

Respond to email notification

These instructions describe the process of logging into the UWA Profiles and Research Repository and outlines the steps you should take when you receive the email. It also demonstrates how you can 'disclaim' the publication record if it does not belong to you.

Note: The following steps only apply if the record is a publication record.

Login to start:

1. Go to the [UWA Profiles and Research Repository](#)
2. Click on **Profiles and Research Repository login:**
3. Log in with your UWA login (Pheme) details



1. Once logged in, check that the publication does in fact, belong to you. If it does not, proceed to step 6.
2. If the publication does belong to you, upload a copy of the [Author's Accepted Manuscript \(AAM\)](#) version of your publication if you have one. To do this, follow our instructions on [how to upload AAMs](#).
3. If your publication was funded by the ARC or NHMRC, [add your grant information](#) to the record.
4. Upload relevant [verification materials](#) under **Other files** to assist with the audit of the Socratic Index and the ERA.

Upload a file, link or DOI

Open Access version of this output

Add Open Access version here (file, DOI, or link)...

Other links

Add other link...

Other files

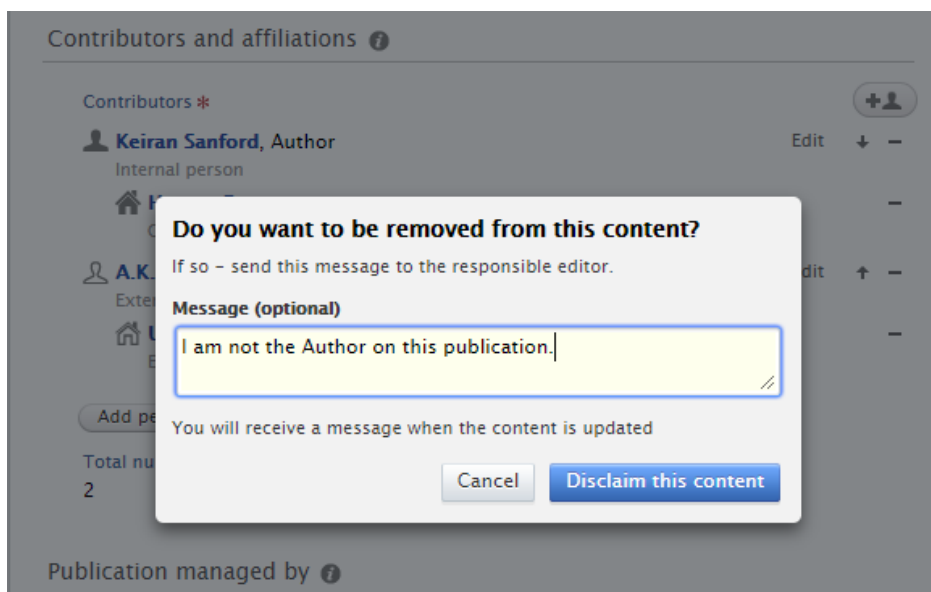
Add other file...

5. Click the **Save** button at the bottom of the screen. No further action is required.

6. If the publication does not belong to you, 'disclaim' the record by deleting your name from the author list on the publication record. Simply click the minus icon next to your name.



7. A pop-up window will display asking if you would like to be removed from the publication record. You can leave an optional message if you wish.



8. Click **Disclaim this content**. The [Research Publication and Data Services](#) team will review your disclaim request and remove you as an Author from the publication record.

Remember: When editing one of the available sections, the Create or Update button will apply your changes, but you will still need to press the blue Save button to retain any changes (this is always located at the bottom of the record window).

