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 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.
Authorizing trusted individuals

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.

<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