

Update your figshare Profile

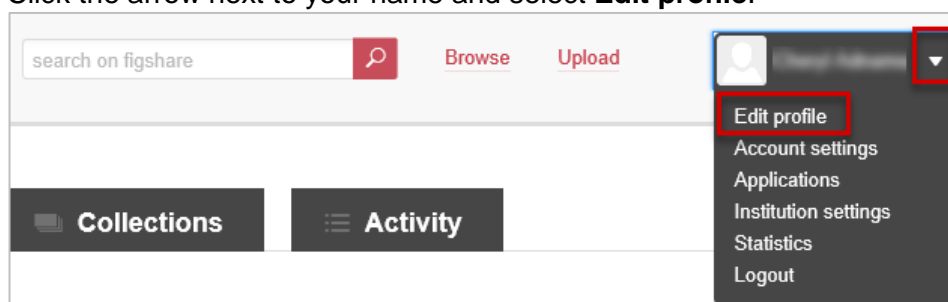
Introduction

When you first log in to figshare, it is recommended that you update your figshare profile.

The **First name** and **Last name** fields are mandatory and will already be populated.

Procedure

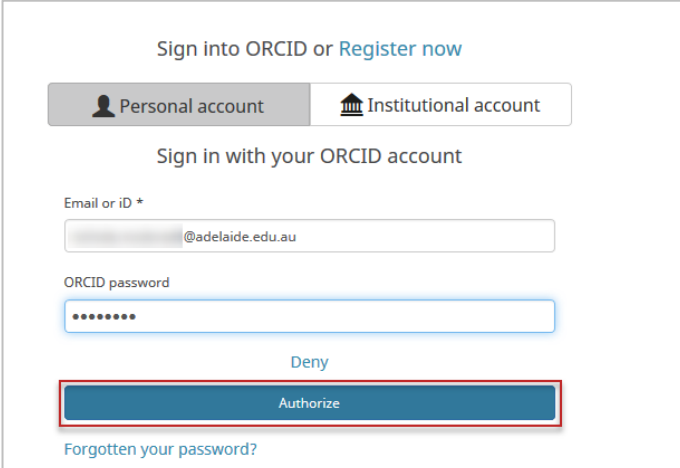
1. Click the arrow next to your name and select **Edit profile**.



Sync your ORCiD

Note: If you haven't got an ORCiD, read the University of Adelaide specific **Create your ORCiD** instructions below):

1. Click on **CONNECT** next to the ORCiD field.
2. Select **Institutional Account**.
3. Enter your ORCiD or email address and ORCiD password and click **Authorize** to sync your ORCiD and figshare profile.



The screenshot shows the ORCID sign-in form. At the top, it says 'Sign into ORCID or Register now'. There are two tabs: 'Personal account' and 'Institutional account'. Below the tabs, it says 'Sign in with your ORCID account'. There are two input fields: 'Email or iD *' with the text '@adelaide.edu.au' and 'ORCID password'. At the bottom, there are two buttons: 'Deny' and 'Authorize'. The 'Authorize' button is highlighted with a red box. There is also a link for 'Forgotten your password?' at the bottom left.

4. Your ORCiD should now appear on your figshare profile page.

Edit your profile

1. Click the drop down arrow next to **Field of interest**. Select the most appropriate field. To select a more specific field of interest, hover your mouse over a category to reveal a red arrow to the right

of the option. Click the arrow to reveal the sub-categories and tick the most appropriate option.

Field of interest

Astrobiology

search categories by keyword(s) ...

- Agricultural and Veterinary Sciences
- Astronomy, Astrophysics, Space Science (1 selected)
- Biological Sciences
- Built Environment and Design
- Chemistry
- Commerce, Management, Tourism and Services

2. Upload a picture of yourself by clicking **Change picture** under the picture placeholder. Browse to your desired picture and click **Open**.
3. Complete any **social media links** you may have and want to share.
4. Enter some information about yourself in the **Biographical information** box.
5. Click on the **Preview your public profile** link to see how your information will appear
6. Click **Save Changes** button at the bottom of your profile page to save changes or **Cancel** to discard changes.

Note: it is recommended that you leave the Publications field blank and instead use your [Researcher Profile](#) to list publications as these will be automatically harvested from Aurora.

Create your ORCID

Create your ORCID via the University of Adelaide ORCID page, **not** the figshare **My Profile** page. Creating it via the University of Adelaide ORCID page will enable the University to store your ORCID to provide updating of information between ORCID and the University of Adelaide systems.

For more information on creating ORCIDs, see the [ORCID support materials page](#).

1. Open the University of Adelaide ORCID page and click the red **Signup or register my ORCID** button on the right of the page.
2. Click on **I NEED AN ORCID ID**.
3. Complete the required fields and click **Authorize**.

Contact Us

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