

1. Goto <https://www.scopus.com/>

The screenshot shows the Scopus homepage. The 'Start exploring' section has tabs for Semantic Search, Documents, Authors, Researcher Discovery, Organizations, and Scopus AI. The 'Authors' tab is selected. Below the tabs, there are search fields for 'Enter last name' and 'Enter first name', and a '+ Add affiliation' button. A 'Search' button is at the bottom right. Below the search fields, there is a 'Search History' and 'Saved Searches' section. A table of search results is shown below, with columns for 'Combine queries', 'AF-ID', 'Results', 'Set alert', and 'More'.

Combine queries	AF-ID	Results	Set alert	More
☐	70 AF-ID (60106812)	15,244 results	Set alert	More
☐	69 AF-ID (60106812)	15,207 results	Set alert	More
☐	68 AF-ID (60106812)	15,176 results	Set alert	More
☐	67 AF-ID (60106812)	15,176 results	Set alert	More
☐	66 AF-ID (60106812) AND (LIMIT-TO (DOCTYPE, "er") OR LIMIT-TO (DOCTYPE, "le"))	91 results	Set alert	More

2. Click 'Authors' tab in the page.

3. Enter the first name and last name (generally used in your research paper)

The screenshot shows the Scopus homepage with the 'Authors' tab selected. The search fields are filled with 'balachandran' and 'manoj'. The 'Add affiliation' field is filled with 'christ'. The 'Search' button is at the bottom right. Below the search fields, there is a 'Search History' and 'Saved Searches' section. A table of search results is shown below, with columns for 'Combine queries', 'AF-ID', 'Results', 'Set alert', and 'More'.

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4. If required, you can also add the christ as the affiliation for refined search

5. You will be able to see the listing of author search results as shown below. Select / click your name

The screenshot shows the Scopus search interface. At the top, there's a search bar with the text "Brought to you by CHRIST (Deemed to be University)". Below the search bar, there's a section for "Search authors using:" with two options: "Author name" (selected) and "ORCID". Under "Author name", there are three input fields: "Enter last name" (filled with "balachandran"), "Enter first name" (filled with "manoj"), and "Enter affiliation name" (filled with "christ"). A red arrow labeled "4" points to the "Enter affiliation name" field. Below the search bar, there's a "Search" button. Below the search bar, there's a section for "1 author results". The results are displayed in a table with columns: Affiliation, Author, City, Country/Territory, Documents, and h-index. The first result is for "Balachandran Manoj" with affiliation "Christ University", city "Bengaluru", country "India", 149 documents, and an h-index of 27. A red arrow labeled "5" points to the author's name in the table. Below the table, there's a "View latest publication" link.

6. You will be able to see the Scopus ID in your profile page as shown below. Copy and paste it in the sheet / form provided

The screenshot shows the Scopus author profile for "Balachandran, Manoj". The profile is generated by Scopus. The author's name is "Balachandran, Manoj". Below the name, there's a link to "Christ University, Bengaluru, India" and a Scopus ID: "57598165100". A red arrow labeled "6" points to the Scopus ID. Below the name, there's a "Show all information" link. Below the name, there's a section for "2,625 Citations by 2,034 documents", "149 Documents", and "27 h-index". Below the name, there's a "Set alert" button, a "Save to list" button, an "Edit profile" button, and a "More" button. Below the name, there's a section for "Documents (149)", "Impact", "Cited by (2,034)", "Preprints (0)", "Co-authors (111)", "Topics (27)", and "Awarded grants (0)". Below the name, there's a section for "You can view, sort, and filter all of the documents in search results format." Below the name, there's a section for "Export all" and "Save all to list". Below the name, there's a section for "Sort by Date (newest)". Below the name, there's a section for "LeapSpace" with a "Try LeapSpace" button. Below the name, there's a section for "View all references". Below the name, there's a section for "Document & citation trends" with a graph showing 32 documents and 600 citations.