CAS-id is the username you use to log in to DiVA. The username works as a unique personal ID in DiVA, and is useful for instance when you want to show a list of publications on your personal web page.

It is preferable if you always add your CAS-id in the field Username when you register a new publication in DiVA. To add your username to existing records in DiVA just follow these instructions:

**Instructions:**

1. Log in to DiVA [http://uu.diva-portal.org/login](http://uu.diva-portal.org/login) with your CAS-id. When you have logged in, select *Edit / Delete record.*

2. Search for your publications by searching for your name (surname and given name/initial) in the field *Author.*
3. A list of records is presented. You can choose to show All, My records and Coauthor. (For definitions see details at the end of this document)

4. a) Chose My records.

Click on one record at a time and make sure your CAS-id is added in the field Username. Continue to Review / Publish and Accept. Repeat for all records in the list.
4. **b) Choose Coauthor – “claim authorship”**.

![Image of Coauthor selection]

Click on one record at a time. Your CAS-id will automatically be added to the record. Check that the given details are correct before you Save. Repeat for all records on the list.

![Image of Claim authorship]

**Not access to all records?**

Publications with full text or other attachments, doctoral/licentiate theses and student theses may only be edited by administrators. If you don’t have access to a publication, please contact the DiVA Helpdesk diva-helpdesk@ub.uu.se for assistance.
Tip!
If you want to know if your CAS-id is connected to all your publications you can search for your CAS-id in *Simple search*, and your full name in *Advanced search*. The search results should match.

Search for CAS-id in Simple search

Search for surname and initial in Advanced search

Show records – definitions

- **All**: Shows all records that match your search.
- **My records**: Shows a) records registered by yourself, with or without your CAS-id, and b) records registered by someone else, with your CAS-id. Where your CAS-id is missing you have to add it manually.
- **Coauthor**: Shows records registered by someone else, without your CAS-id. By confirming that you are an author or editor, “claim authorship”, your CAS-id will automatically be added to these records.