## Adding an ORCID to Pure

An ORCID (Open Researcher and Contributor ID) is a persistent digital identifier that distinguishes you from every other researcher. It helps provide links between you and your professional activities ensuring that your work is recognised. If you don't have an ORCID, you can register for one <u>here</u>. To ensure the highest level of visibility for your research outputs, it is recommended that you set your <u>ORCID visibility settings</u> to 'Everyone'.

### Add your ORCID to your Pure profile

To add your ORCID to your Pure profile please follow these steps:

- 1. Go to Caledonian Connected webpages
  - a. Click Services
  - b. Click E
  - c. Click Employee Self Service
- 2. Sign in to Employee Self Service

GCU Glasgow Caledonian University			?
			follow
Caledonian Connected - Servi	ces	Search Services	<u>م</u> ب
Services ssentials News GCU Website Home Page			
SEE ALL A B C D E F G H	I J K L M N O F	Q R S T U V W X Y Z	
EdShare	Email	Employee Self Service	
Sharing and preserving our educational resources	Staff email	Access to Oracle Self-Service, for staff to update their personal details hald on our exitem and for absence and	_
edShare   Educational   Resources	Email	casual administration access	_
		Employee   Self Service   HR   People Services   Personal	

### 3. Click GCU Employee Self Service

GCU E-Busin University	ness Suite			Loogut Preferences Help
Worklist			( Full Line )	Favorites
From		Subject	Sent	Edit Favorites
There are no notifications in this view.		Subject	Jun	You have not selected any favorites. Please use the "Edit Favorites" button to set
TIP Vacation Rules - Redirect or auto-respond to	notifications.			up your tavorites.
TIP Worklist Access - Specify which users can vi	ew and act upon your notifications.			Public Documents
Navigator				GCU Bulk Email Spreadsheet
ina rigator			(Edit Navigator)	GCU Bulk Invoice Spreadsheet
CON Employee Coll Casing	Diseas select a responsibility		Late Harry acor	GCNYC Bulk Invoice Spreadsheet
GCU Employee Ser Service	Prodaciación a responsibility.			GCNYC USD Actuals - Single Poreign Spreadsheet
Preferences SSWA				GCNYC USD Actuals - Single Reversing Spreadsheet
				GONTO DOD Actuals - Single Spreadshees
Copyright (c) 2005; Oracle, All rights reserved.		Logout   Preferences	telp	Privacy Statement

# Adding an ORCID to Pure

#### 4. Click HESA

GCU E-Busin	ess Suite			
Worklist From There are no notifications in this view. Ø TIP Vacation Rules - Redirect or auto-respond to Ø TIP Worklist Access - Specify which users can vie Navigator BCCU Employee Self Service GCU Internet Expenses Preferences SSWA	notifications. w and act upon your notifications. GCU Employee Self Service Personal Information Assignment Information (Job Details) Centre Brylins (Qoens in New Window HESA Qualifications and Academic Discipline Qualifications	Subject	Edit Navigator)	Logue Preferences Help Favorites You have not selected any favorites. Please use the "Edit Favorites" button to set up your favorites. Public Documents GCU Bulk Invoice Spreadsheet GCNYC USD Actuals - Single Foreign Spreadsheet GCNYC USD Actuals - Single Reversing Spreadsheet GCNYC USD Actuals - Single Reversing Spreadsheet GCNYC USD Actuals - Single Spreadsheet
Copyright (c) 2006, Oracle. All rights reserved.	Training and Development Training Records Upload PDAR	ogout   <u>Preferences</u>   ]	Help	Privacy. Statement

#### 5. Click update

GCU Glasgow Caleo University	GCU Employe	ee Self Service					Home 1	Logout Preferences
HESA: Extra	Information							
	Employ Employee	ee Name e Number			Organization Email Addr Business Gro	ess	Cancel) Save For Later) ( Cancel) w Caledonian University	Back Next
Click Update or Ad HESA Details	d to make changes to the section	s below. Click Next to cont	inue this action, click Back	to return to the previous page, click C	ancel to cancel this action, or click \$	Save for Later	r to finish this action later.	
Select Object	Update							
Select Status	Reviews Employment	Regulatory Body	Sexual Orientation	Gender Assigned at Birth?	Religion or Belief	ORCID		
۲	12 Private industry/commerce in UK		04 Heterosexual	01 Yes	09 Christian - Other Denomination			
							(Cance) (Save For Later)	Back Next
Copyright (c) 2006, Ora	acle. All rights reserved.		1	Home   Logout   Preferences				Privacy Statement

6. Enter the ORCID including dashes (16 digits), for example: 0001-0002-0003-0004. Enter only the number part of the identifier and dashes.

a. Click apply		
GCU Employee Self Service	Her	me Looput Preferences
HESA Details		
Employee Name	Organization Email Address Business Group Glasgow Caledonian University	Cancel (Apply)
Enter any changes below. Click Ok to continue this action, click Cancel to cancel the Previous Employment Regulatory Body Sexual Orientation Gender Assigned at Birth? Religion or Belief	this action and return to the previous page.	
Copyright (c) 2006, Oracle. All rights reserved.	Home   Logout   Preferences	Cancel Apply Privacy Statement

7. The ORCID will then be present within the HESA Details section of GCU Employee Self Service

GCU Glasgow Ca University	ledonian	GCU Employ	ee Self Service						Laura Defense
HESA: Extra	a Informat	tion						Home	Loudou Preferences
		Emplo Employe	yee Name e Number	-		Organiza	tion Email Address Business Group Glasgo	(Cancel) (Save For Later)	(Back) (Next)
Click Update or HESA Deta	Add to make	changes to the section	ns below. Click Next to	continue this action, clic	k Back to return to the previous pa	ge, click Cancel to cancel this	action, or click Save for Late	r to finish this action later.	
Select Obje	ect: Update	DI							
Select Statu	us Previou	is Employment	Regulatory Body	Sexual Orientation	Gender Assigned at Birth?	Religion or Belief	ORCID		
Upda	ited 12 Private in	dustry/commerce in UK		04 Heterosexual	01 Yes	09 Christian - Other Denomination	0001-0002-0003-0004		
								Cancel Save For Later	Back Next
Copyright (c) 2006, (	Oracle. All rights	reserved.			Home   Logout   Prefere	nces			Privacy Statement

8. An automated process will then pass the ORCID from the GCU Employee Self Service system (ORACLE) to Pure and complete a series of validation checks. If the proposed ORCID passes validation checks it will be visible on your Pure profile within 24hrs. If the proposed ORCID fails the validation checks, 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 <u>librarysystems@gcu.ac.uk</u>.