

ORCID Account Management

Manage your publication list - Visibility setting

Research Support and Scholarly Communication
Run Run Shaw Library

March 2025

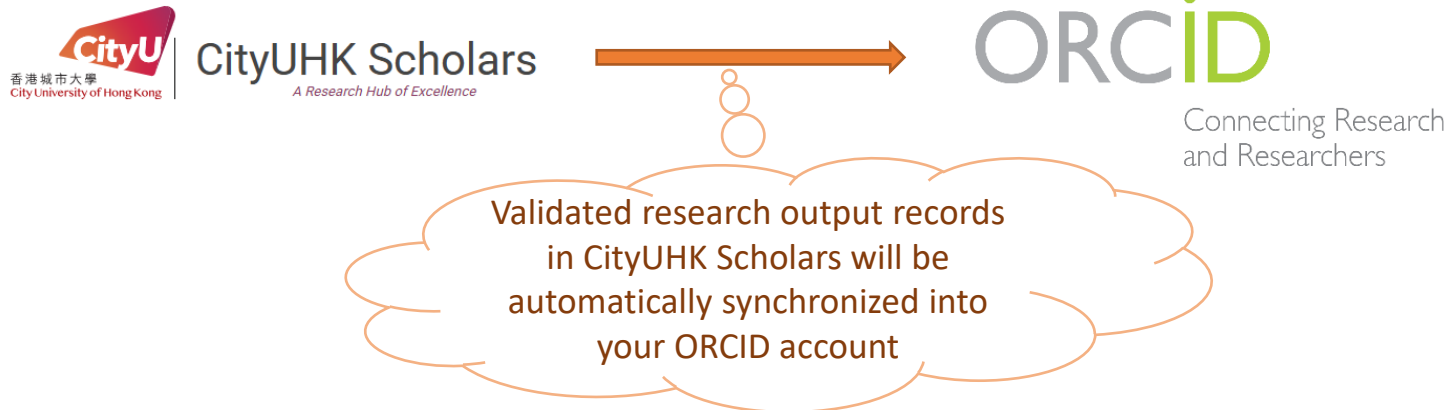


Run Run Shaw Library

香港城市大學
City University of Hong Kong

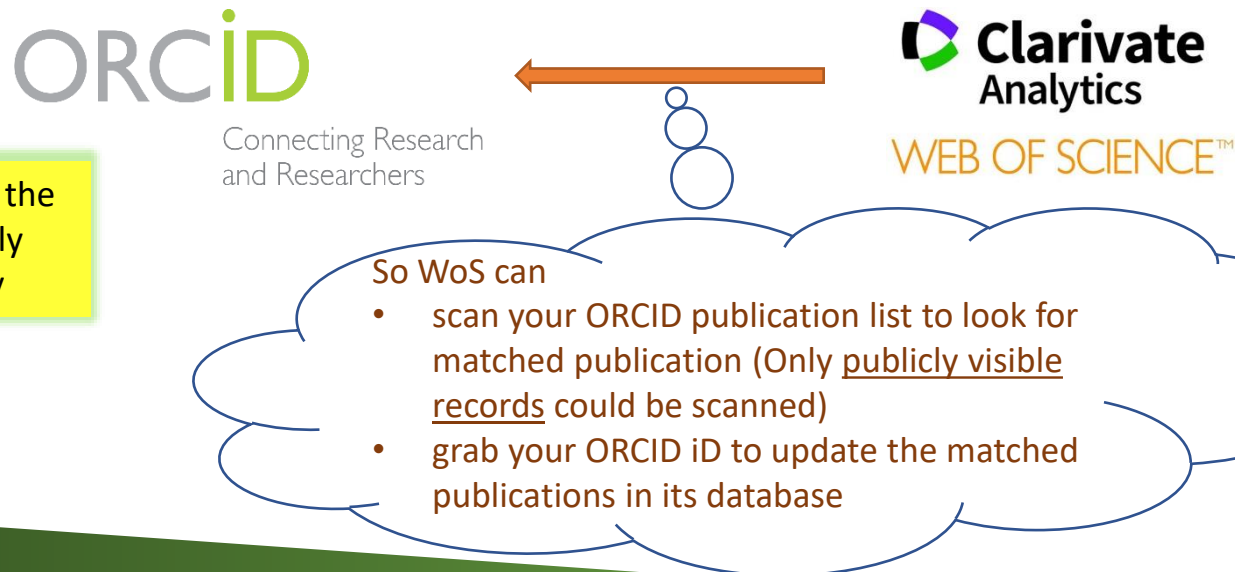
Make your “Works” public

After connecting your ORCID iD with CityUHK Scholars...



Please set your ORCID publication list visible to everyone

*Please change the privacy level only when necessary

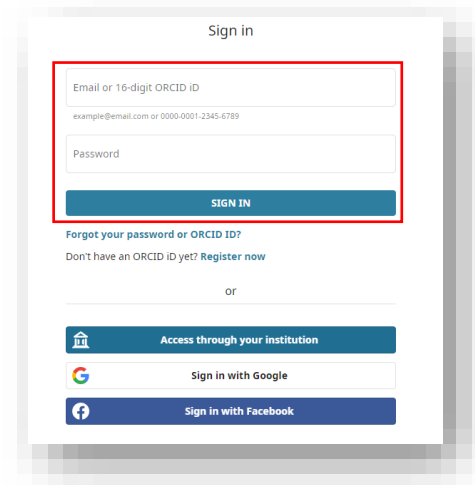


Managing your publication list

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](#)

Source: DataCite


   

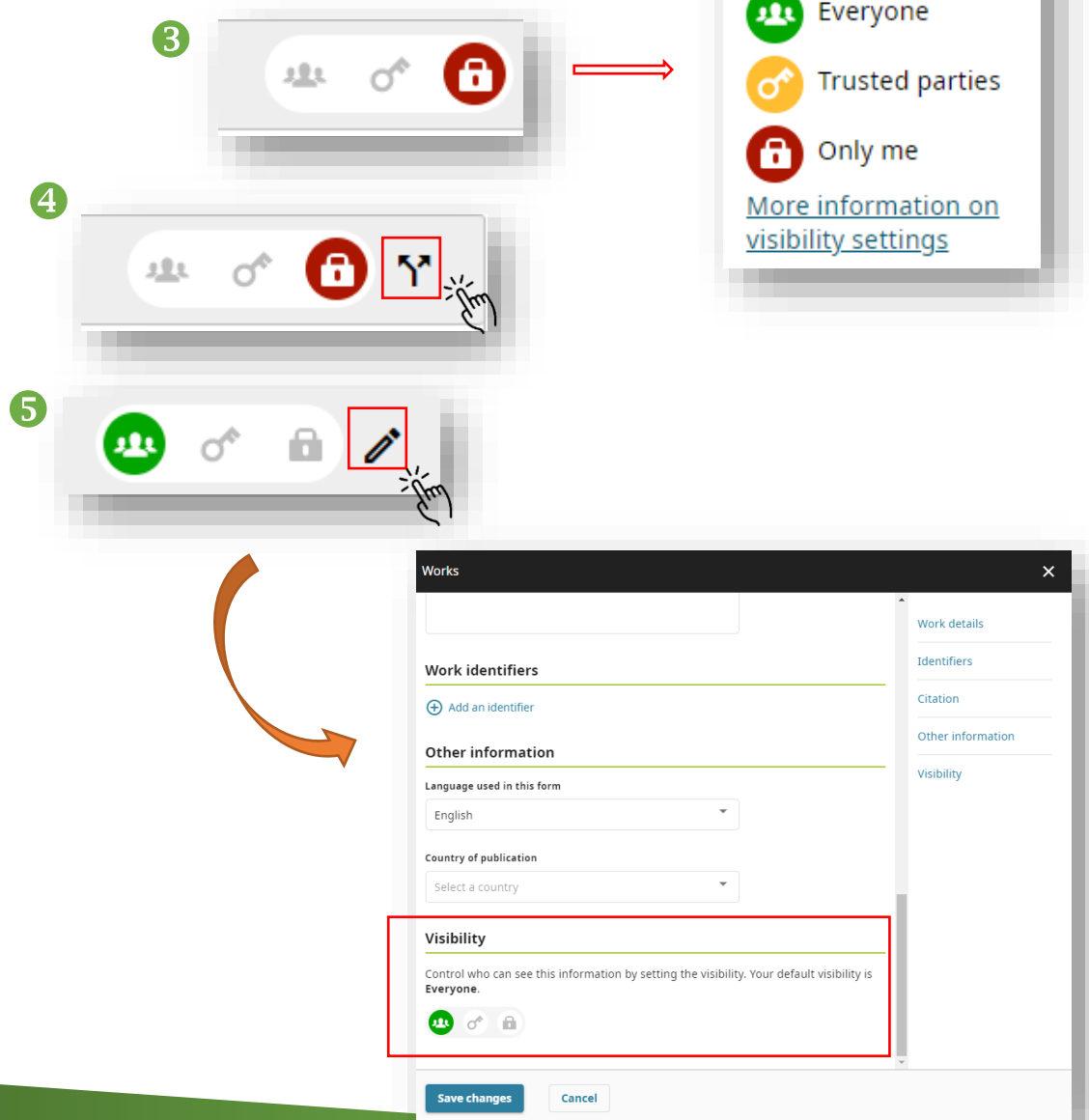
Visibility setting [Show more detail](#)

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



The diagram illustrates the steps to manage publication privacy and editing. It shows three publication entries with icons for privacy (Everyone, Trusted parties, Only me) and editing (fork and pencil). A red arrow points from the privacy icons to a panel titled 'Who can see this?' which lists the privacy options: Everyone, Trusted parties, and Only me, with a link to 'More information on visibility settings'. An orange arrow points from the editing icons to a 'Works' form. The form has sections for 'Work identifiers', 'Other information' (Language used in this form, Country of publication), and 'Visibility'. The 'Visibility' section is highlighted with a red box and contains the text: 'Control who can see this information by setting the visibility. Your default visibility is Everyone.' Below this text are three icons: Everyone, Trusted parties, and Only me. The form also has 'Save changes' and 'Cancel' buttons.

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.

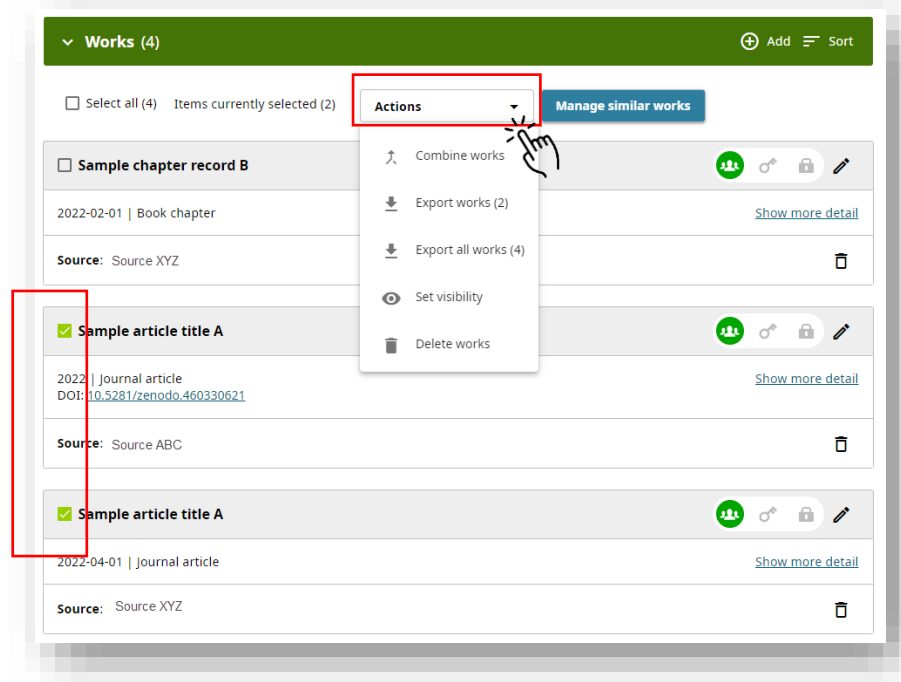
Everyone Trusted parties Only me

Save changes Cancel

Bulk editing your publication list

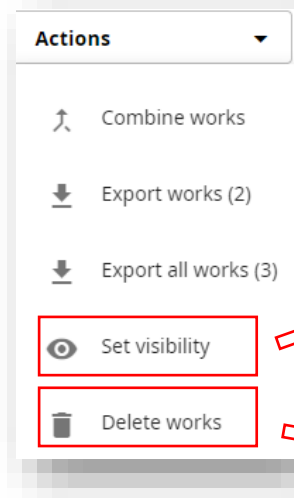
You might want to change the visibility settings or delete multiple works at one time...

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

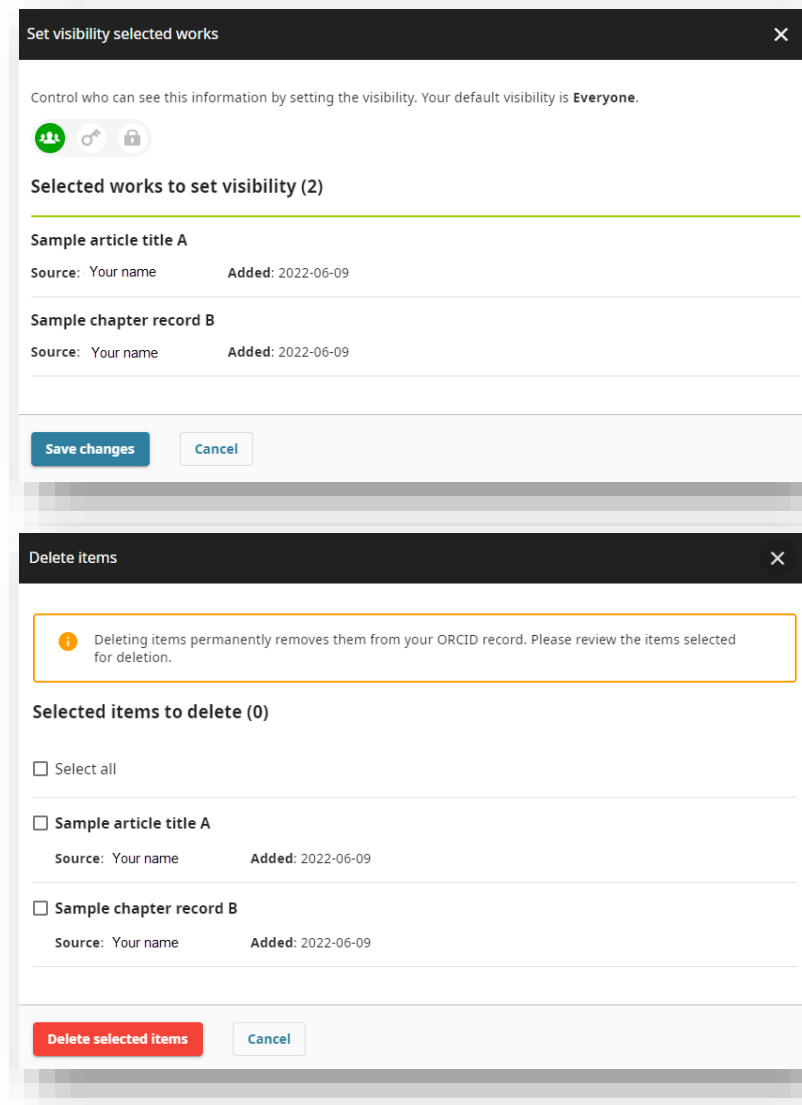


Bulk editing your publication list

Click “Set visibility” for multiple works’ visibility setting



Click “Delete works” for multiple works’ deletion

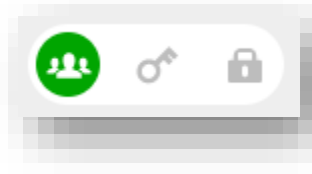


View your public record

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