How to set up your Google Scholar account

Tips before you get started

- To set up a Google Scholar profile you must have a Google Account. This includes:
  - A personal account
  - A business account – (including a Monash email account)
- An author can only have one Google Scholar profile.
- No proxy or administrator can manage your profile for you, unless you have granted them access to your Gmail account.
- If you use your Monash Gmail account you may have problems accessing it if you leave Monash University. Profiles cannot be transferred or merged in to another account.

How to set up your profile

Step 1:
- Ensure that you are logged in to your preferred Google Account

Step 2:
- Search for Google Scholar through Google

Step 3:
- Select “My Profile” from the top left hand corner of the Google Scholar landing page.

Step 4:
- Select edit icon to edit your profile (Name, affiliation, areas of interest, email for verification, homepage).
By default your profile is private. Select “make public” if you would like to take advantage of this option.

Step 5:

- You have three options to add articles to your profile
- Select “add articles” to scan Google Scholar.
  - Take ownership of your articles by selecting items that you have authored or co-authored.
- If you can’t find your articles from the list, select “add article manually” to input your citation.
- Select “configure article updates” if you would like Google to automatically add new publications to your profile.

Please note

- You cannot export citation data generated by Google – cut & paste option only.
- Support is limited.
- Unless you share the password for your account support staff cannot undertake tasks for you.