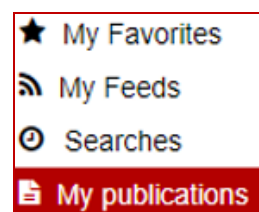


QUICK GUIDE to registration of **publications** in DTU Orbit

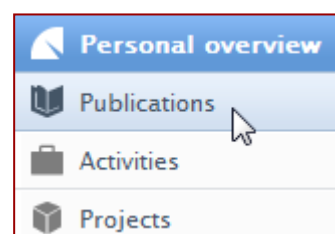
DTU Library automatically finds and registers the majority of the publications where DTU employees are affiliated. Publications that are not found automatically are to be added to registration by the employee.

How to view your publications

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



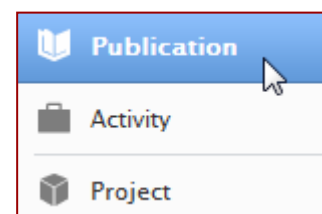
You can also view your pending publications, which are still being processed, by clicking on **Latest Publications**.



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 automatic email when the registration is complete.

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