

Introduction

Follow this guide to add funding and other information to your ORCiD profile.

Procedure

A: Add funding

1. Go to your ORCiD account – Click Edit Your Record

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ORC	Connecting Research and Researchers	EDIT YOUR RECORD	ABOUT ORCID	CONTACT US	HELP		
					5,641,303 C	RCID iDs and cour	nting. See more

2. Under **Funding**, select **Add Funding – Search & Link**



3. Use the **ÜberWizard** function to import your grants and funding.

B: Add trusted individuals

You can grant another ORCiD user with permission to impersonate your ORCiD record on your behalf, these are referred to as a Trusted Individual. The Trusted Individual will have access to your record, has the ability to edit any information and make connections with external systems.

1. To grant access to a Trusted Individual, log in to your record and go to Account Settings

2. In Account Settings, scroll down to **Trusted Individual** and enter the email address connected to their own ORCiD record

Connecting Research and Researchers	MY ORCID RECORD INBOX ACCOUNT SET	DEVELOPER TOOLS LEARN MORE				
		44,576 ORCID iDs and counting. See more				
Charles J Darwin	Account settin	gs				
	Email and contact preferences	Edit				
sandbox.orcid.org/0000-0003- 1286-5005	Language display preferences	Edit				
View public version	ORCID inbox notifications	Edit				
	Password	Edit				
	Privacy preferences	Edit				
	Security question	Edit				
	Close account	Close this ORCID record				
	Trusted organizations You can allow permission for your ORCID Record to be updated by a trusted organisation. Find out more					
	ORCID record Approva	date Access type				
	University of Adelaide 2016-07-2 http://www.adelaide.edu.au	I Read your ORCID 🛱 record				
	Trusted individ	luals				
	You can grant permission to another ORCID user to update your ORCID record on your behalf. Find out more					
	Search for ORCID users to add as tru	sted individuals.				

3. Select **Add** to apply the trusted individual



C: Add Biographical information to your ORCiD

- 1. From your ORCiD record, select Edit your Record, or visit orcid.org/my-orcid
- 2. Add your personal information to the left column of your ORCiD record by clicking the **edit icon** (pencil) next to each item. Information you can edit includes:
 - Your name and other versions of your name you are known by
 - The country or region where you perform your research
 - Keywords related to you and your research
 - Links to websites related to you and your research
 - Email addresses you use and have previously used
 - Other person identifiers, such as a ResearcherID or Scopus Author ID
- 3. Add your biography to the top field Biography section.
- 4. Add your education history to the Education field. Select your educational institutions from the displayed list.
- 5. Add your employment history to the Employment field. Select your organisation from the displayed list.

Contact Us

For further support or questions, please contact Research Technology Support on +61 8 8313 7799 or email <u>researchsupport@adelaide.edu.au</u>