ORCID Account Management

Manage your publication list
- Visibility setting

Research Support and Scholarly Communication Division
Run Run Shaw Library

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Make your “Works” public

After connecting your ORCID iD with CityU Scholars...

Validated research output records in CityU Scholars will be automatically synchronized into your ORCID account

By default, your ORCID publication list will be visible to everyone

*Please change the privacy level only when necessary

So WoS can
• scan your ORCID publication list to look for matched publication (Only publicly visible records could be scanned)
• grab your ORCID iD to update the matched publications in its database
Managing your publication list

1. Sign into your ORCID account

2. Under “Works”, you will find different icons in the entry box of each publication
Managing your publication list

3. Set the privacy level of your publications as explained on the right

4. For publications imported from other sources, click to make a copy and edit

5. For manually inputted entries, click to edit directly
Bulk editing your publication list

You might want to change the visibility settings or delete multiple works at one time...

Under “Works”, click “Bulk Edit”

Click the checkbox on the right to select / deselect all entries, then make your change on the visibility or delete all selected work
View your public record

To see how your public record looks like, click “View public version” under your ORCID iD on the top left-hand corner of the page.

When other people are viewing or other systems and database such as WoS are scanning your ORCID profile, they can only see/scan those entries which you have set visible to everyone.
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