

Building your ORCID record

To fully utilise the potential of your ORCID record you will need to add details about yourself and your research. Some information needs to be added manually, but a lot can be imported from other research systems. Once your record is complete, information can be exchanged between systems, for example when submitting a journal or grant application, saving you time and ensuring that the data is accurate.

This guide is an introduction to building your ORCID profile. More detailed instructions are available from ORCID at <https://support.orcid.org/hc/en-us/categories/360000663114-Building-your-ORCID-record-connecting-your-iD>

Visibility settings

It is a core principal of ORCID that researchers control access to the data on their record, so you control the visibility settings of all the content on your ORCID record. When you are signed into your account, you can change the visibility setting for each item individually, enabling you to choose which you want to display publicly or only share with trusted parties or no one at all. There are three settings:

Everyone: information can be viewed by everyone on the ORCID website.



Trusted parties: information can only be seen by organisations or individuals which you have consented to have access.



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.



Biographical information

Click the edit icon (pencil) next to each item to add or edit information for each field. You might want to add additional names (for example a maiden name) and links to websites such as a blog or your Salford academic profile. If you already have a biography, you can copy and paste this into the Biography section. Complete the fields which are relevant for you and your research.

We recommend that you add a personal email address in addition to your Salford email. This will enable you to access your account if you leave Salford and need to reset your password. You can make your personal email private by changing the visibility settings.

Adding works

You can import details of your research outputs into your ORCID record or add them manually yourself. It is recommended that you import using other systems, such as CrossREF or Scopus where available. This will authenticate the details, save you data entry and create a reliable connection between your ORCID and your works. Connecting your ORCID to CrossREF will automatically populate your ORCID record with new updates from publishers which include your ORCID.

You can find instructions on how to import works from USIR on our website at <https://www.salford.ac.uk/library/open-research/orcid>

The ORCID website has detailed instructions for adding works from other databases, for example CrossREF and Scopus – see the webpage <https://support.orcid.org/hc/en-us/articles/360006973133-Add-works-to-your-ORCID-record>

More information on ORCID is available on our website at www.salford.ac.uk/library/open-research/orcid or you can email library-research@salford.ac.uk for support.



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