

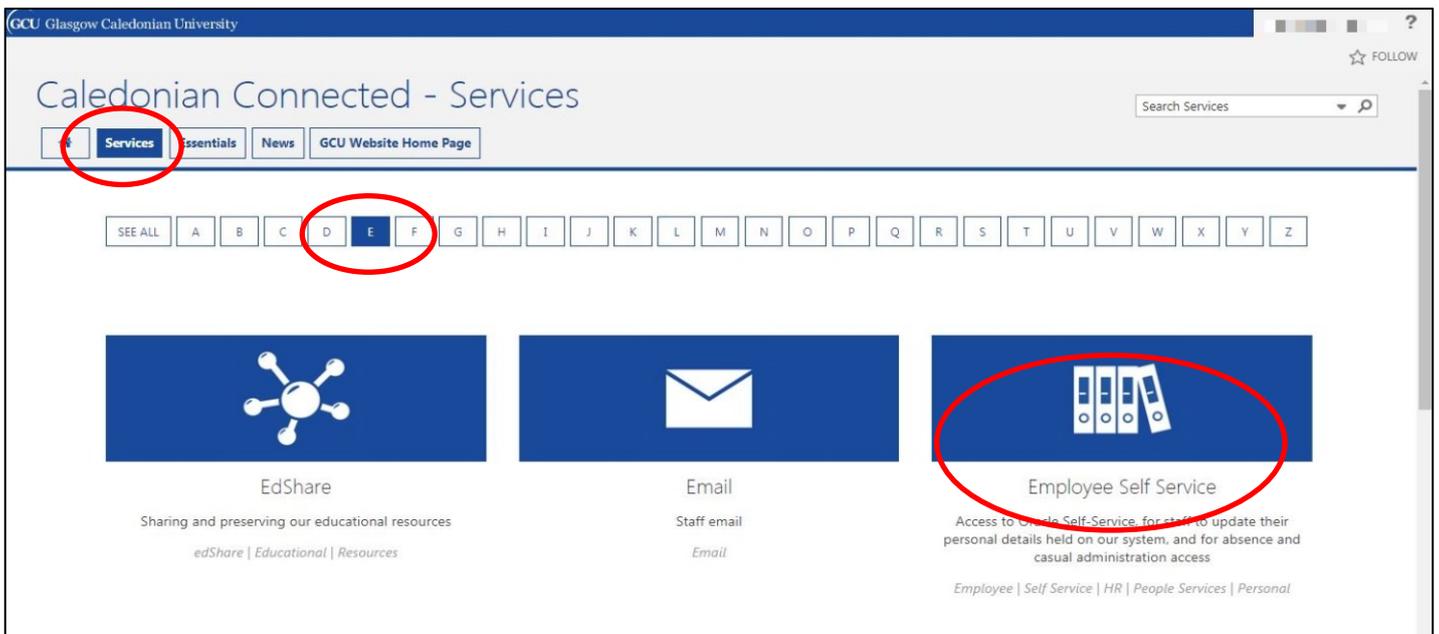
# Adding an ORCID to Pure

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 [here](#). To ensure the highest level of visibility for your research outputs, it is recommended that you set your [ORCID visibility settings](#) 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



3. Click GCU Employee Self Service



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## 4. Click HESA

The screenshot shows the GCU E-Business Suite interface. In the Navigator pane on the left, the 'HESA' option is highlighted with a red circle. Other options include 'GCU Employee Self Service', 'GCU Internet Expenses', 'Preferences SSWA', 'Personal Information', 'Assignment Information (Job Details)', 'Online Profiles (Opens in New Window)', 'Qualifications and Academic Discipline', 'Training and Development', and 'Upload PDAR'. The 'Favorites' pane on the right lists various spreadsheets. The 'Worklist' pane at the top shows no notifications.

## 5. Click update

The screenshot shows the 'HESA: Extra Information' page. The 'Update' button in the 'HESA Details' section is circled in red. The table below shows the current HESA details:

Select Status	Previous Employment	Regulatory Body	Sexual Orientation	Gender Assigned at Birth?	Religion or Belief	ORCID
<input checked="" type="radio"/>	12 Private industry/commerce in UK		04 Heterosexual	01 Yes	09 Christian - Other Denomination	

## 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

The screenshot shows the 'HESA Details' page with the 'ORCID' field filled with '0001-0002-0003-0004' and the 'Apply' button circled in red. The 'ORCID' field is also circled in red. The 'Religion or Belief' dropdown is set to '09 Christian - Other Denomination'. The 'Apply' button is located at the bottom right of the form.

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



The screenshot shows the 'HESA: Extra Information' section of the GCU Employee Self Service portal. The page includes a header with the GCU logo and navigation links. Below the header, there are fields for 'Employee Name', 'Employee Number', 'Organization Email Address', and 'Business Group' (Glasgow Caledonian University). A table titled 'HESA Details' is displayed, with columns for 'Select Object', 'Select Status', 'Previous Employment', 'Regulatory Body', 'Sexual Orientation', 'Gender Assigned at Birth?', 'Religion or Belief', and 'ORCID'. The 'ORCID' column contains the value '0001-0002-0003-0004', which is circled in red. The table also shows a status of 'Updated' and a '12' in the 'Previous Employment' column. Navigation buttons like 'Cancel', 'Save For Later', 'Back', and 'Next' are visible at the bottom of the form.

Select Object	Select Status	Previous Employment	Regulatory Body	Sexual Orientation	Gender Assigned at Birth?	Religion or Belief	ORCID
Updated	12	Private industry/commerce in UK	04	Heterosexual	01 Yes	09 Christian - Other Denomination	0001-0002-0003-0004

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](mailto: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 [librarysystems@gcu.ac.uk](mailto:librarysystems@gcu.ac.uk).