Add your user id to your publications in DiVA
– “claim authorship”

You use your user id at Uppsala University to log in to DiVA. Your user id also works as a unique personal ID in DiVA, and is useful for instance when you want to show a list of publications on your profile page at UU. Always add your user in the field Local User Id when you register a new publication in DiVA.

You can add your user id 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 user id and password A. 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.

Find the record you want to edit, copy or delete.
3. A list of records is presented. You can choose to show All, My records and Coauthor. For definitions see below.

Show records – definitions:

- **All**: Shows all the records that match your search.

- **My records**: Shows records that are:
  
  a) registered by yourself, with or without your user id in the field *Local User Id*.
  
  b) registered by someone else, with your user id in the field *Local User Id*.

- **Coauthor**: Shows records registered by someone else, without your user id in the field *Local User Id*. By confirming that you are an author or editor you can “claim authorship”, connect the records to you and automatically add your user id to these records.

4. a) Chose My records.
Click on one record at a time and check if your user id is registered in the field *Local User Id*. Add your user id if it’s not registered.

If you connect your authority record to the DiVA-record your user id will be added automatically. Continue to *Review / Publish and Accept*. Repeat for all records in the list.

4. **b)** Choose to show *Coauthor* and “claim your authorship”.

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

**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 university library [ask.library@ub.uu.se](mailto:ask.library@ub.uu.se) for assistance.

**Tip!**
If you want to know if your user id is connected to all your publications you can search for your user id in *Simple search*, and your full name in *Advanced search*. The search results should match if all the records for your publications already have your user id.