

# ORCID Account Management

Authorize trusted parties

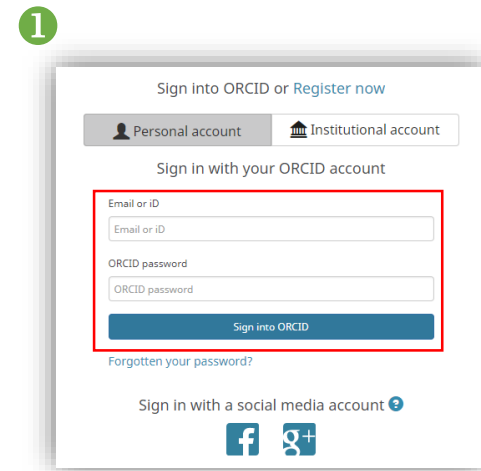
- Trusted individuals & trusted organizations

Research Support and Scholarly Communication Division  
Run Run Shaw Library

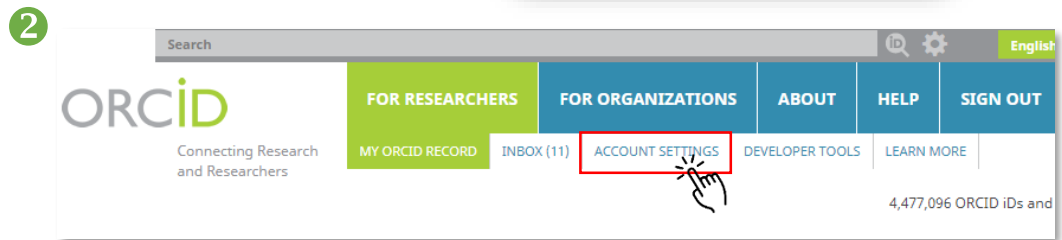
Apr 2018

# Authorizing trusted individuals

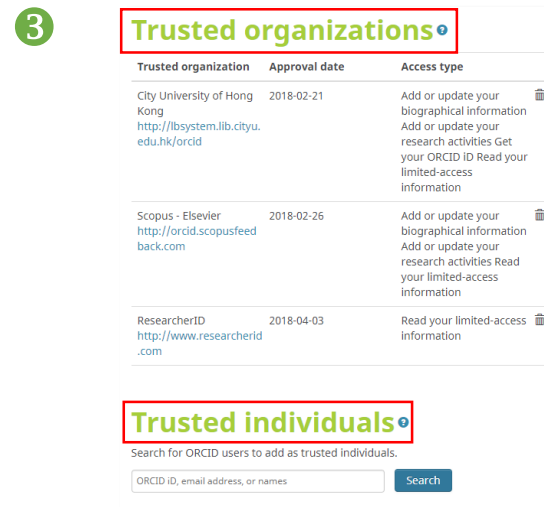
1. Sign into your [ORCID](#) account




2. Click “ACCOUNT SETTINGS” on the upper part of the page




3. You will find the list of “Trusted Organizations” & “Trusted individuals” which you have granted access to your ORCID record



# Authorizing trusted individuals


4. In the search box under “Trusted individuals”, enter the ORCID iD / email address / name of the person you want to make a trusted individual, click 

5. When you confirm you want to add that user as a trusted individual, click 

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## Trusted individuals

You can grant permission to another ORCID user to update your ORCID record on your behalf. [Find out more](#)

Trusted individual	ORCID iD	Access granted
Search for ORCID users to add as trusted individuals.		
<input type="text" value="0000-0002-1825-0097"/>	<input type="button" value="Search"/>	
ORCID record	ORCID iD	
Josiah Carberry	0000-0002-1825-0097	

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*\*Please note that*

- *A trusted individual does not need to be another researcher, but must have an ORCID iD.*
- *You can grant permission to one or more users as trusted individuals*
- *Trusted individuals will be able to edit any information on your ORCID record, and make connections with external systems.*
- *BUT, they may not edit anything that requires you to enter your ORCID password, including: adding email addresses, resetting your password, and deleting your account.*

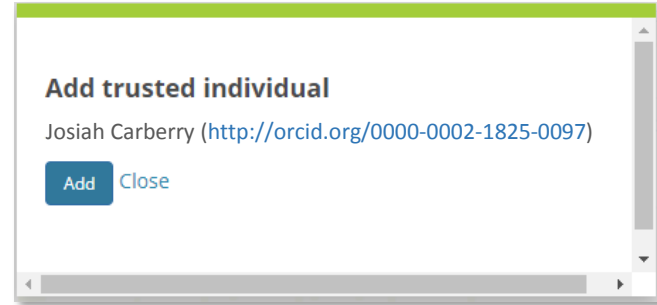
# Authorizing trusted individuals

6. Click  again to confirm

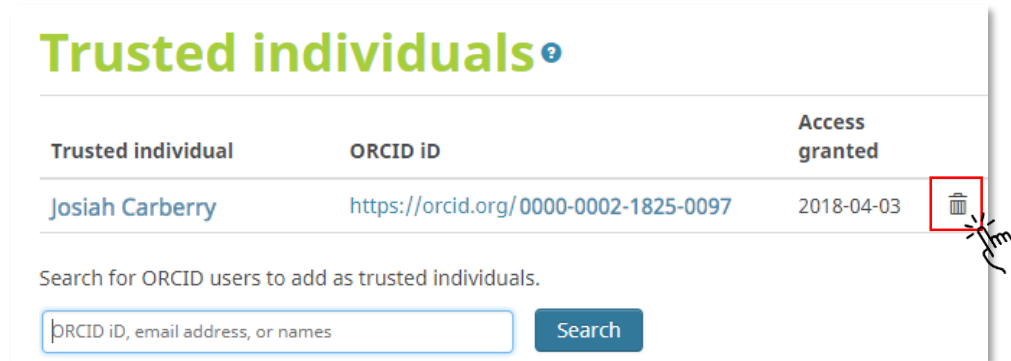
7. After adding a trusted individual to your ORCID account, his/her name and ORCID iD will appear under the “*Trusted individuals*” section.

8. To remove a trusted individual from your account, click  to delete

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# What is trusted organizations?...

When you connect your ORCID iD to another organization's system, e.g. when submitting a manuscript or grant application, you may be asked to grant permission to that organization to interact with your iD and record. If you decide to grant permission, that organization becomes a trusted organization.

## Trusted organizations

Trusted organization	Approval date	Access type	
City University of Hong Kong <a href="http://lbsystem.lib.cityu.edu.hk/orcid">http://lbsystem.lib.cityu.edu.hk/orcid</a>	2018-02-21	Add or update your biographical information Add or update your research activities Get your ORCID iD Read your limited-access information	
Scopus - Elsevier <a href="http://orcid.scopusfeedback.com">http://orcid.scopusfeedback.com</a>	2018-02-26	Add or update your biographical information Add or update your research activities Read your limited-access information	
ResearcherID <a href="http://www.researcherid.com">http://www.researcherid.com</a>	2018-04-03	Read your limited-access information	

These organizations might be able to import or retrieve limited-access information to/from your ORCID profile

However, they **CANNOT EDIT** the records on your ORCID account

# Feedback & support for ORCID

For more ORCID Account Management quick guides, please visit:

<http://libguides.library.cityu.edu.hk/aim/quickguides>

For answers to FAQ about ORCID, please access the [ORCID Knowledge Base](#)

OR

[Contact ORCID](#) via its Member Support Centre