

ORCID Account Management

Authorize trusted parties

- Trusted individuals & trusted organizations

Research Support and Scholarly Communication Division
Run Run Shaw Library

Jun 2022



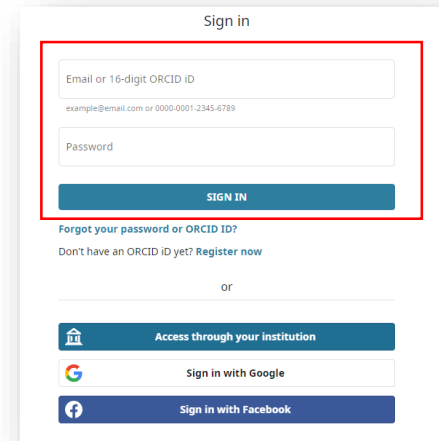
Run Run Shaw Library

香港城市大學
City University of Hong Kong

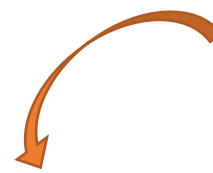
Authorizing trusted individuals

1. Sign into your [ORCID](#) account
2. Click “*Trusted parties*” from the top pull-down menu
3. You will find the list of “*Trusted Organizations*” & “*Trusted individuals*” which you have granted access to your ORCID record

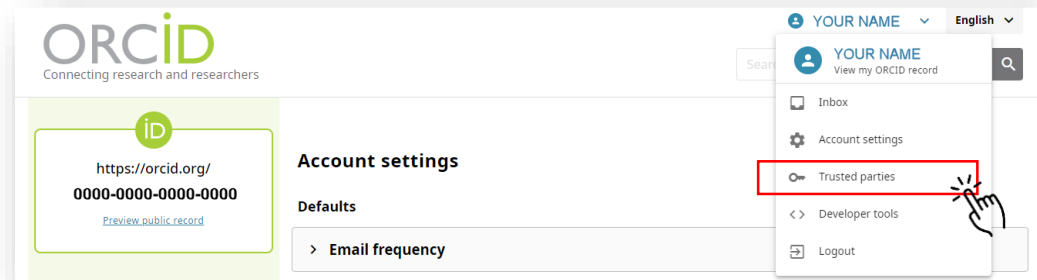
1



The image shows the ORCID sign-in page. A red box highlights the input fields for 'Email or 16-digit ORCID ID' and 'Password', along with the 'SIGN IN' button. Below the sign-in options, there are links for 'Forgot your password or ORCID ID?' and 'Don't have an ORCID ID yet? Register now'. At the bottom, there are buttons for 'Access through your institution', 'Sign in with Google', and 'Sign in with Facebook'.

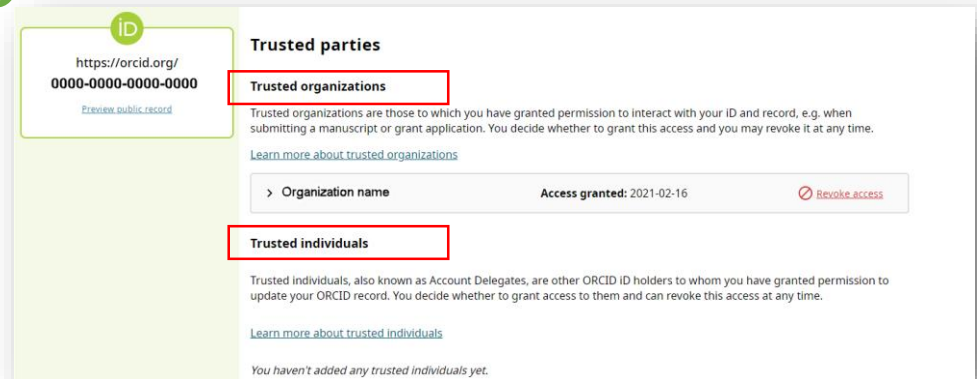


2



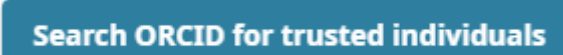
The image shows the ORCID account settings page. The top navigation bar includes the ORCID logo and the text 'Connecting research and researchers'. On the left, there is a green box containing the user's ORCID ID and a link to 'Preview public record'. The main content area is titled 'Account settings' and includes a 'Defaults' section with a link to 'Email frequency'. On the right, a pull-down menu is open, showing options like 'Inbox', 'Account settings', 'Trusted parties' (highlighted with a red box), 'Developer tools', and 'Logout'. A hand icon is shown clicking on the 'Trusted parties' option.

3

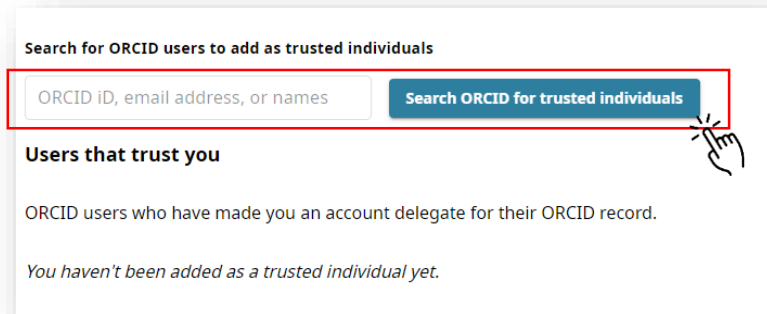


The image shows the ORCID 'Trusted parties' page. It is divided into two sections: 'Trusted organizations' and 'Trusted individuals'. The 'Trusted organizations' section includes a description of trusted organizations and a link to 'Learn more about trusted organizations'. Below this, there is a table with columns for 'Organization name' and 'Access granted: 2021-02-16', and a 'Revoke access' button. The 'Trusted individuals' section includes a description of trusted individuals and a link to 'Learn more about trusted individuals'. At the bottom, it states 'You haven't added any trusted individuals yet.'


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 

4




Search for ORCID users to add as trusted individuals

ORCID ID, email address, or names 

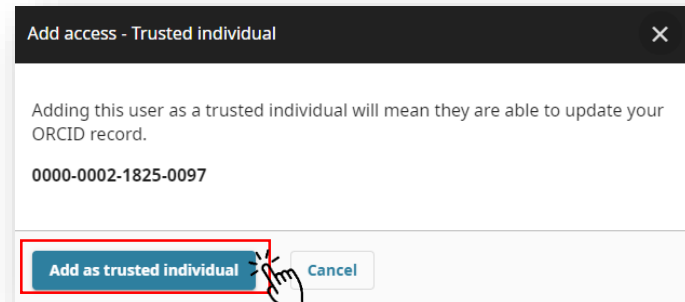
Users that trust you


ORCID users who have made you an account delegate for their ORCID record.

You haven't been added as a trusted individual yet.

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



5



Add access - Trusted individual 

Adding this user as a trusted individual will mean they are able to update your ORCID record.

0000-0002-1825-0097

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

6

Trusted individuals

Trusted individuals, also known as Account Delegates, are other ORCID ID holders to whom you have granted permission to update your ORCID record. You decide whether to grant access to them and can revoke this access at any time.

[Learn more about trusted individuals](#)

Name	ORCID ID	Access granted	
Josiah Carberry	0000-0002-1825-0097	2022-06-09	 Revoke access


7. To remove a trusted individual from your account, click “Revoke access” to delete

7

Trusted individuals

Trusted individuals, also known as Account Delegates, are other ORCID ID holders to whom you have granted permission to update your ORCID record. You decide whether to grant access to them and can revoke this access at any time.

[Learn more about trusted individuals](#)

Name	ORCID ID	Access granted	
Josiah Carberry	0000-0002-1825-0097	2022-06-09	 Revoke access



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 organizations are those to which you have granted permission to interact with your iD and record, e.g. when submitting a manuscript or grant application. You decide whether to grant this access and you may revoke it at any time.

[Learn more about trusted organizations](#)

City University of Hong Kong

Access granted: 2021-02-16

Revoke access

Access type

Add/update other information about you (country, keywords, etc.)
Add/update your research activities (works, affiliations, etc.)
Get your ORCID iD
Read your information with visibility set to Trusted Parties

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