This guide explains how to claim an existing research output in ResearchNow.

Note: After a research output is claimed, it is added to a queue for processing by a Claims Administrator. Once processed you will be added as an author to the research output and notified by the administrator.

Process

1. Login to ResearchNow

2. Navigate to the Personal tab.

3. Select Research outputs.
4. Remove the *My content* filter.

5. Using the filter under the search bar on the left, select the type of research output you would like to search.
6. Select the further list/s for the publication you wish to claim and select **Check all**.

7. A list of publications will appear under the search options for you to view.
8. Click onto the publication you wish to claim

9. A pop up window will appear of the selected publication. Select **Claim this content**
10. Complete a message justifying your claim to the responsible editor.

![Message input field for justification]

11. Select **Claim this content**.

![Confirmation message input field]

12. The search results will show that you have 'asked to be added as author' along with the information entered for justification.

You will receive notification from the claims administrator once authorship has been granted.