

# ORCID Account Management

## Manage your publication list - Visibility setting

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

# Make your “Works” public

After connecting your ORCID iD with CityU Scholars...

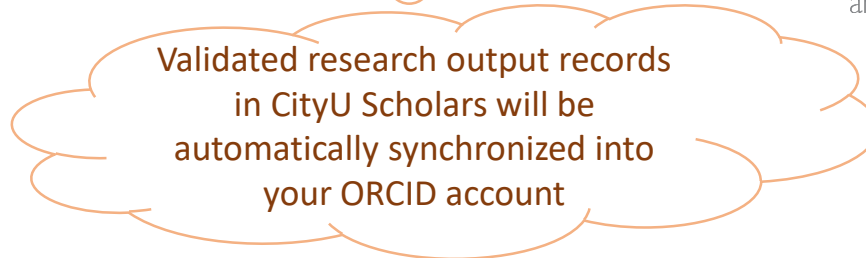


CityU Scholars  
A Research Hub of Excellence



ORCID

Connecting Research  
and Researchers



Please set your ORCID publication list visible to everyone

ORCID

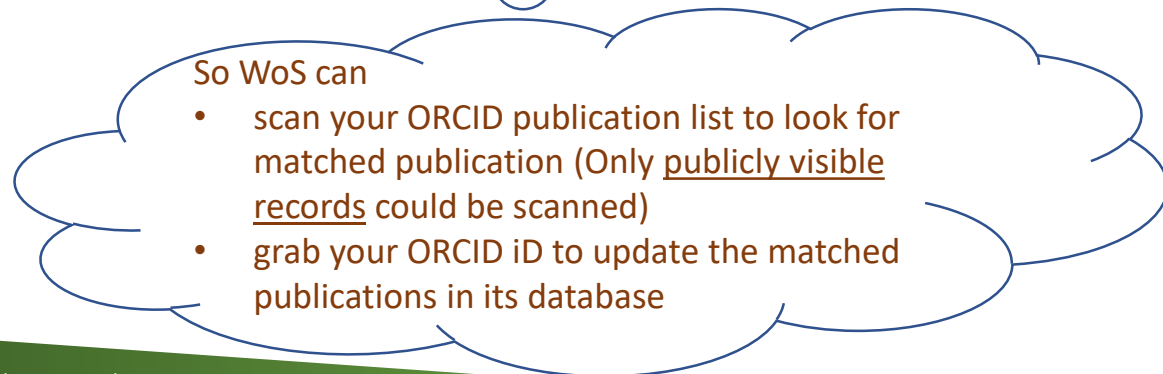
Connecting Research  
and Researchers



Clarivate  
Analytics

WEB OF SCIENCE™

\*Please change the  
privacy level only  
when necessary

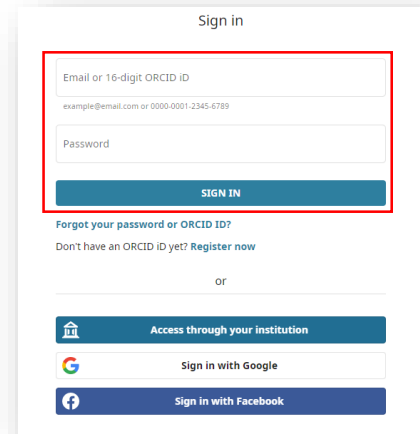


# Managing your publication list

1. Sign into your [ORCID](#) account

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

1



Sign in

Email or 16-digit ORCID ID  
example@email.com or 0000-0001-2345-6789

Password

SIGN IN

Forgot your password or ORCID ID?  
Don't have an ORCID ID yet? Register now

or

Access through your institution

Sign in with Google

Sign in with Facebook

2



ORCID Annual Public Data File, 2013

2013 | Data set  
DOI: [10.14454/07243.2013.001](https://doi.org/10.14454/07243.2013.001)

Source: DataCite


Visibility setting

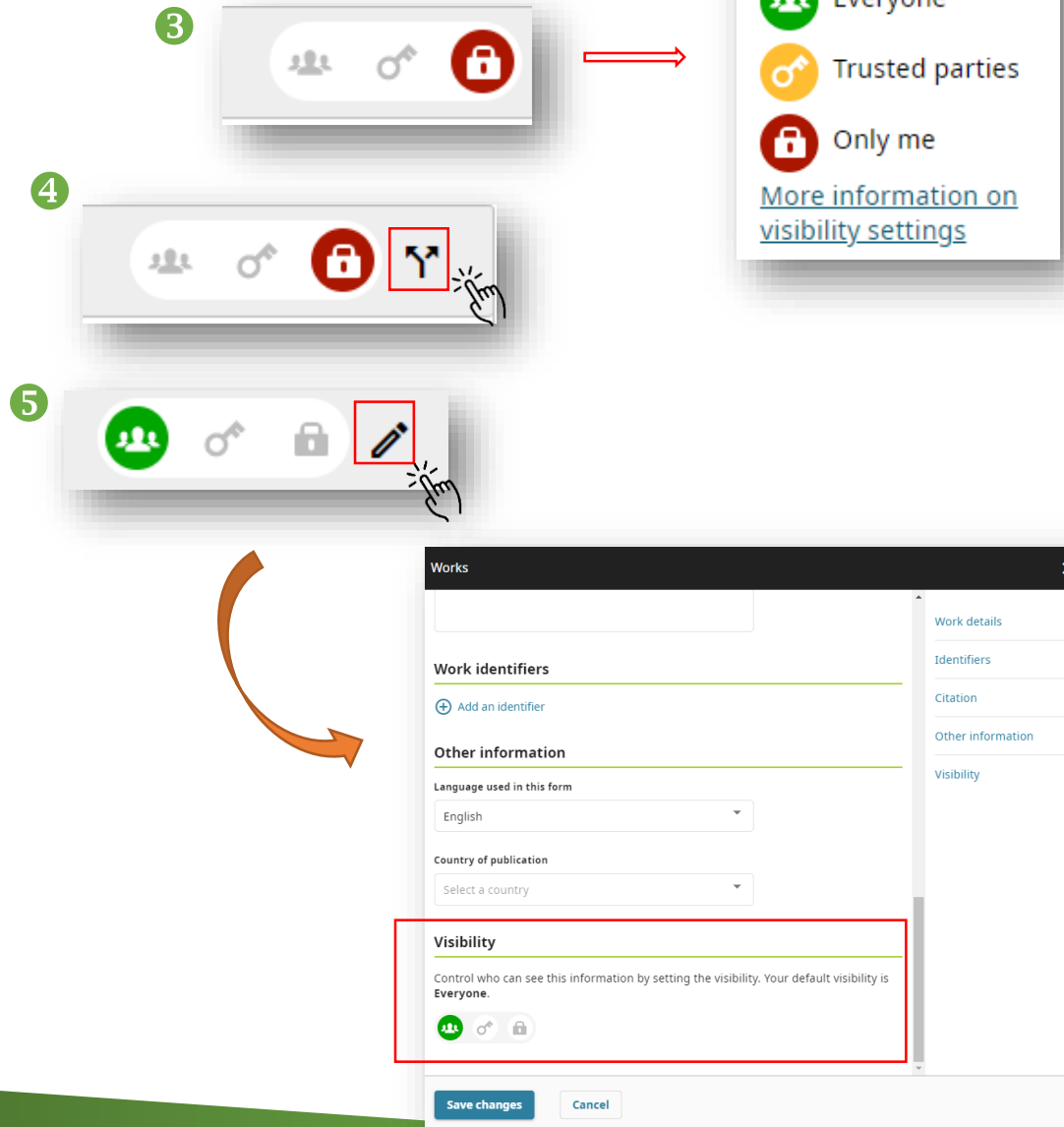
Show more detail

# 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



**Who can see this?**

-  Everyone
-  Trusted parties
-  Only me

[More information on visibility settings](#)

**Works**

Work identifiers

[Add an identifier](#)

Other information

Language used in this form




English

Country of publication

Select a country

**Visibility**

Control who can see this information by setting the visibility. Your default visibility is **Everyone**.

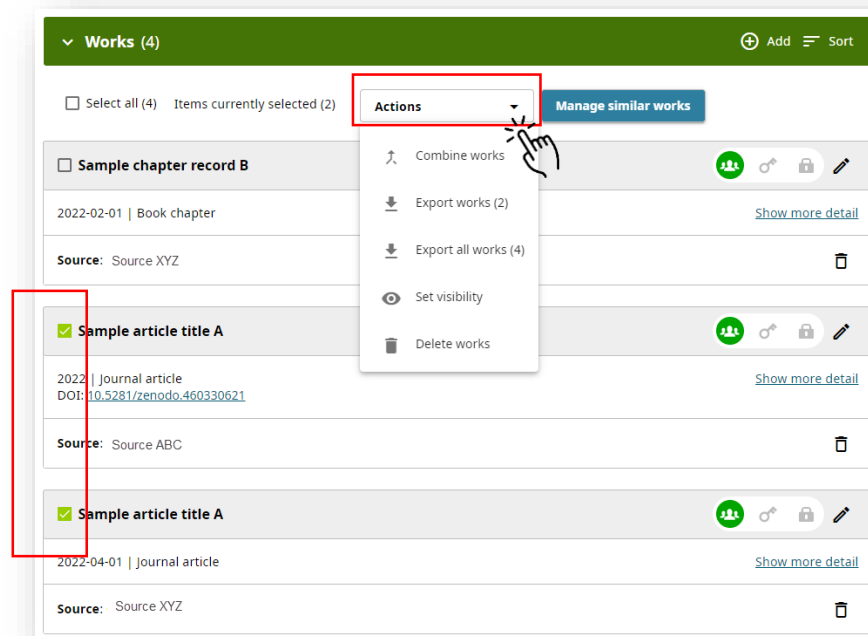
  

[Save changes](#) [Cancel](#)

# Bulk editing your publication list

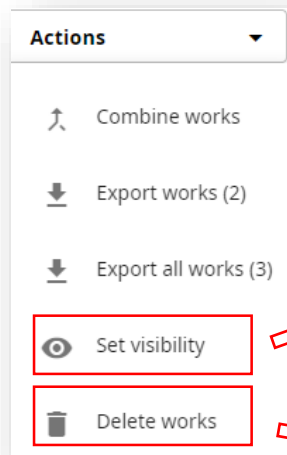
You might want to change the visibility settings or delete multiple works at one time...

Under “Works”, click the checkbox and select the records that you would like to edit/delete, then click “Actions”

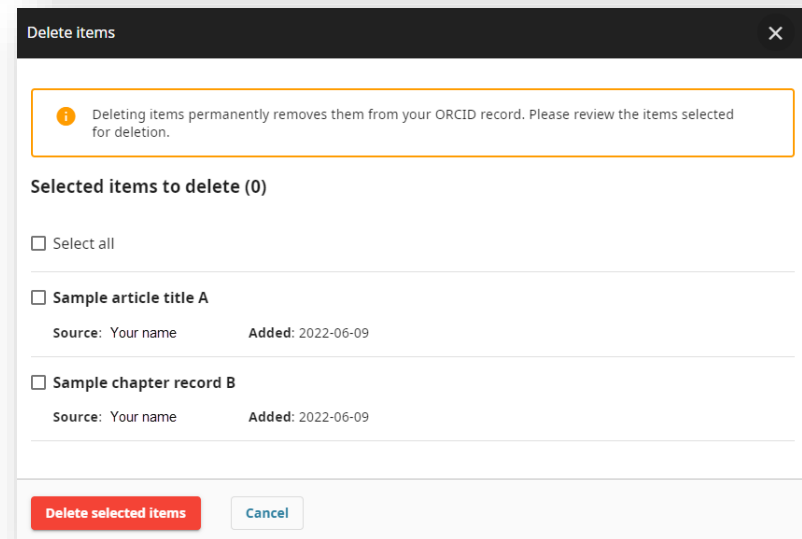
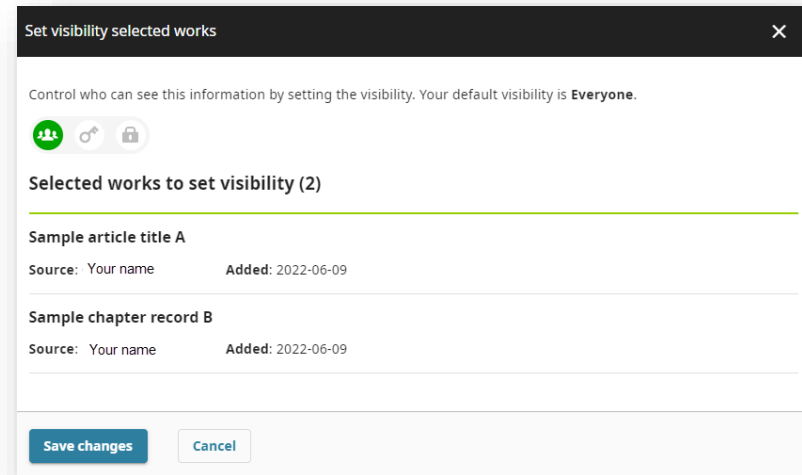


# Bulk editing your publication list

Click “Set visibility” for multiple works’ visibility setting



Click “Delete works” for multiple works’ deletion



# View your public record

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



When other people are viewing, or other systems/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