

REGISTERING WITH ORCID (OPEN RESEARCHER AND CONTRIBUTOR ID)

Guide overview

This guide explains how to register with ORCID and obtain your unique identifier, how to add your ORCID to your Pure profile, and how to authorise the export of data from Pure to ORCID.

- If you do not already have an ORCID follow this guide from [Part 1: Register with ORCID](#)
- If you have an ORCID but it does not yet display on your Pure profile, follow this guide from [Part 2: Add your ORCID to your Pure profile](#)
- If you have an ORCID and it already displays on your Pure profile, follow this guide from [Part 3: Authorise the export of data from Pure to ORCID](#).

Part 1: Register with ORCID

1. Go to the [ORCID website](#)
2. Click **Sign in/Register**
3. Click **Access Through your Institution**
4. Enter Glasgow Caledonian University
5. Click **Register Now** at the bottom of the screen
6. Enter requested details to create an ORCID:
 - a. Name and email address. We recommend you use a personal email address as your primary email so you can continue to access your ORCID account, even if you leave GCU
 - b. Create a password
 - c. Set ORCID visibility (see [Appendix: ORCID visibility settings](#)). We recommend that you set your ORCID record visibility to 'Everyone' as this offers the greatest visibility of your research
7. Click **Register**. As part of the ORCID registration process you will be sent a verification email
8. When prompted, verify your primary email account by clicking on the verification button/link in the email.

Add information to your ORCID record

There are several editable areas within your ORCID record. You can add information relating to the following:

- Names (given and family name, publishing name and other names)
- Biography
- Activities
 - Education and qualifications
 - Invited positions and distinctions
 - Membership and services
 - Funding
- Emails
- Websites and social links
- Keywords (words or phrases which describe your research activities)
- Countries (highlight where you conduct your research or where your research is focused)

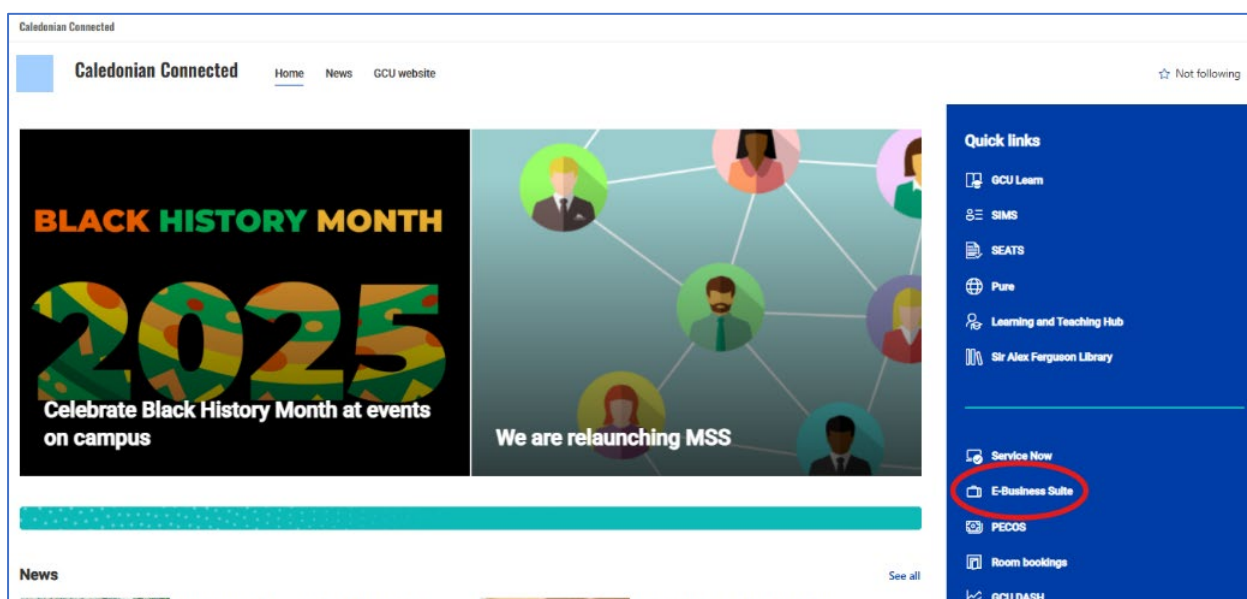
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You do not need to add the following fields within ORCID as this data will be passed from Pure, once you have completed Parts 2 and 3 of this guide:

- Employment
- Works

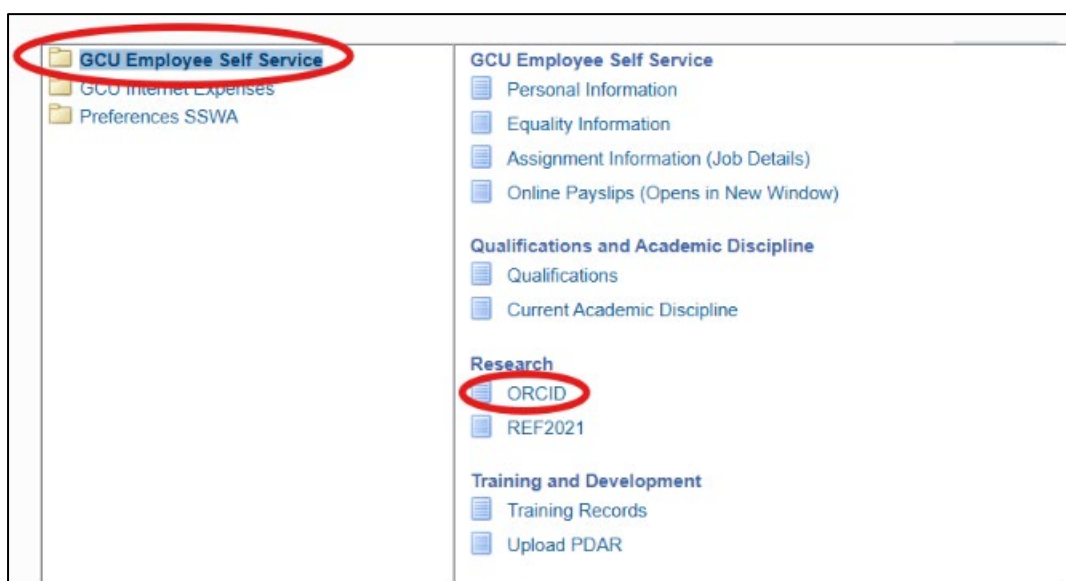
Part 2: Add your ORCID to your Pure profile

1. Navigate to [Caledonian Connected](#)
 - Click **E-Business Suite**



- Sign-in to E-Business Suite (you will need to connect to VPN if not on campus)

2. Navigate to the ORCID section of Employee Self Service



- Click **GCU Employee Self Service**

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- In the Research section click **ORCID**
 - Click **Update**
3. Enter your ORCID including dashes (16 digits), for example: 0001-0002-0003-0004. Enter only the number part of the identifier and dashes.



- Click **Apply**
 - Click **Next**
 - Click **Submit**
4. Your ORCID will be saved to GCU Employee Self Service.

An automated process will pass your ORCID from the GCU Employee Self Service system to Pure and complete a series of validation checks. If your ORCID passes validation it will be visible on your Pure profile within 24 hours. If your ORCID fails validation a system administrator will resolve the issue but it will take longer for it to appear on your Pure profile.

Getting help

If you are unable to log in to Employee Self Service please contact workforcesystems@gcu.ac.uk.

If you have successfully added your ORCID to Employee Self Service but it does not appear on your Pure profile after a week, please contact Library Research Services repository@gcu.ac.uk.

Part 3: Authorise the export of data from Pure to ORCID

To authorise the export of content from Pure to ORCID please follow these steps:

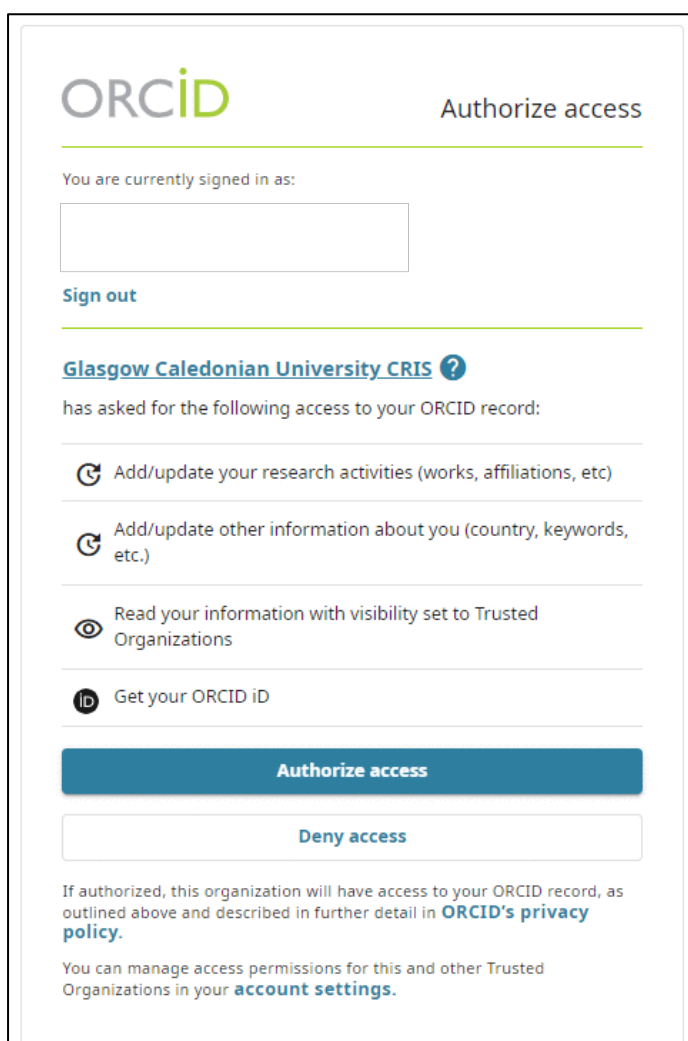
1. Log in to Pure
2. Click on **Personal** tab on the Pure menu bar

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3. Click **Authorise export of content to ORCID**
4. A message will appear titled Connect with your ORCID ID. This message states that upon setup, Pure will export the following content immediately, and then subsequently automatically update it (at a frequency determined by the Pure administrator):
 - a. Institutional organisational affiliation
 - b. Other personal identifiers (e.g. Scopus ID, Researcher ID)
 - c. Your Pure Portal URL
 - d. Your research outputs, where:
 - i. The publication status is 'Published, E-pub ahead of print'
 - ii. The visibility of the record is 'Public – No restriction'
 - iii. The workflow step is 'Validated'
5. Click **Proceed**
6. ORCID will then ask you to authorise access

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ORCID Authorize access

You are currently signed in as:

[Sign out](#)

Glasgow Caledonian University CRIS [?](#)

has asked for the following access to your ORCID record:

-  Add/update your research activities (works, affiliations, etc)
-  Add/update other information about you (country, keywords, etc.)
-  Read your information with visibility set to Trusted Organizations
-  Get your ORCID iD

Authorize access

Deny access

If authorized, this organization will have access to your ORCID record, as outlined above and described in further detail in [ORCID's privacy policy](#).

You can manage access permissions for this and other Trusted Organizations in your [account settings](#).

7. Click **Authorize access**
8. A message will appear stating 'ORCID for [Name] applied. Remember to save.'
9. Click **Save**

Details of your research outputs will be exported from Pure to ORCID each night. This includes all outputs deposited in Pure which have been validated by the library and have a publication status of epub ahead of print or published.

Getting help

If you have any questions about ORCID, including authorising the export of data from Pure to ORCID, please contact the Library Research Services team: repository@gcu.ac.uk.

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Appendix: ORCID visibility settings

Create your ORCID iD

This is step 3 of 3

Visibility settings

Your ORCID iD connects with your ORCID record that can contain links to your research activities, affiliations, awards, other versions of your name, and more. You control this content and who can see it.

By default, what visibility should be given to new items added to your ORCID Record?

☐  **Everyone** (87% of users choose this)

☐  **Trusted Organizations** (5% of users choose this)

☐  **Only me** (8% of users choose this)

Your ORCID is always publicly visible, and you control the visibility settings for all other content in your ORCID record. Any information added by a trusted organization will always be visible to them regardless of the visibility setting that you choose; if you have given them permission to do so, they will also be able to update the information they've added.

There are three visibility settings: **everyone**, **trusted parties**, or **only me**.

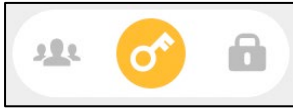
- **Everyone:** Information marked as *everyone* can be viewed by anyone who comes to the orcid.org website or consumed by anyone using the ORCID public API. This information is also included in the [public data file](#) posted annually by ORCID.



- **Trusted parties:** Limited-access information that can be seen by any [trusted parties](#) whom you have granted access to your ORCID record. These connections require explicit action on your part.
 - **Trusted organizations:** The organization will ask you to grant them specific permission to *read limited-access information* at the same time that you give them permission to get your ORCID. Once you have granted permission, the trusted organization will be able to see information that you have set as visible to *trusted parties* in addition to the information set as visible to *everyone*.
 - **Trusted individuals:** You can [grant any ORCID holder account delegate access as a trusted individual](#) to help administer your account on your behalf. Once you have granted them delegate access, the individual will be able to see information that you

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have set as visible to *trusted parties* access in addition to information set as visible to *everyone*.



- **Only me:** Private information can only be seen by you and trusted individuals you have granted access to help administer your ORCID record on your behalf. It is also used by ORCID algorithms to help distinguish your identity from another person who may have a similar name, be in a similar field, or may be confused with you for other reasons. This information is not shared with others.



Source: ORCID Support, n.d. *Visibility settings*. [Online]. [Accessed 4 November 2022]. Available from: <https://support.orcid.org/hc/en-us/articles/360006897614>