OPEN UNIVERSITY OF KENYA

Google Scholar Guide

Detailed Steps to Migrate Your Google Scholar Account:

1. **Sign in to Google Scholar:**

   o Visit Google Scholar and click the "**Sign in**" button in the top right corner.

   o Use the email address and password associated with your current Google Scholar account to log in.

2. **Access Your Profile:**

   o Once signed in, click on the "**My profile**" link, which will take you to your Google Scholar profile page where your publications, citation metrics, and affiliations are displayed.

3. **Edit Your Affiliation:**

   o On your profile page, locate the current affiliation section, which typically includes your institution's name, department, and your position.

   o Click the pencil icon (🖉) next to your current affiliation to enter the edit mode.

   o Update your institution's name to reflect your new affiliation. For example, if you have moved from "University X" to "OUK," replace the old name with the new one.

   o You may also update other fields such as your department, faculty, or specific research group.
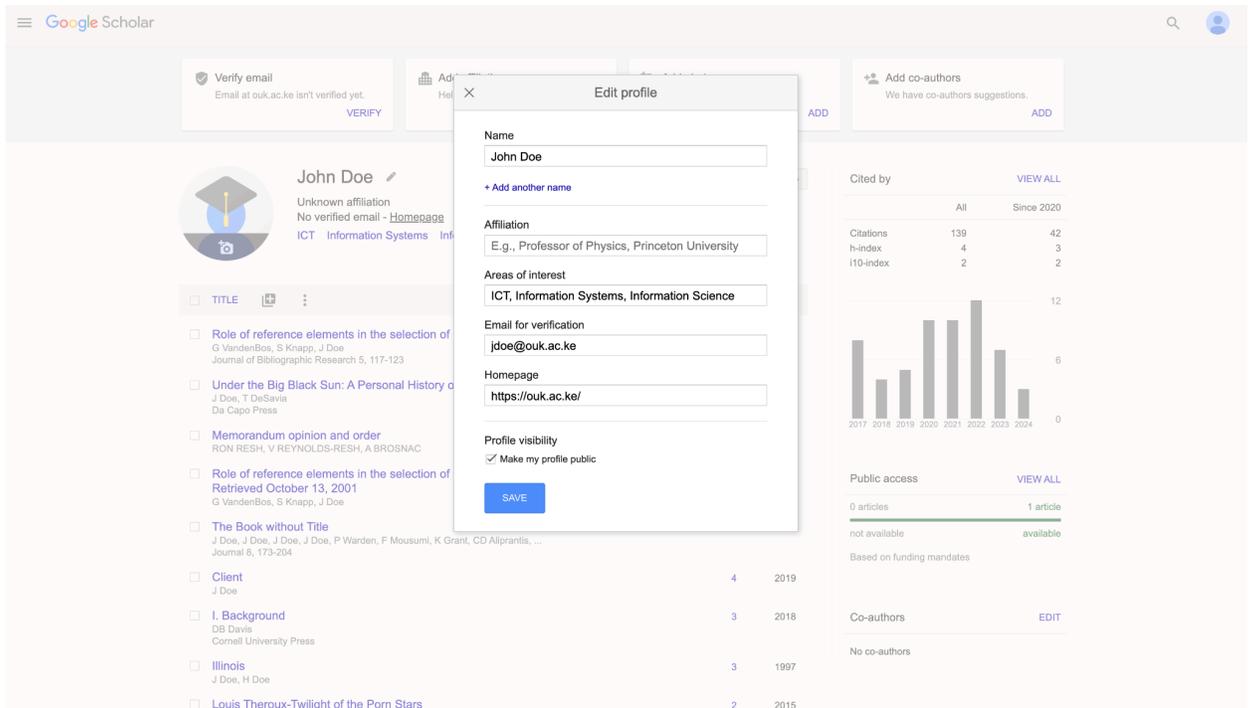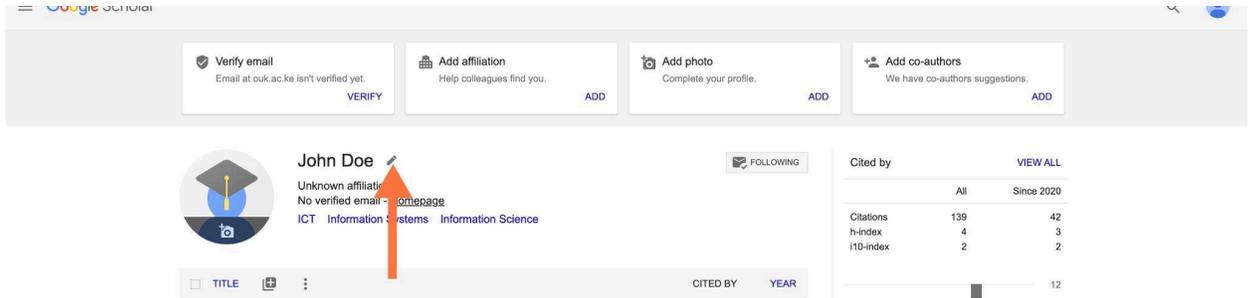
4. **Update Your Email Address:**

   ● Scroll down to the "**Verified email at**" section and update it to your new institution's email address (e.g., johndoe@ouk.ac.ke).

   ● Click the pencil icon to edit, and enter your new email address as previous screenshots.
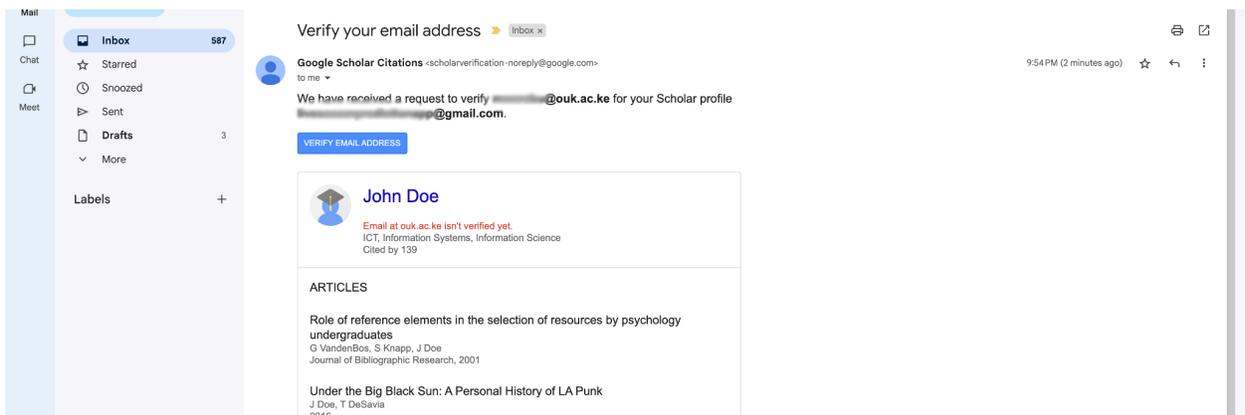
5. **Verify Your New Email Address:**

   ● After entering your new email, Google Scholar will send a verification email to the address you provided.
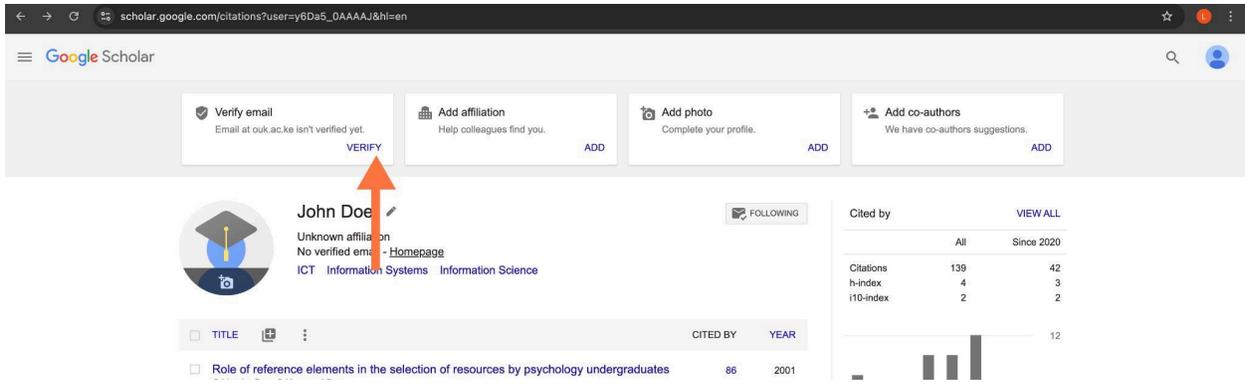
- Go to your new email inbox, find the verification email from Google Scholar, and click on the verification link inside.
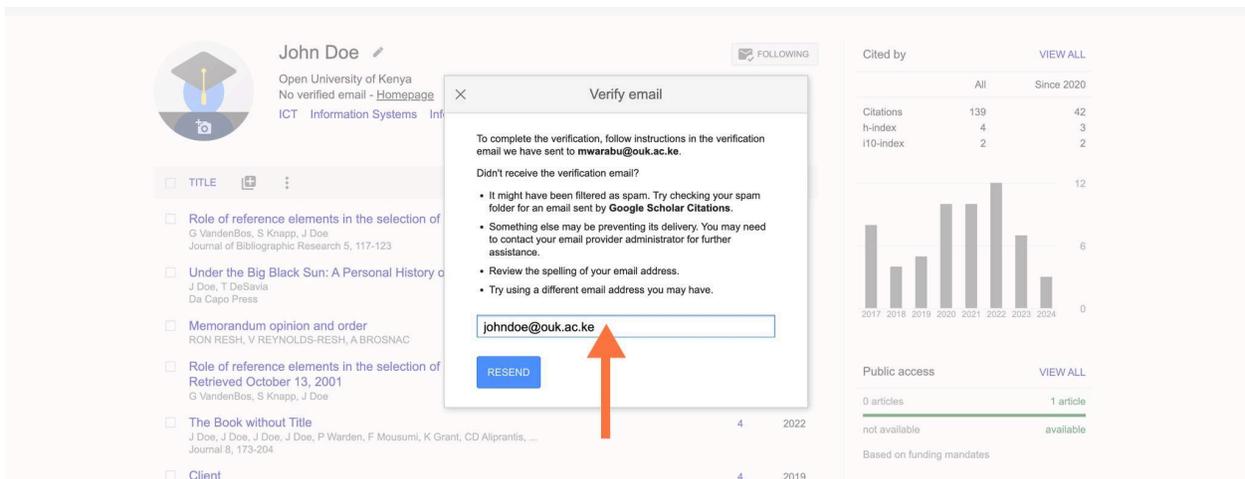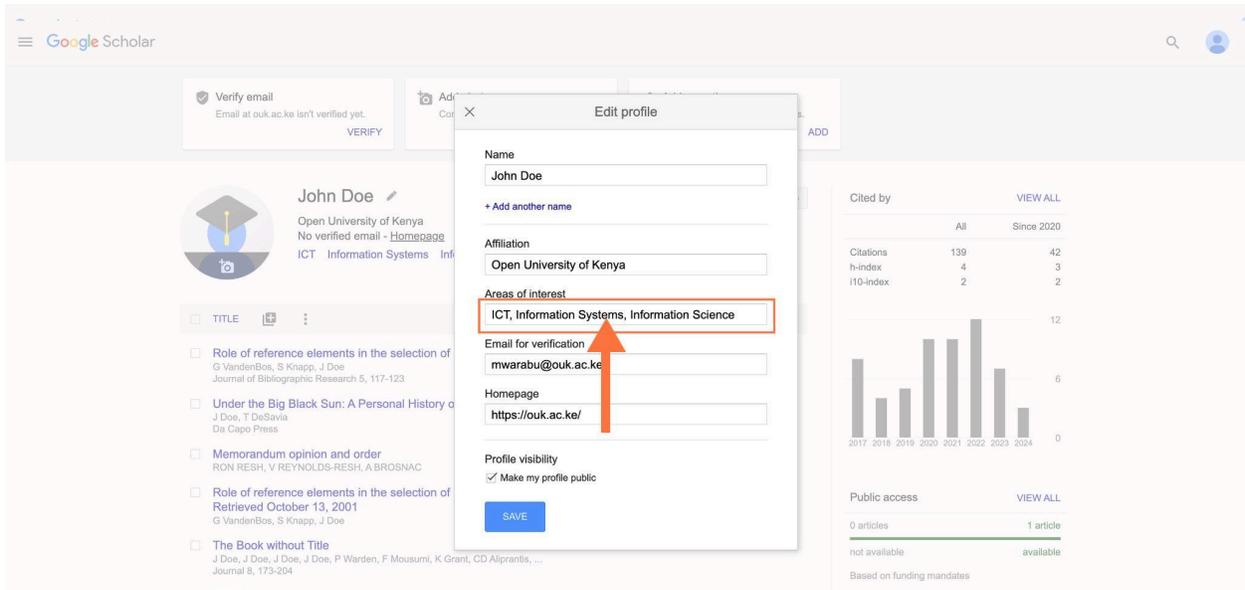

- This step is crucial to authenticate your new affiliation and maintain the credibility of your profile.

6. **Update Your Research Interests (Optional):**

- While updating your profile, you can also revise your research interests. These are keywords that describe your academic focus and help others discover your profile.

- Click on the pencil icon next to the "**Research interests**" section, add or modify the keywords, and save the changes.

7. **Review and Save Your Profile:**

- After making all the necessary updates, review your profile to ensure that all the information is correct and up-to-date.

- Click the "Save" button to confirm all your changes.
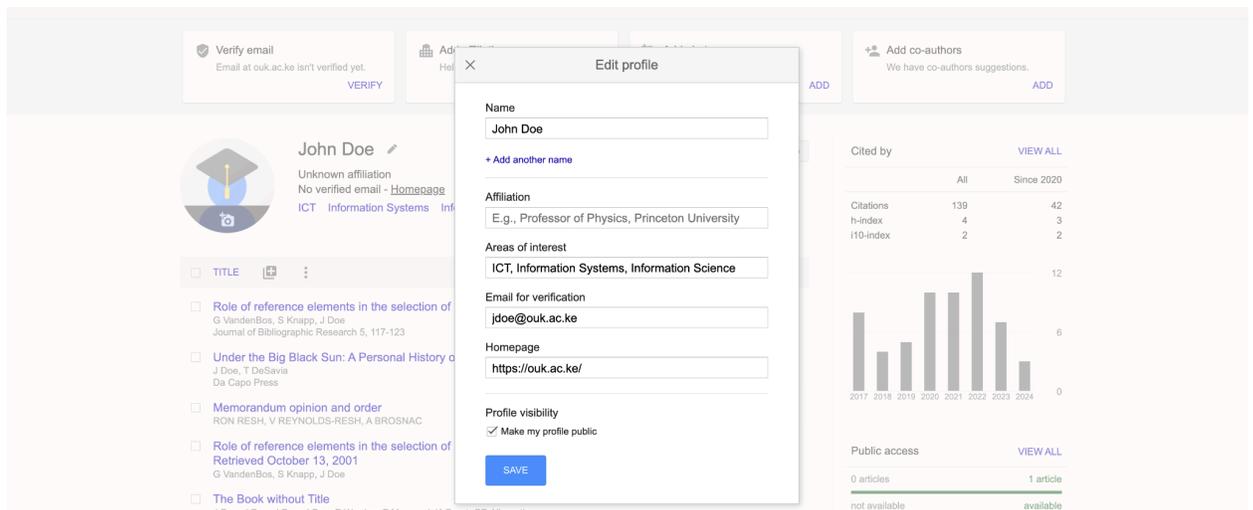
8. **Check Your Profile:**

   - Once saved, visit your profile page to ensure all updates are reflected correctly.

   - Make sure that your publications and citations remain intact and that the new affiliation is visible under your name.
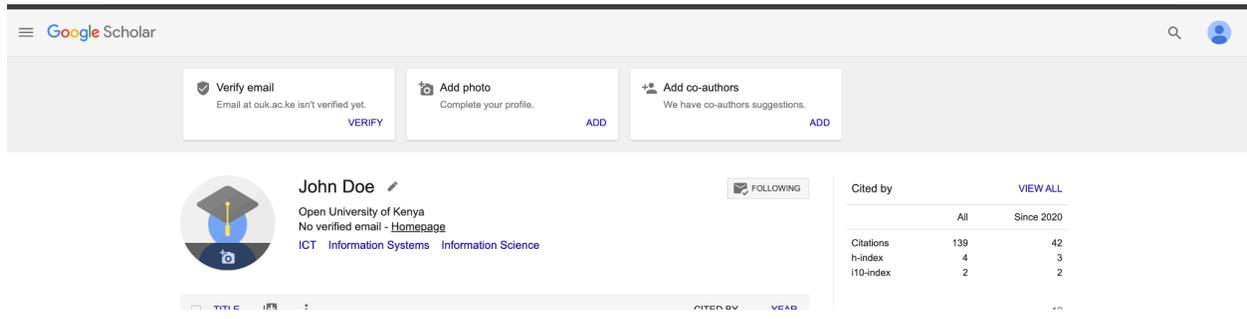
Steps to Create a Google Scholar Account:

- **Sign in to Google:**

  - If you don't already have a Google account, create one by going to Google Account Sign Up.

  - Once you have a Google account, go to [Google Scholar](#) and sign in using your Google credentials.

- **Access Google Scholar Profile Creation:**

  - After signing in, click on the "My profile" link in the top right corner of the Google Scholar homepage.

  - This will take you to the profile creation page where you can set up your academic profile.

- **Enter Your Profile Information:**
  - **Full Name:** Enter your full name as you want it to appear on your profile. This should match the name you use in your publications.
  - **Affiliation:** Enter your current institutional affiliation, such as the name of your university or research institution.
  - **Verified Email:** Provide your institutional email address (if available). This email will be used for verification purposes and to authenticate your affiliation.
  - **Research Interests:** List your research interests using keywords. This helps others find your profile when searching for specific topics.
  - **Home Page:** Add institutional webpage link for additional visibility.

- **Add Your Publications:**
  - Google Scholar will suggest publications that may belong to you based on the information you entered. Review the suggested articles and add them to your profile by selecting the correct ones.

- You can also manually add any publications that were not automatically suggested by clicking the "Add" button and entering the publication details.

- **Set Up Automatic Updates (Optional):**
  - You can choose to have Google Scholar automatically update your profile by adding new publications as they appear. This can save time, but you'll need to occasionally review to ensure accuracy.

  - If you prefer, you can opt to manually approve each update.

- **Verify Your Email Address:**

  - If you provided an institutional email, Google Scholar will send a verification email to that address. Check your inbox and click the verification link to confirm your email and affiliation.
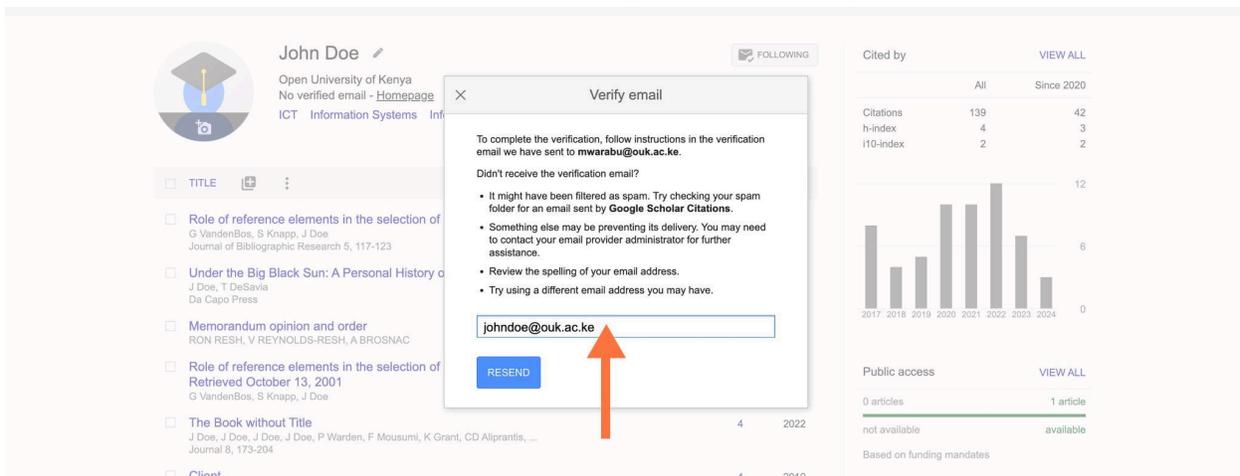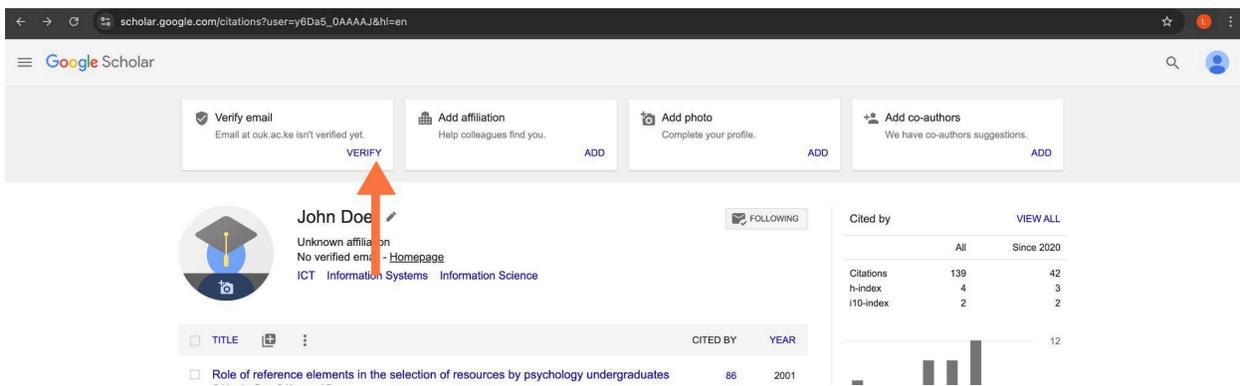
  - This step is important to add credibility to your profile.

- **Make Your Profile Public:**

  - By default, Google Scholar profiles are private. To increase visibility and allow others to find you, make your profile public by clicking on the "Make my profile public" option.
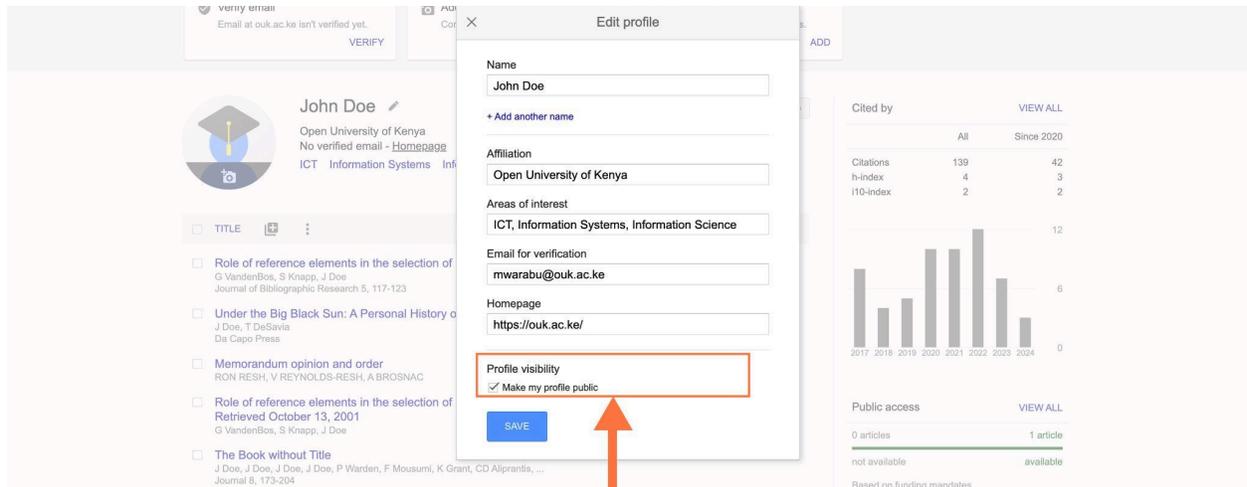
- This allows colleagues, researchers, and collaborators to view your publications and citation metrics.

- **Finalize Your Profile:**

  - Review all the information you've entered, and ensure everything is accurate.

  - Click the "**SAVE**" button to complete the setup of your Google Scholar profile.