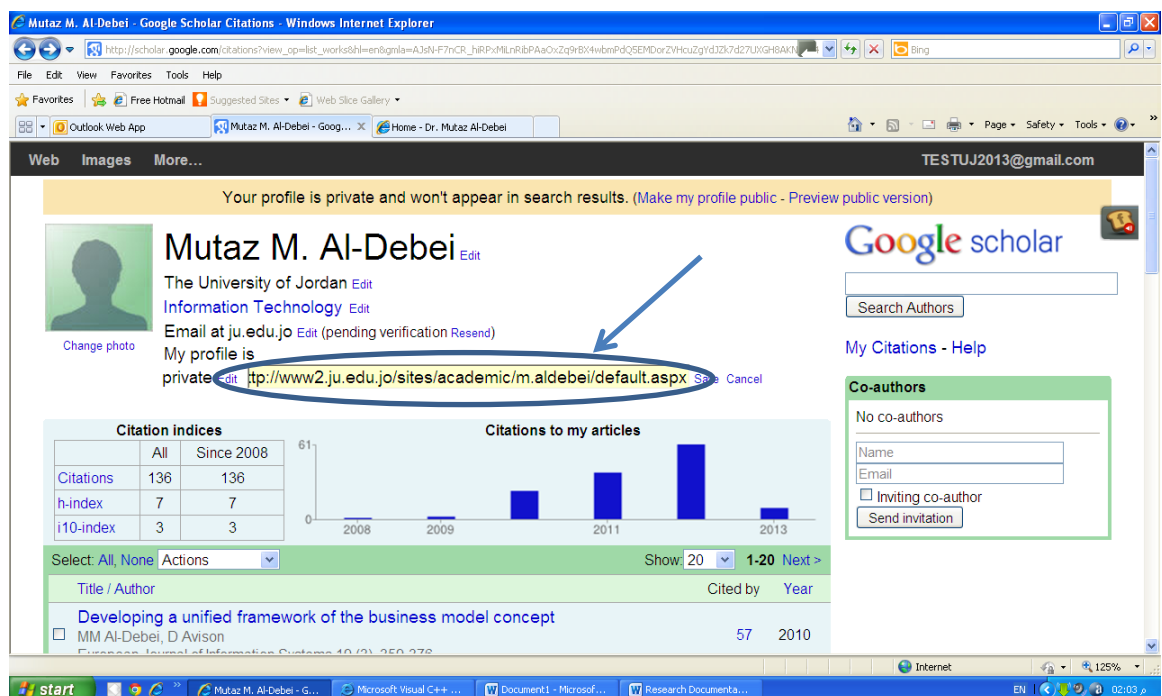

11- At this stage, you are now ready to link your Google Scholar profile to your profile at The University of Jordan Website. Click on "Add homepage".
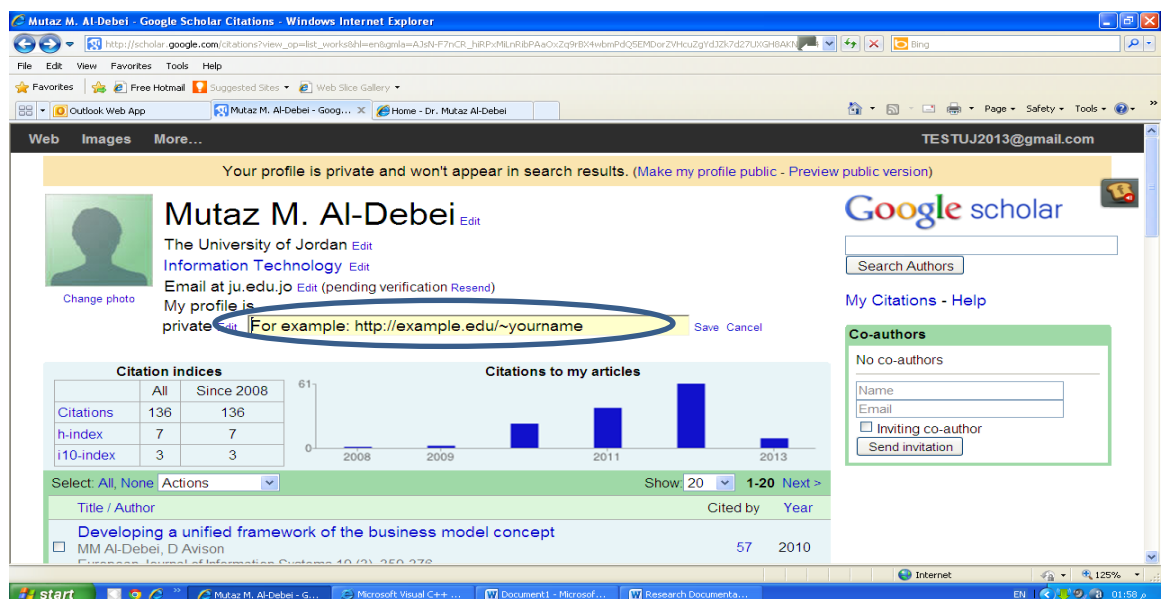
12- Go to your homepage at Faculty Members' Websites and copy the URL
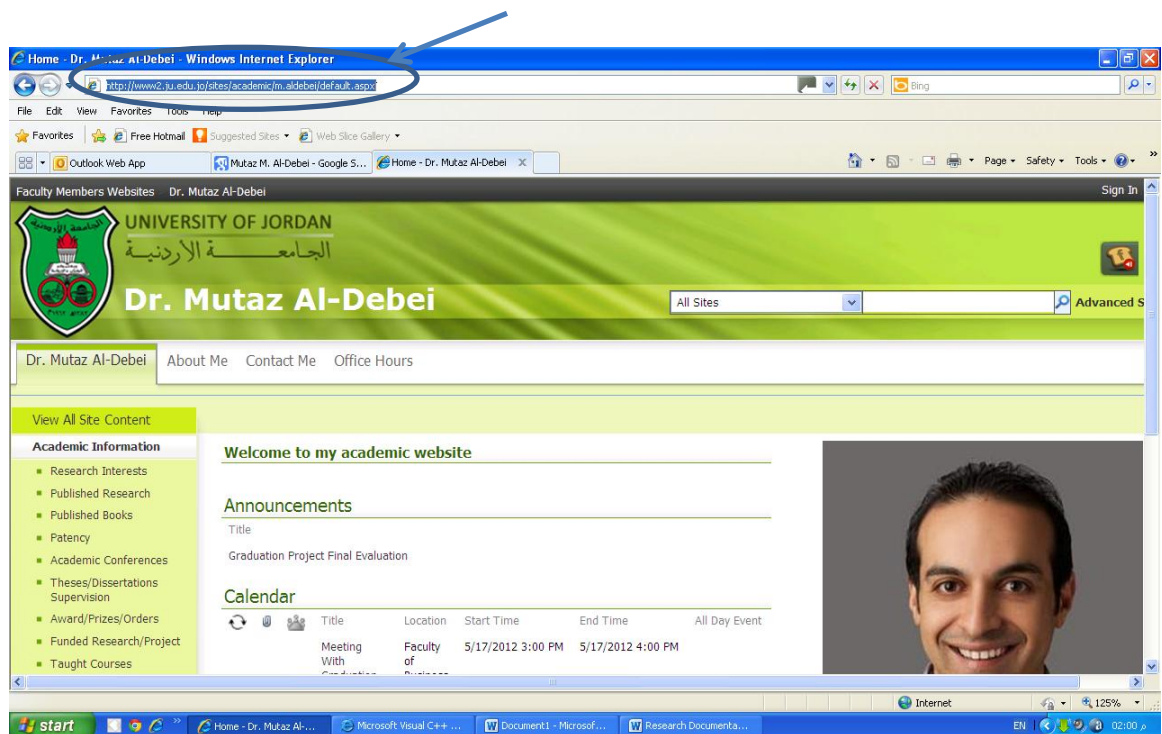
13- Paste the URL that you have copied to your profile at Google Scholar and then click on "Save" that appears next to the field.

14- Now you need to make your profile public so as to be searchable on Google Scholar.
Click on "Edit" next to my profile is

15- From the drop-down list choose "my profile is public"

16- The following screen appears.

17- At this stage, you will receive an email on your UJ account as follows.
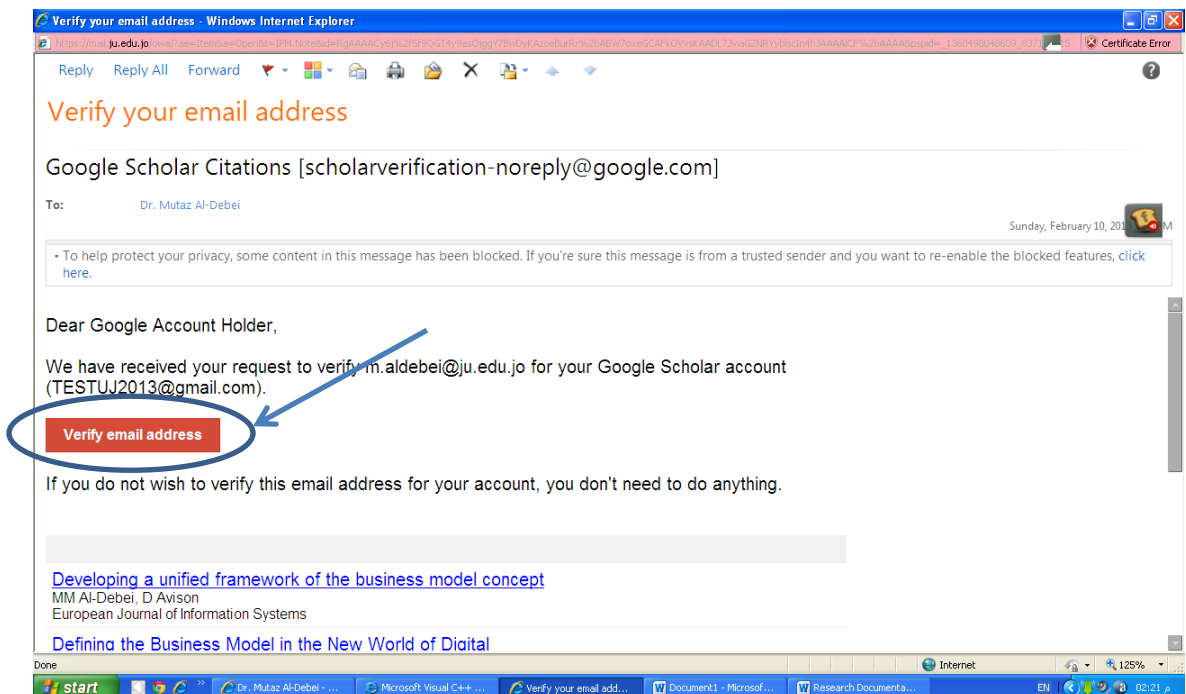
18- Click on "Verify email address".

19- Congratulations!! Within 24-48 hours your profile will be activated on Google Scholar where you can follow the number of citations, citation per paper, h-index, and other important details. Please note that your data will be updated automatically.

20- In case you need to add any research paper manually, just choose "add" from the list and follow the instructions.

Best Wishes,
Dr. Mutaz M. Al-Debei
Assistant Professor of Information Systems and Computing
Assistant Dean for Development and Quality Affairs
Deanship of Academic Research
m.aldebei@ju.edu.jo
Ext.: 25107