ORCiD

**To register for an ORCiD number**

Log into **Elements**.

On your **Home Page** go down to **My Data Sources** and click on ORCiD configure.



You will be taken through to the ORCiD website to register. Click on Register



Complete the required information fields and click on the **Authorise** Button



You will be returned to Elements and an email verification message will be sent to your email address.

1. Please log into Elements again to connect the two systems.
2. Complete the verification process in Outlook by clicking on the link provided by ORCiD in the email.

**Accessing ORCiD via Elements**

On your **Home Page** go down to **My Search Settings** and open.



Go to the bottom table of Data Sources and click on your ORCiD number.



A new tab will open and take you to the ORCiD Website



To **Add** or **Edit** any stored information, click on **SIGN IN** and log into ORCiD



*You can use your LU Email address or your 16 digital ORCiD number*.

Once you have **signed in** the **privacy settings** and **add** buttons will appear.



**Overview information** – left hand side of the home page.



You can add more information to these fields by clicking on the  icon and **saving the changes**

**Account settings**



You can manage your account and privacy options from the **Accounts setting** tab.

You can change your Email, Password, privacy preferences, security questions and trusted organisations/individuals list settings.



**Email Settings**

You can add more one email addresses and choose a Primary Email address.

**Password**

You can change your password at any time.

**Privacy preferences**

You can set your privacy setting for each section of your ORCiD profile 

 Public – Will be seen by anyone who searches your name in ORCiD

Limited – Will only be seen by Trusted Individuals

 Private – Will not be seen by anyone. Only available to you.

**Security Question**

You can set a security question which will be used if you forget your password.

**Email Preferences**

Choose how much information you receive from ORCiD.

**Trusted Organisations**

As you connect to such organisational systems as Elements and Scopus, the organisation will become a Trusted Organisation in your list.



**Trusted Individuals**

If you want to grant permission to another ORCiD user to update your ORCiD record on your behalf



Search on their name and **Add them** to your Trust list.

**Create a Biography**

Click on the  icon to develop your Biography statement.



Once completed please save using the button.

**Create your Education list**

Click on the  button and the **+ Add manually** button



Complete the table and click on the **Add to List** button to save.



**To create your Employment list**

Click on the  button and the **+ Add manually** button



Complete the table and click on the **Add to List** button to save.



**To add to your Funding list**

Click on the  button and the **+ Add manually** button



Complete the table and click on the **Add to List** button to save.

**How to fill your Publication List**



You have the ability to source your publications from data sources such as Scopus and ResearcherID by linking on the **Search and Link** option.

 

Search and Link will take you through to the list of data sources that ORCiD currently has access to. This list includes CrossRef, DataCite, ResearchID and Scopus Wizard.

Click on the Data source you wish to use and follow the instructions given.







Remember to click on the next button at the bottom of the screen to go onto the next stage.



**Further Help**

If you require any further help, click on the HELP tab



**To sign out**



Click on Sign out and you will be taken to the sign in area of your ORCiD profile. If you want to return to Elements, click on the Elements tab in the menu bar.