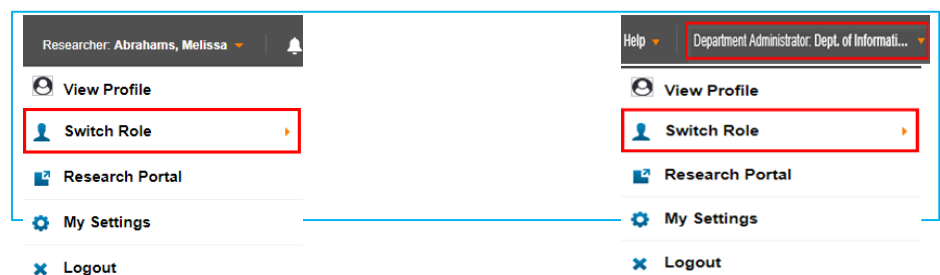


1 Log in to eRA with your UCT credentials using the following link: <http://eraonline.uct.ac.za>
Click **Login** which can be found at the top right of the screen.

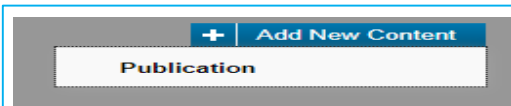


2 Once logged in, ensure that you are on your **Researcher** role*. If not, use the 'Switch Role' function to select your researcher profile.

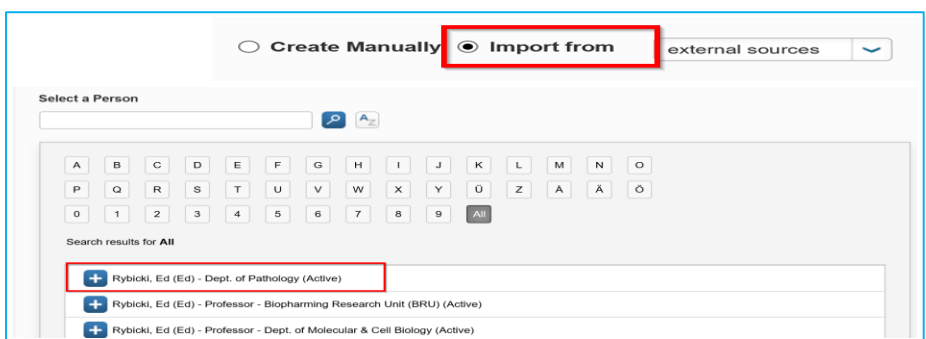


*Departmental administrators may also harvest publications on behalf of the researcher

3 Once you've logged in, click on **Add New Content**, then click **Publication**.



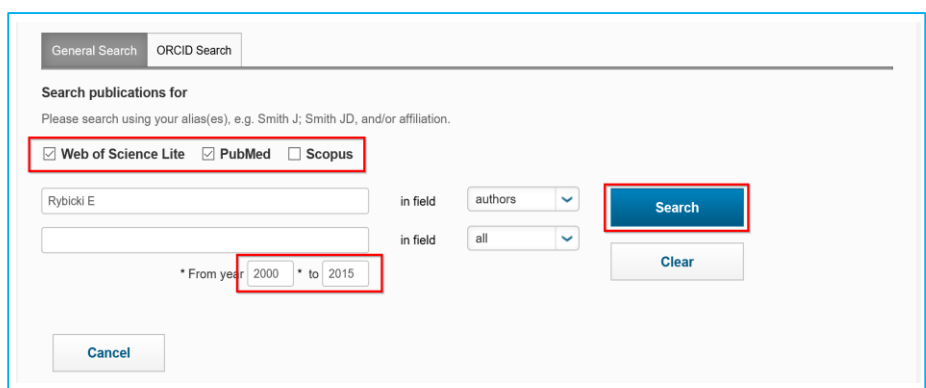
4 Select the 'Import from' option and pick your active role if you have multiple.



5 Select the databases to import from and also enter the year period to limit your results to a specific time period.

If your profile is linked to ORCID, you may choose *ORCID* to filter search results.

Click **Search** to retrieve the search results.



6 Where there are multiple, search results are displayed in a paginated list, grouped by the database name. Select all the publications that you wish to import (1).

N.B. The system will alert you of **possible duplicates** where the publication is already in the eRA system. In this case, you may communicate with the co-author to tag your name to the publication or get in touch with your faculty coordinator or departmental admin.

Validate and Confirm your imports (2). Click **Done** if you would like to work on validating your imports some other time or click on **'Validate your publications'** if you want to do this now (3). This step will allow you to review all the imported records that would have been saved on the draft status on eRA.

