

وزارة التعليم

Ministry of Education

وكالة البحث والابتكار

Deputy for Research & Innovation

KSA Scholar

RESEARCHER USER MANUAL

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Document Overview

This user manual is created to provide university researchers with step-by-step details in order to manage the main components of their profile, publications and overall research status within KSA Scholar platform. This document customized by deputyship of research and innovation – Ministry of Education. Nonetheless, for detailed user manual, please feel free to use the embedded user manual option, which is located in your account main page (right corner).

Introduction

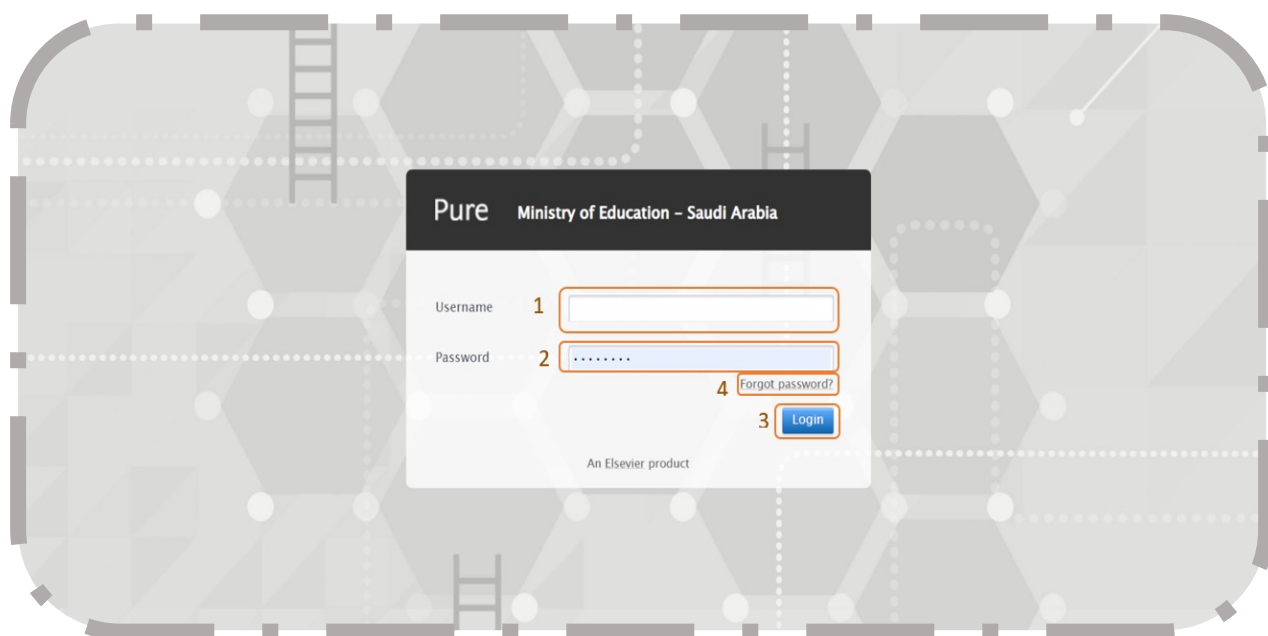
KSA Scholar enable researchers to store, manage, and publish research within a single system. The system aggregates research information from internal and external sources; publications can be entered manually or retrieved automatically from sources as Scopus. The key concept is that every Saudi university affiliated researcher will become a KSA Scholar user, and will have the option to keep track of their own research (output). The system has features to uniquely identify a researcher based on Scopus ID, link to their research online, and download additional metadata into KSA Scholar itself.

Ministry of Education – KSA Scholar Access and URL

KSA Scholar consists of a web-based interface, which is supported by many modern browsers such as Internet Explorer, Chrome, Firefox and Safari. The web interface enables users and researchers to access and update their research information from anywhere without the need of installing a client on their PC. It is simply a matter of clicking the browser to the MoE KSA Scholar access page, and using your network credentials to log in.

To access MoE KSA Scholar, please [click here](#).

Login Page

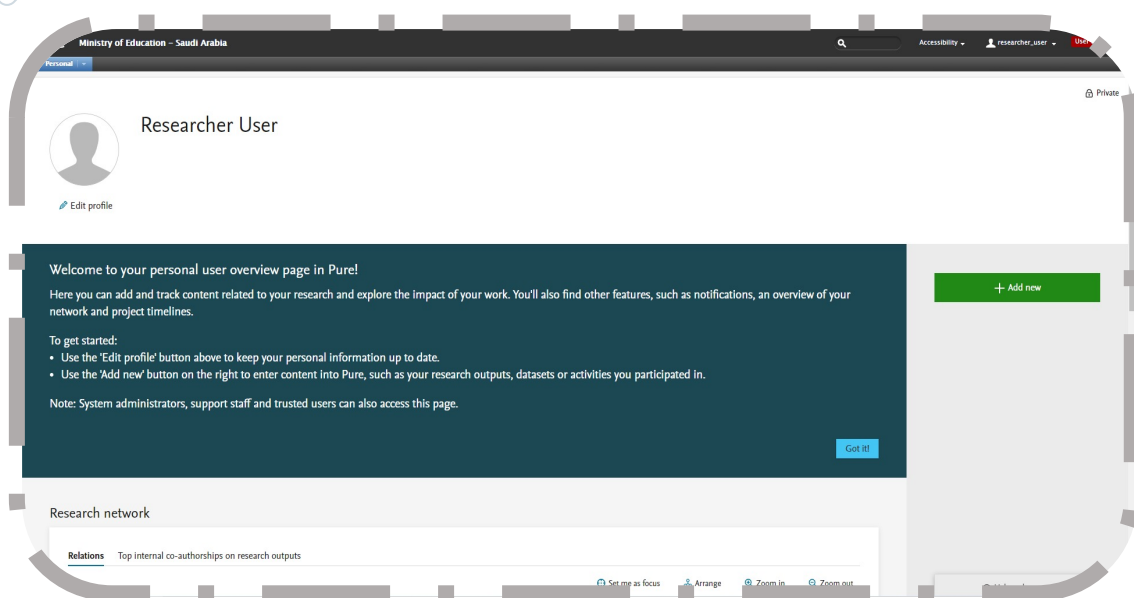


(Figure 1)

This webpage enables researcher to login to his\her account.

1. Enter Username.
2. Enter Password.
3. Click Login.
4. Click Forgot Password in case password was forgotten.

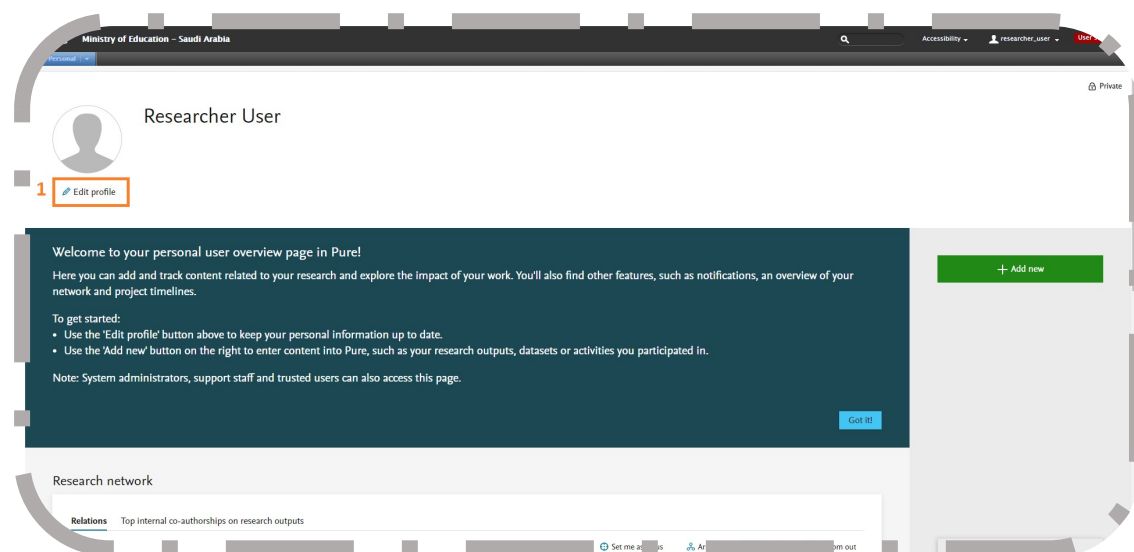
KSA Scholar – Researcher Main Page view



(Figure 2)

This webpage is the researcher main webpage and by clicking Got it, the welcome message will be removed.

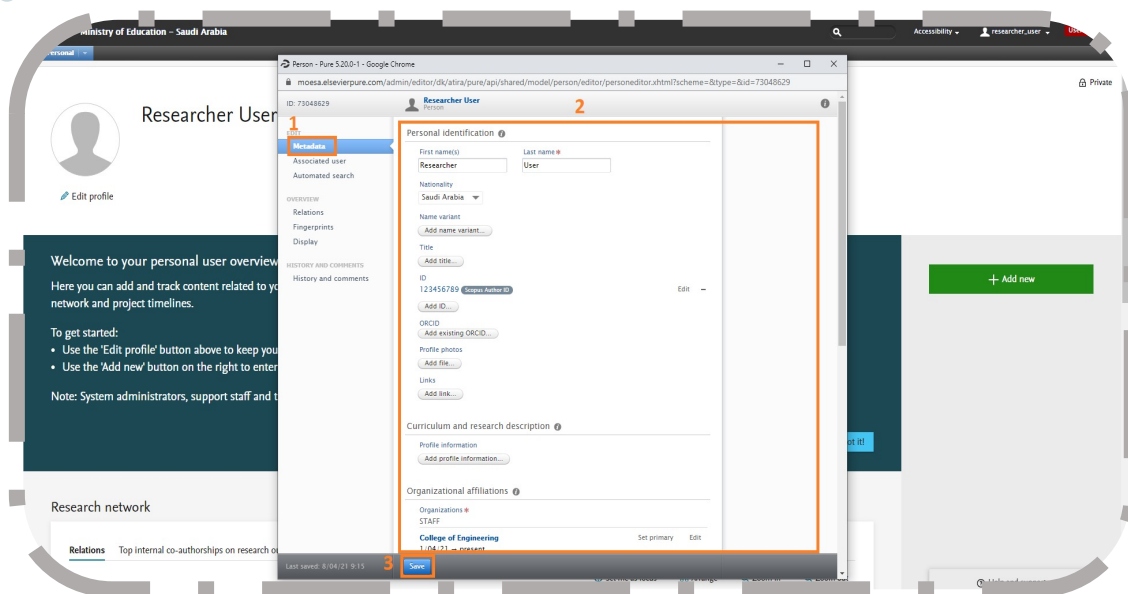
Profile Edit



(Figure 3)

Click on “Edit profile”.

Profile Edit - Metadata



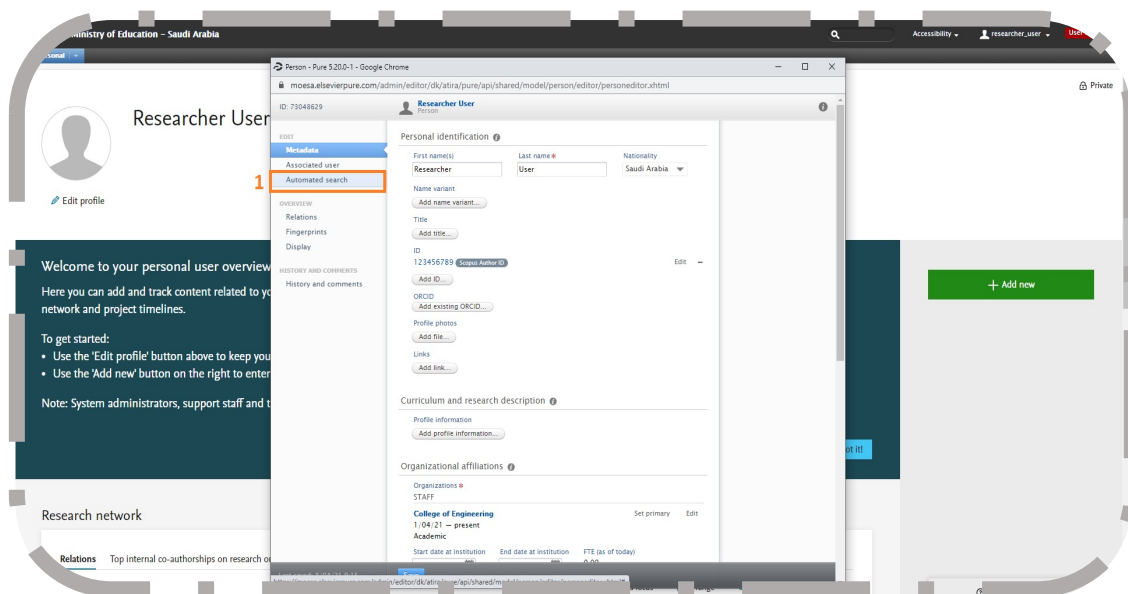
(Figure 4)

This webpage enables the researcher to view\edit his profile information.

1. Click on “Metadata”.
2. Start filling in information for your profile.
3. Then Click “Save” for changes to be reflected.

The Scopus Author ID is needed to use the automated import of publications. If a researcher has more than one Scopus Author ID, they can be registered however it is recommended to get the Scopus profiles merged at Scopus.

Publications Import



(Figure 5)

1. Click on “Automated search”.

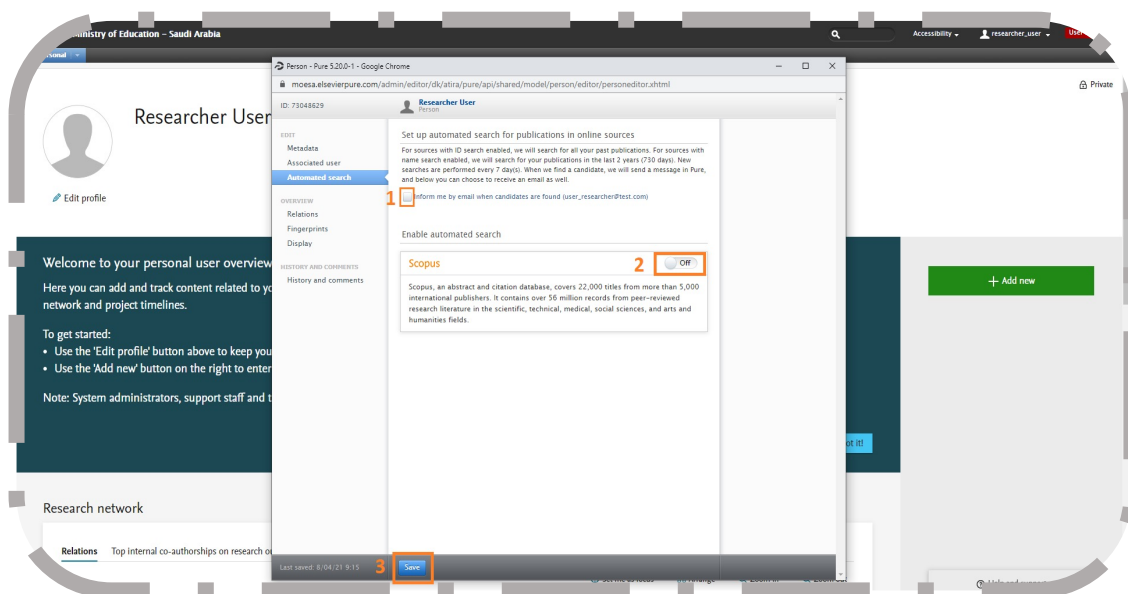
Note: There is three main methods to maintain a publication in your KSA Scholar profile as follow :

1. Scopus.
2. Manual.
3. File upload.

- It is important to note that option number 1 “Scopus” is the only option, which is an automatic retrieval of publication without the authentication process, using Scopus Author ID that was added to the researcher’s profile during registration.
- The authentication process for publications that are not registered in Scopus, is managed by an authorized user (University reviewer) to approve/reject the uploaded publication by the researcher to be reflected in his/her profile.

- An authentication process is applicable only if you choose to upload the publication using the options 2 & 3 (Which is not recommended, as we encourage all users to retrieve their publication from their Scopus accounts to minimize manual work and human errors).

Publications Automated Search - Activation

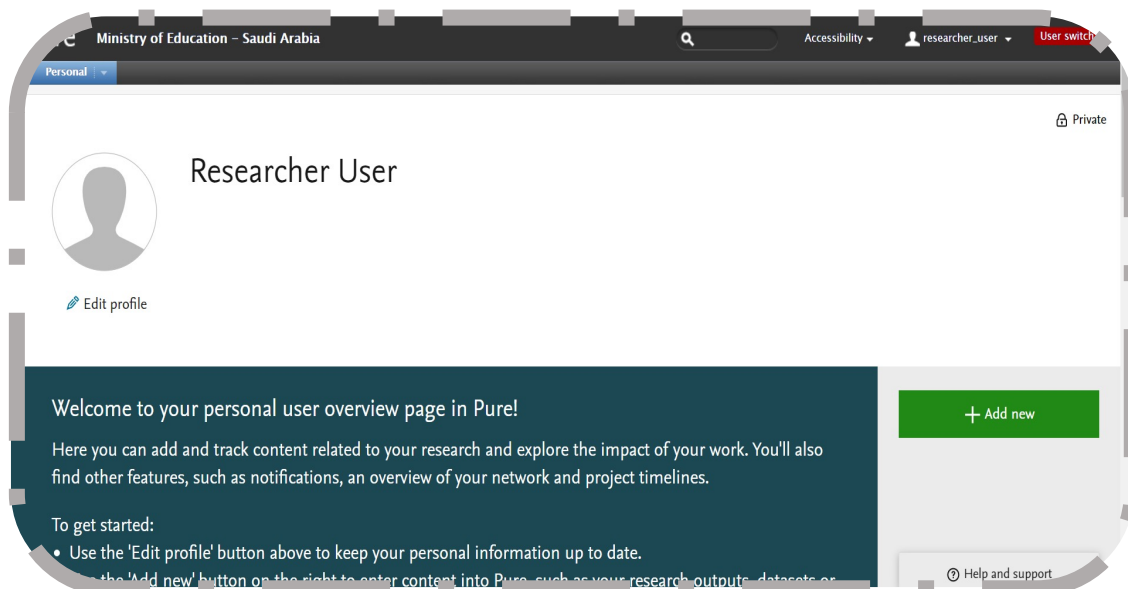


(Figure 6)

This webpage enables researcher to activate Scopus publications automated search.

1. Check mark to be informed by email when publications that may be related to you are found.
2. Switch Scopus to “On” to activate automated search for publications in Scopus based on your personal Scopus ID.
3. Click “Save” for changes to be reflected.

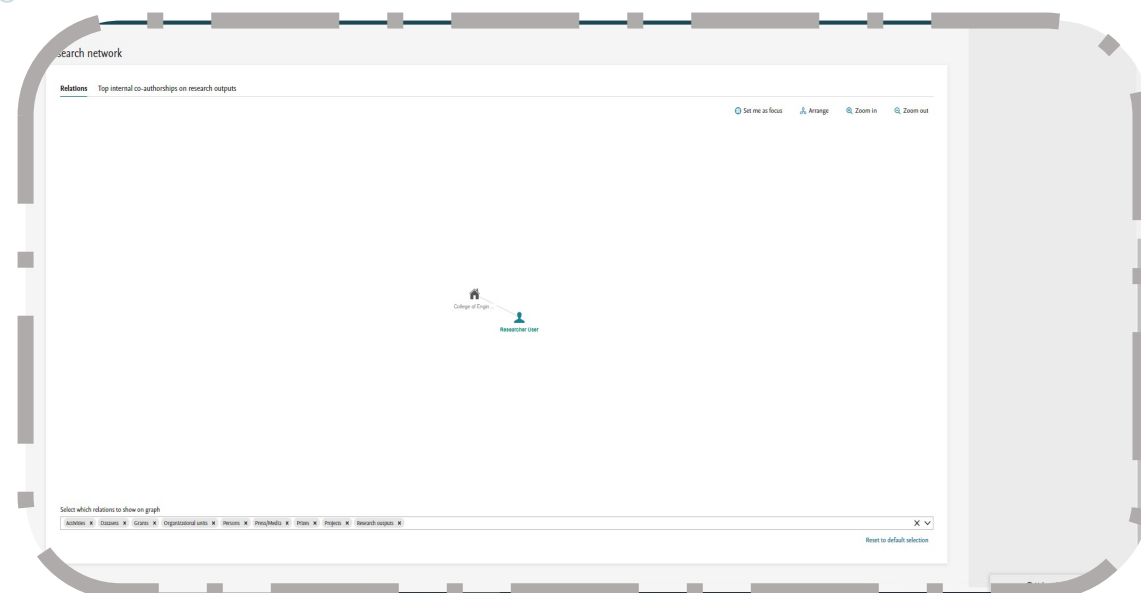
Back to Main Page



(Figure 7)

Scroll down for Research Network (Researcher publications collaboration map view)

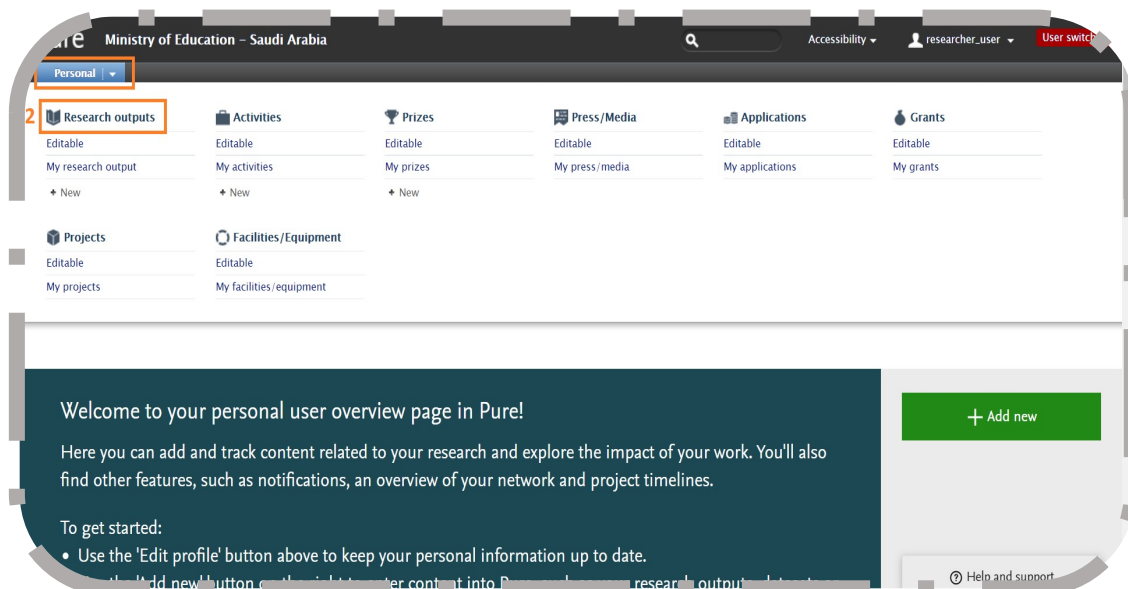
Researcher publications collaboration map view



(Figure 8)

This webpage enables researcher to have an understanding of his\her publications and collaborations in a map.

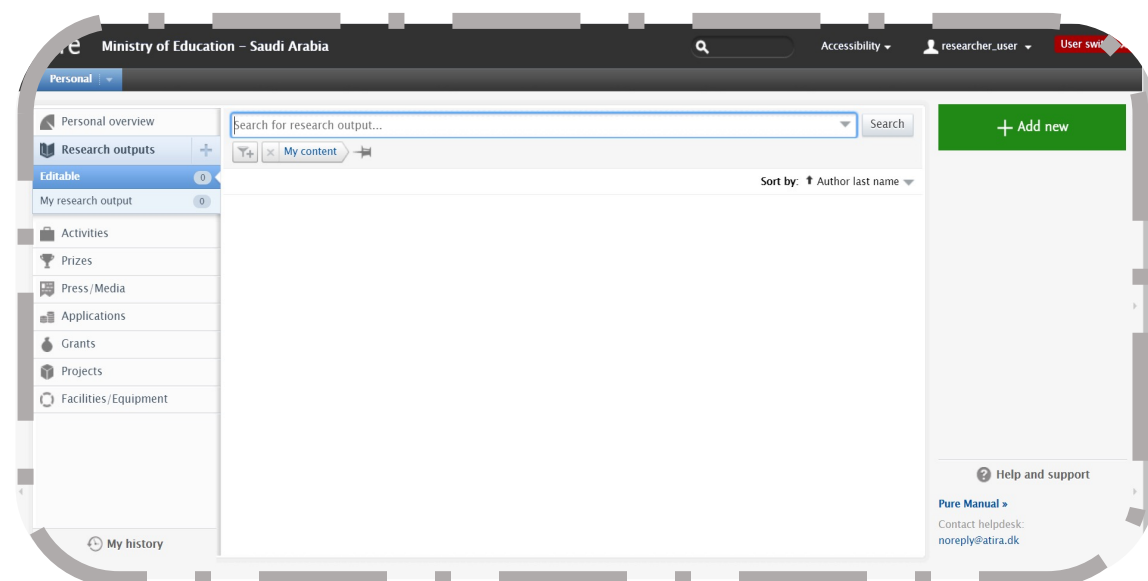
Research outputs



(Figure 9)

1. Click on “Personal”.
2. Click on “Research outputs”.

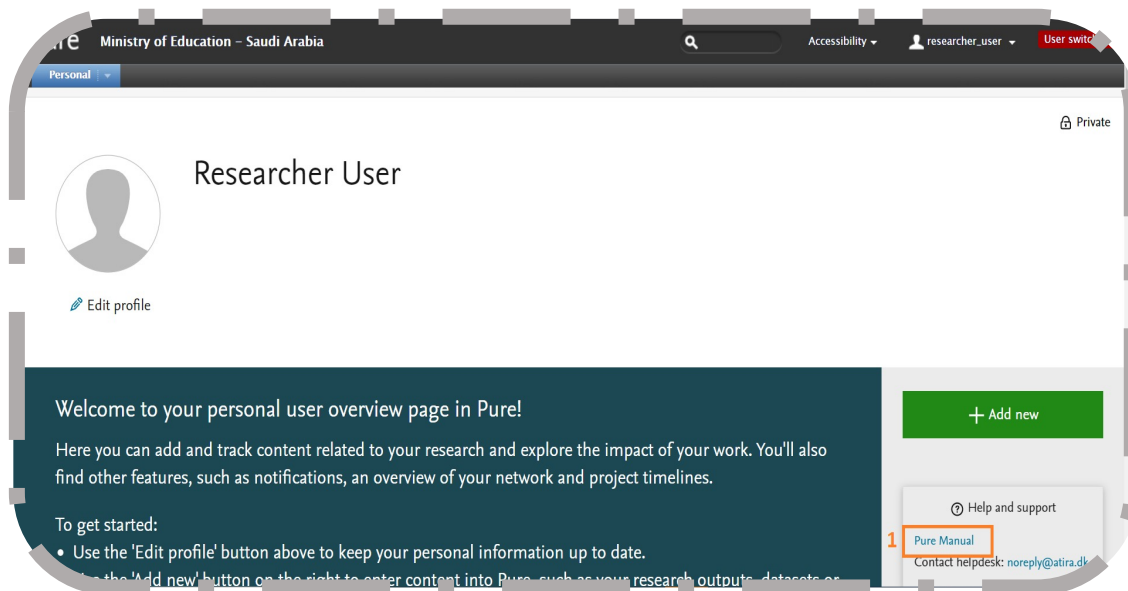
Research Output Overview,



(Figure 10)

This webpage enables the researcher to view his\her publications and search.

Detailed User Manual



(Figure 11)

1. For more detailed user manual, please find in the bottom of the page.



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In case you have any questions, please
contact your university KSA Scholar admins.



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