What happens next:
- All staff and PhD students have a profile automatically created in ROS.

What ROS does for you:
- ROS automatically finds publications (usually every 2 weeks) from a range of online databases, eg Scopus, Web of Science, PubMed and others.
- It is important to ensure your “search settings” are accurate to ensure all of your publications are captured during the ROS import process.
- Alternatively a colleague may have entered your details as a co-author of new publication(s).

What you need to do:
- Bookmark the ROS login page: https://ros.unsw.edu.au/login.html
- As an individual you are responsible for managing your publications information and must take action to ensure your publications are included as this counts towards your research activities and reputation.
- You will receive automated notifications from UNSW Library advising that publications have been imported to ROS on your behalf with instructions on what to do. Please action these instructions without delay.
- Become familiar with your ROS “Home page”. There is a variety of information to assist you, as an example you can export all your publications to excel or word which is useful for grant proposals and updating CV’s and there is a “co-authorships at UNSW” chart.
- Confirm these publications are yours by checking those listed in the “Pending” tab. You must claim or reject them. Even if you are not the primary author you still need to complete this function, students are included.
- If any of your publications are not listed, you can add them manually.
- When you claim your publications they are automatically nominated to the HERDC collection tab. Sandra Twomey, the School’s ROS delegate will then undertake the process of accepting your publications for HERDC.
- Sandra may contact you requesting assistance and further information regarding your publications, please respond to her requests as soon as possible.

Who can help?:
- Sandra Twomey - ROS delegate – stwomey@unsw.edu.au 9385 4316
- Engineering Outreach Librarian Jonathan Valentine j.valentine@unsw.edu.au 9385 1039

Online and PDF Guides Help:
The ROS guide can be found in the “Help” tab on the top ribbon when you login to ROS.