ORCID Account Management

Authorize trusted parties
- Trusted individuals & trusted organizations

Research Support and Scholarly Communication Division
Run Run Shaw Library

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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 Search.

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

*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.
6. Click [Add] 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
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

<table>
<thead>
<tr>
<th>Trusted organization</th>
<th>Approval date</th>
<th>Access type</th>
</tr>
</thead>
<tbody>
<tr>
<td>City University of Hong Kong</td>
<td>2018-02-21</td>
<td>Add or update your biographical information, add or update your research activities, get your ORCID ID, read your limited-access information</td>
</tr>
<tr>
<td>Scopus - Elsevier</td>
<td>2018-02-26</td>
<td>Add or update your biographical information, add or update your research activities, get your ORCID ID, read your limited-access information</td>
</tr>
<tr>
<td>ResearcherID</td>
<td>2018-04-03</td>
<td>Read your limited-access information</td>
</tr>
</tbody>
</table>

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