ETH E-Citations: confirming organisational codes

Every reference in ETH E-Citations must be assigned at least one organisational code. Additional organisational codes can be allocated at a later date (see Assigning of Organisational Codes).

References that have got an organisational code but not yet been confirmed
If references from employees who are not authorised to confirm organisational codes are entered, these must be confirmed afterwards for them to be displayed in Annual Academic Achievements (AAA).

- Log into ETH E-Citations with your nethz ID.
- Click on the Add Reference tab.
- Click on Confirm organisational codes in navigation bar on the right-hand side.
References that have not yet been confirmed are listed under References temporarily attributed to organisational code.

Select Confirm code under Action in the drop-down menu and click on Assign code to confirm the organisational code.

Entries can be deleted from the list (Reject code) or their assignment postponed to a later date (Postpone assigning).

Contact:

ETH E-Citations
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Tel.: +41 44 632 21 35

ETHIS Portal
http://ethis.ethz.ch

ETHIS support
https://www.zo-support.id.ethz.ch/ccsap

Further information on Annual Academic Achievements
http://www.sap.ethz.ch/applications/aaa