UMS WEBOMETRICS INITIATIVE by ;
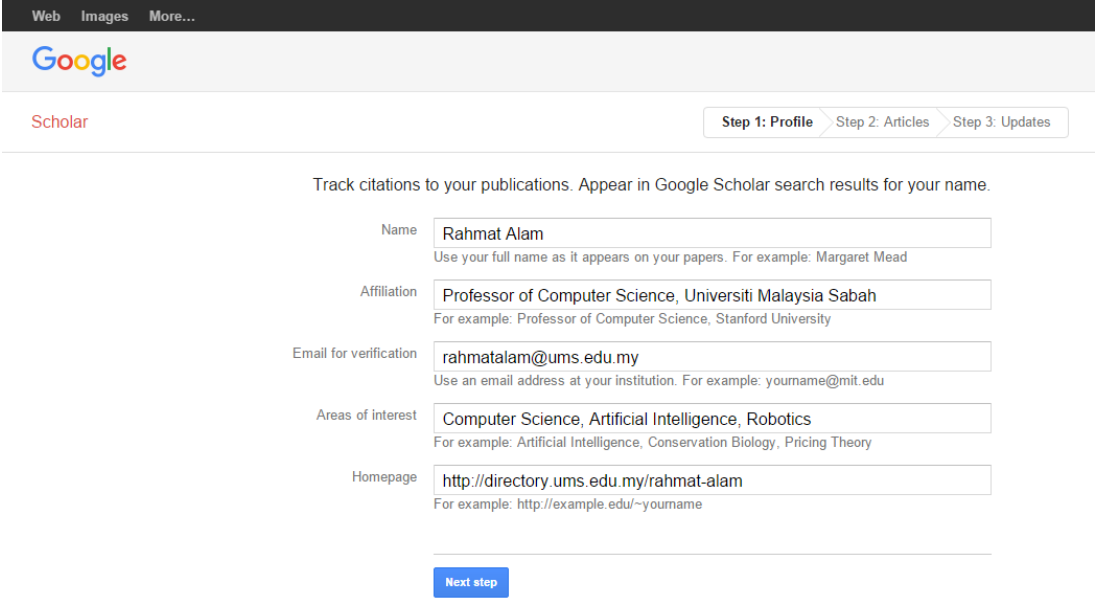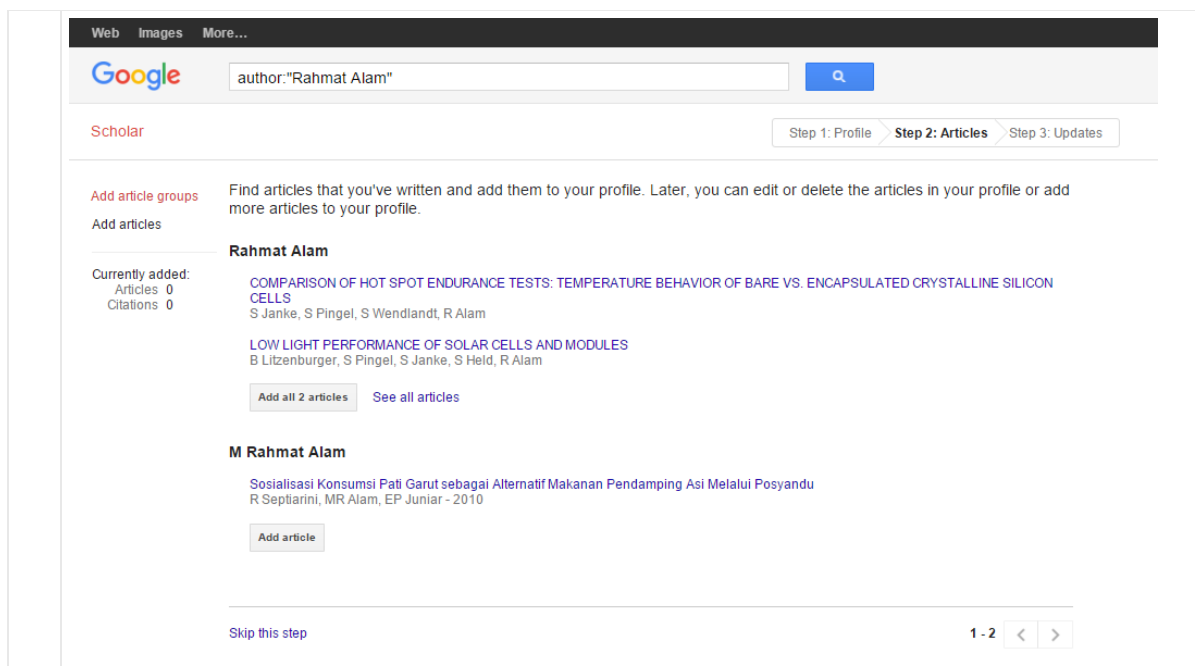UMS Webometric Team

LAMPIRAN 1

UMS Webometrics Initiative:
Request for all employees and students regards to academic writing to register with Google Scholar

In order to support the implementation of Webometrics for UMS, all employees and students who have contributed to the academic or scientific writing/material and available online, are **REQUIRED** to sign up an account in Google Scholar. On the other hand, this will increase your academic impact and visibility in your research field. It would be easier for others to follow your scientific work. You are able to sort your publications by year or number of citations.
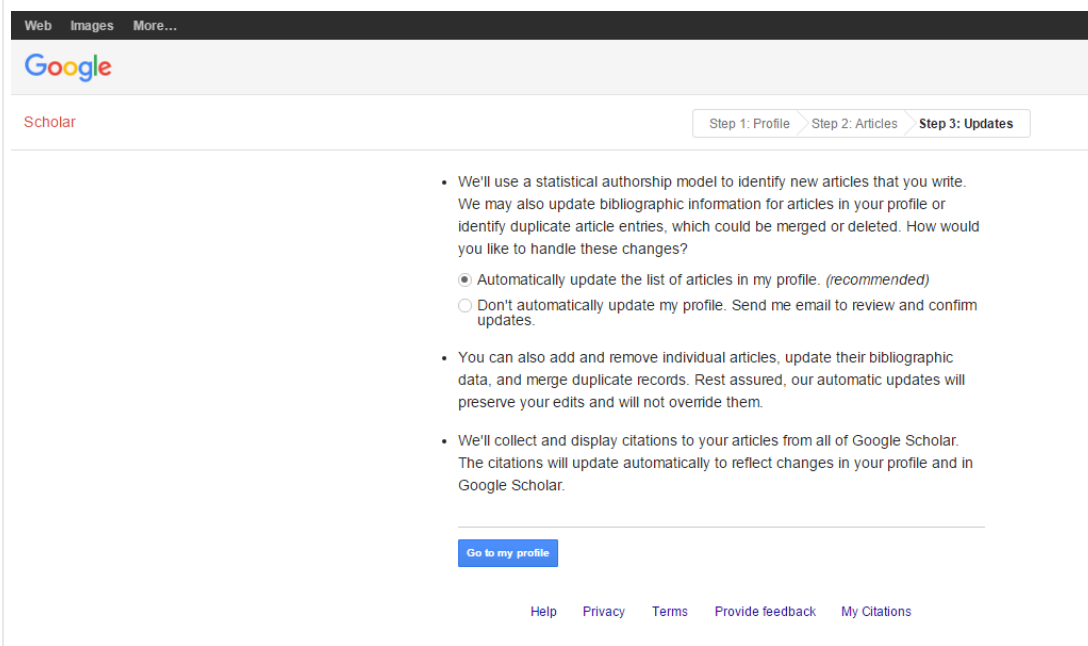
Please follow steps below :

STEP 1
1.1 You need to have a Gmail account. UMS email account is **powered by Google Apps for Education.** As UMS staff and students, you can use your UMS Gmail account to sign in. Please email us at jtmk@ums.edu.my to report any problems regards to your email account.
1.2 After signing up for the Gmail account, you can now remain logged in or open the Google Scholar webpage https://scholar.google.com and click on ✏ My Citations
1.3 You should fill in required fields in the registration profile page, and then click **Next Step**. **IMPORTANT** : **To allow Google group your account under Universiti Malaysia Sabah**, y**ou MUST use UMS Official email address for verification.** Important: Note that the URL of lecturers page are as follows: Referring to the above, http://directory.ums.edu.my/rahmat-alam. Visit http://directory.ums.edu.my/?page=expertise for lecturers page URL.
STEP 2
2.1 This step will help you to find your articles. You can skip this step and add or delete your articles later as well.

STEP 3

3.1 The next step is the Profile update page. It is recommended you leave the option of **Automatic update the list of articles in my profile** checked so Google able to automatically update your articles. Then click **Go to my profile**.

STEP 4

4.1 On the profile page please edit (click on edit) the fields, **PLEASE** do the following which is related to the University.

1. Click **Make my profile public**.
2. Homepage:
   1. You can insert your Faculty's homepage, e.g http://www.ums.edu.my/fki, OR;

2. Fill in e.g http://directory.ums.edu.my/rahmat-alam. Visit http://directory.ums.edu.my/?page=expertise for lecturers page URL.

3. You can always add your picture to your profile. Click **Change Photo** to add picture.

4. To add articles that appear in the Google automated search, you can add them manually by clicking on the action button and then add.

IMPORTANT : Please ensure that "Verified email at ums.edu.my" stated in your profile.
It is recommended that you regularly visit your profile and keep it updated.

Please email us at jtmk@ums.edu.my for more information.