

QUICK GUIDE to registration of **publications** in DTU Orbit

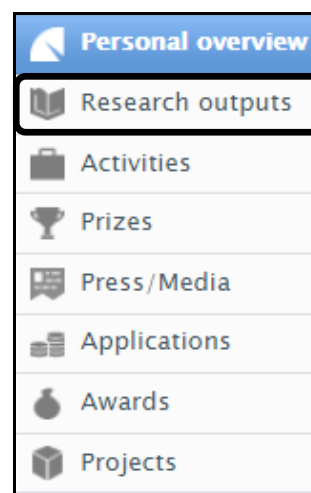
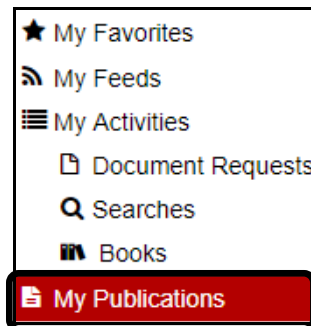
DTU Library will find and register the majority of the publications where DTU employees are affiliated. Publications that the library does not find are to be added to registration by the employee.

How to view your publications

1. Go to findit.dtu.dk (make sure to log in).
2. Click on your name in the upper right hand corner and choose **My Publications**.
3. Click on **Research outputs** on the left side to view already registered publications.

You can view your pending publications, still being processed, by clicking on **Latest Publications**.

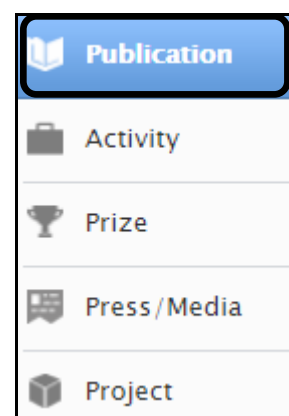
NOTE: If a publication's data is insufficient or incorrect, please contact orbit@dtu.dk or use the contact option below each publication.



How to add a publication for registration

1. Click on **Add new item**.
2. Choose **Publication**.
3. Fill out the title field and upload a file (i.e. the publication itself or information about the publication).
4. Click **Send** (the upload will now appear as **Pending** in the **Latest Publications** while it is being processed).

NOTE: You will receive an email when the registration is complete.



More information and help on research registration and DTU Orbit can be found in our [help section](#).