1. The UC Publication Management System regularly searches PubMed, Scopus, Web of Science, Crossref, and other databases for publications that may be yours. Twice a month, it sends you an email if there are any new publications to verify and deposit. Click the link in your email to get started or go directly to oapolicy.universityofcalifornia.edu.

2. Select your UC campus and log in using your campus credentials. If you are a joint appointee of a UC campus and the Lawrence Berkeley Lab, log in using the campus option.

3. You’ll be presented with a list of recent publications which may be yours. Use the “Claim” button to verify those you’ve authored, or the “Reject” button to reject any that are not. A long list is often due to having the same name as another author. (See the next page for tips: Auto-claim publications and improve search results)

4. When you claim a publication covered by UC’s Open Access Policies, you’ll be prompted to:
   - Upload a file;
   - Provide a link (if the article is already openly available); or
   - Claim an existing PDF (if one has been found in a linked open access repository); and
   - Add a Creative Commons reuse licence to specify how you want others to use your work.

   Then click to submit.

5. Once your deposit is complete, you are returned to your list of recent publications, in case you need to verify others. You will receive additional email notifications when we discover new publications authored by you.
Auto-claim publications and improve search results

The UC Publication Management System searches multiple databases for your name variants, affiliation, and other data to find publications which may be yours. If you see more or fewer publications than you’d expect to in your “Pending” list or if the publications listed are inaccurate, **adjust your Name-based Search settings** used to find publications that may be yours and **connect your personal identifiers**, such as your **ORCID iD**, to improve results.

**Adjust your Name-based Search settings**

Add the name(s) you publish under to help find your work. The default settings are **Lastname, Firstname or Lastname, Initials**. If you have a common name, we recommend using only your full name (e.g. “Zhang, Wei”) to help reduce false results. Note: More variants usually increases the number of results.

Specify your current UC institution or previous UC institutions where you were employed. While you can claim earlier publications from other institutions, the open access policies only apply to publications you authored while working for UC.

You can also add the date when you first started publishing scholarly articles at UC.

**Connect your personal identifiers**

Under **Automatic Claiming**, confirm your personal identifiers such as your ORCID iD or Scopus Author ID to automatically claim any publications connected to those identifiers now and in the future.

**Do these identify you?**

We’d like to use these to help clear your pending list, and possibly find more of your items online.

**Scopus ID**: 55163493500
See in 11 pending, 0 claimed, 0 rejected, and 34 other publications +

You may also connect email addresses, profiles, and identifiers by choosing from the options at the bottom of the page.

**Add external profiles**

- arXiv Author Identifier
- Dimensions Researcher ID
- Figshare.com account
- ORCID
- ResearcherID
- Scopus ID

**Add email addresses**

**Email addresses**
Items associated with the following email addresses will be automatically claimed for you:

- wei.zhang@ucsf.edu