

Populate your ORCiD profile

Introduction

ORCiD stands for **O**pen **R**esearcher and **C**ontributor **ID**. It is a persistent digital identifier that distinguishes you from every other researcher throughout your career. The University requires current and new Academic staff and Higher Degree by Research students to obtain an ORCiD.

This guide will show you how to:

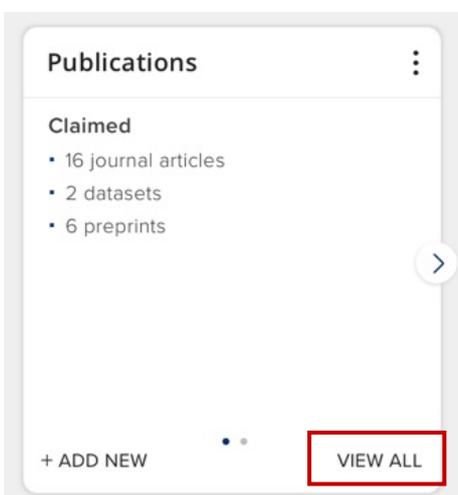
- A. Add works to your ORCiD profile
- B. Add funding details to your ORCiD
- C. Add biographical information to your ORCiD
- D. Add delegates to your ORCiD

A. Add works to your ORCiD profile

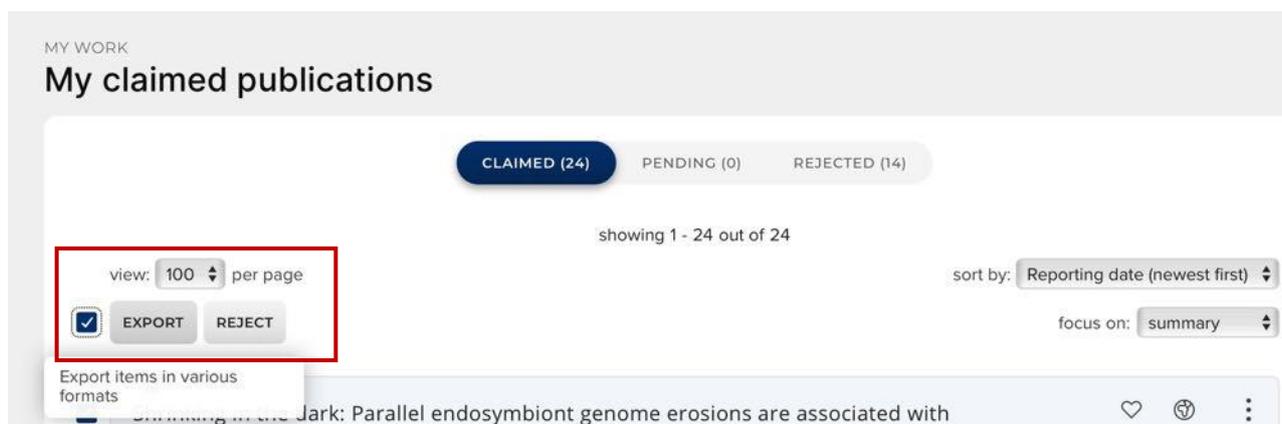
You may wish to populate your ORCiD record with your existing publications. This can be done by exporting your publications from Aurora, or by searching and linking records directly via ORCiD.

Export publications from Aurora

1. Go to <https://www.adelaide.edu.au/aurora/> and sign in. **Note:** if accessing Aurora off-campus, you will be required to use a [Virtual Private Network \(VPN\)](#).
2. On the Aurora homepage, scroll to the 'Publications' tile. Select 'View all'.



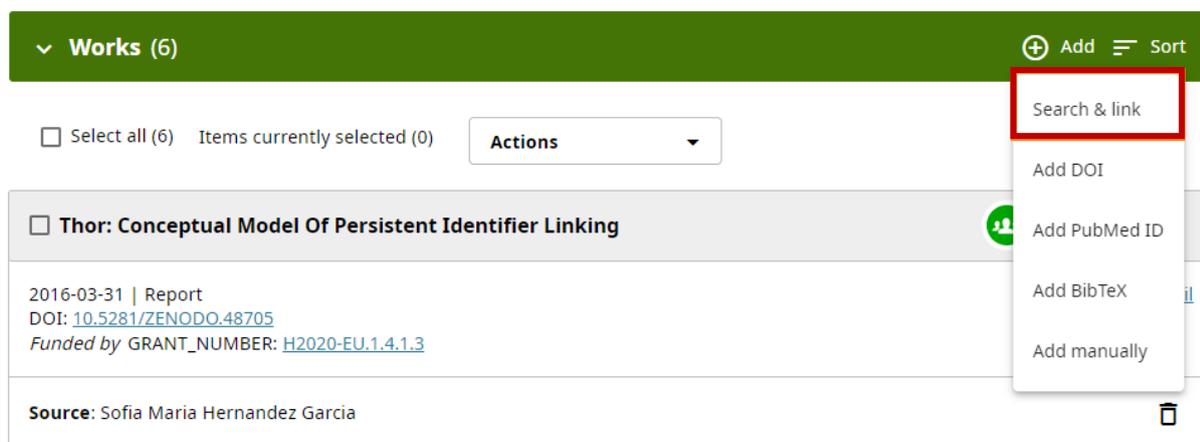
- From the drop-down menu, select 'View: 100 per page'. Select the check box next to 'Export' to select all items on the page. Select 'Export' and choose BibTeX as the file format. Repeat as needed to capture all publications.



- Login to your [ORCID](#). Scroll down to 'Works'. Select Add > Add BibTeX. Import the exported file(s) from Aurora.
- Review the imported works and select 'Import works to your record'.

Search & link from ORCID

- Login to your [ORCID](#). Scroll down to 'Works'. Select Add > Search & Link.

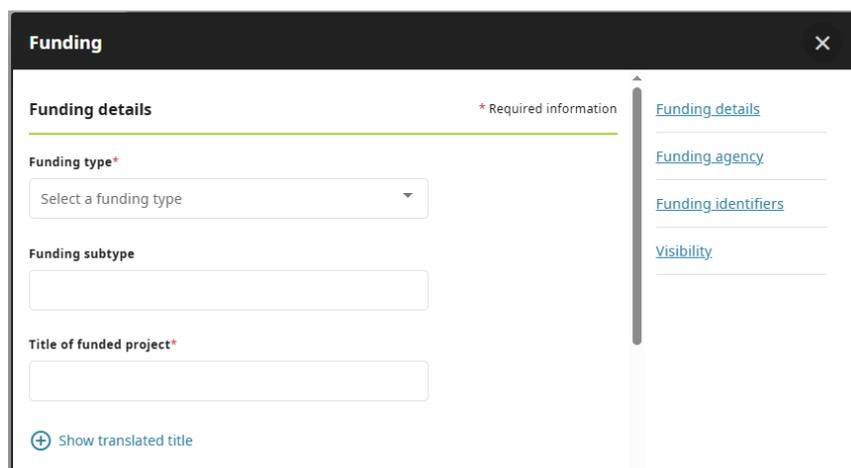


- Select from the available Search & Link Wizards to start importing your work. More information regarding each Wizard is available via [ORCID support](#). Follow the prompts to find and link your publications.

B. Add funding details to your ORCID

- Login to your [ORCID](#).
- On the homepage, scroll down to 'Funding'. Select 'Add' and choose from the two options below:

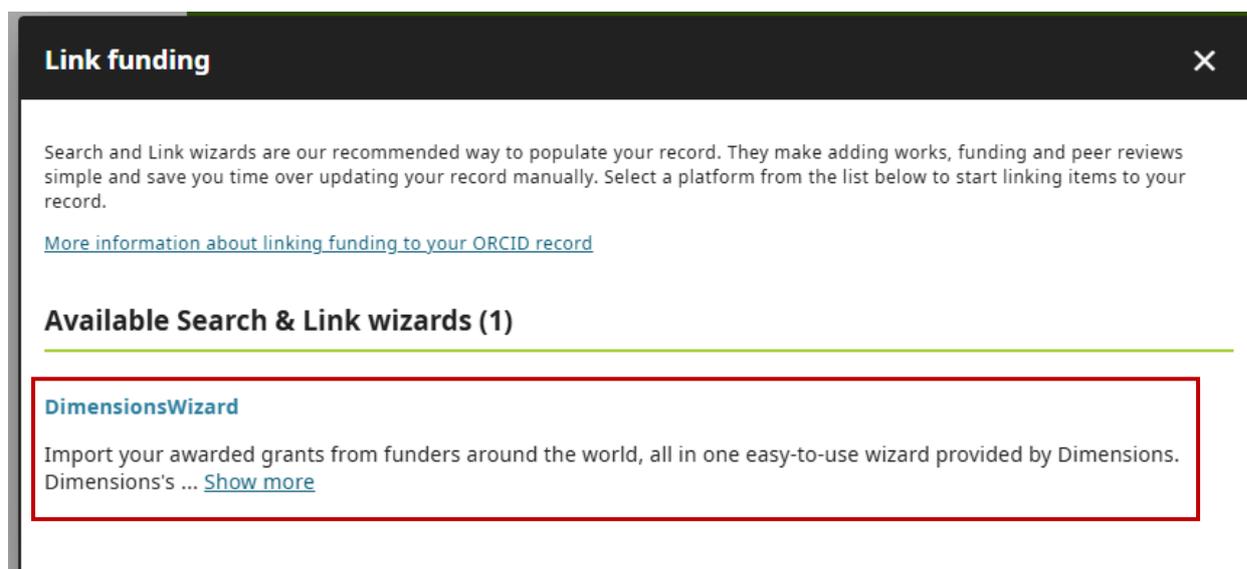
Enter your funding details manually



Fill in the required fields and select 'Save' for it to appear on your ORCID record.

Select 'Search & Link'

Utilise the DimensionsWizard to link grant and funding items to your record.



Grants and funding associated with you as a researcher will be retrieved. Verify the items and select 'Save' for them to appear on your ORCID record.

C. Add biographical information to your ORCID

To make the most of your ORCID, you can populate it with biographical information from your research career, fields of interest and achievements.

1. Login to your [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 institution(s) from the displayed list.

5. Add your employment history to the Employment field. Select your organisation from the displayed list.

D. Add trusted individuals to your ORCID

You can grant another ORCID user with permission to impersonate your ORCID record on your behalf. This is referred to as a 'Trusted Individual'. The Trusted Individual will have access to your record, the ability to edit information, and make connections with external systems.

1. To grant access to a Trusted Individual, [login](#) to your ORCID record, select your name in the upper-right menu, and select 'Trusted Parties'.
2. Scroll down to 'Trusted Individuals' and enter the details of the individual. You can search via email address, ORCID iD or name(s). Select 'search ORCID for trusted individuals'.

Trusted individuals

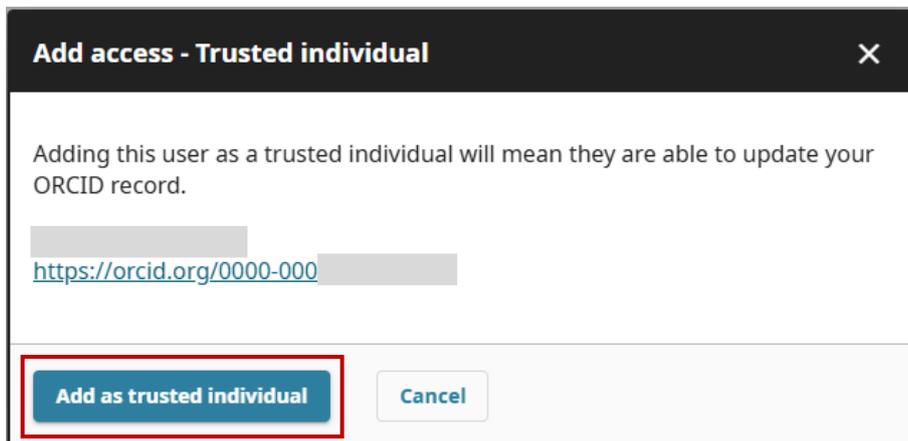
Trusted individuals, also known as Account Delegates, are other ORCID iD holders to whom you have granted permission to update your ORCID record. You decide whether to grant access to them and can revoke this access at any time.

[Learn more about trusted individuals](#)

You haven't added any trusted individuals yet.

Search for ORCID users to add as trusted individuals

3. Find the correct person and select 'Add as trusted individual'. A second pop-up will appear. Select 'Add as trusted individual' again.



4. The selected person will now be a Trusted Individual for your ORCID account.

Further Support

For further support or questions, please contact the Research Technology Support Team via [online form](#), phone +61 8313 3000, or log a request via the [MyIT Portal](#).