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

Please set your ORCID publication list visible to everyone

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

*Please change the privacy level only when necessary
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 \( \text{复印件} \) to make a copy and edit

5. For manually inputted entries, click \( \text{编辑} \) 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”

1. Select works: Click the checkbox beside each work. Use the checkbox to the right to select or deselect all.
2. Select editing action: Click the trash can to delete all selected works or click a visibility setting to apply that setting to all selected works.

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