

# GROW YOUR ORCID iD

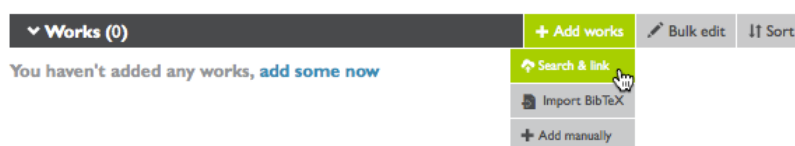
## Add information to your ORCID profile

### Adding your research outputs (works)

There are three ways to add works to your ORCID record.

- [Link your works from another system](#). This is the recommended process
- [Import a BibTeX file](#) of your works
- [Manually](#) type in information about your works

The method you choose will depend on the kind of research outputs you have. If your output is mainly books and monographs that have not been included in the Scopus or Web of Knowledge databases, you may choose to bring information across from your Google Scholar profile or from your CentAUR record.

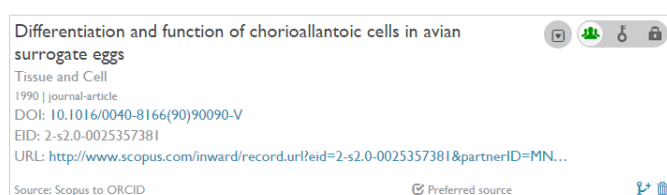


### Add works by linking from other systems

ORCID has created partnerships with other member organisations to allow users to import publications into their ORCID record from outside databases. The linking process can begin either on the ORCID site via the Search and link tools, or at the member's website (for example, a publisher). Before works can be added to your ORCID record, you must first grant access to the member organization's integration.

#### Search and link tools

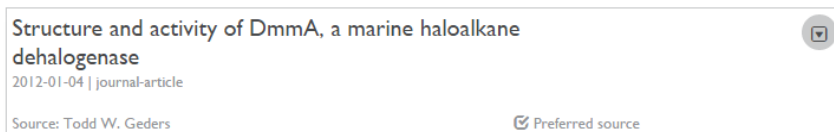
There are several import wizards to bring in records from other systems – a current list is given here: <https://support.orcid.org/hc/en-us/articles/360006973653>. The most useful search and link tools are probably Crossref, DataCite, ResearcherID and Scopus Author ID but if you have published books and newspaper articles, you may find the ISNI search and link tool helpful. New integrations are still being added so it is worth checking for new import links from time to time.



The advantage of using the search and link tools is that your works will be imported giving the full correct reference, the DOI (if available) and a clickable link (see adjacent example).

## Importing works from a BibTeX file

If you have an up-to-date Google Scholar profile, works in CentAUR or a list of your works in a reference manager, you can import works to your ORCID record by creating a BibTeX file. The disadvantage of using this method is that the publications will not be linked to the publication automatically as they are using the search and link methods (see adjacent example). However, if your research outputs are not included in bibliographic databases, this is a useful way of importing works rather than adding them manually. Some help on this is provided by ORCID: [Importing works from a BibTeX file](#).



## Importing records manually

If you prefer to add records manually, choose the 'import manually' option in the Add Works menu. A form with a list of fields to complete will appear. To get the best result, fill in as many fields as you can when adding a work manually.

## Tidying up and editing your works

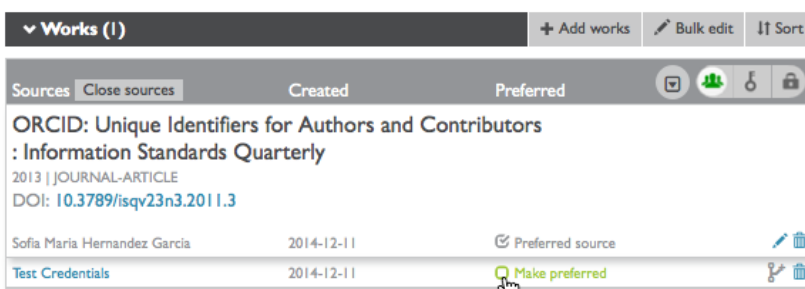
After you have imported your records you may find that there are duplicates as the publication/output was listed in more than one database. When this happens these works are grouped together as they represent the same item. Works in ORCID are grouped together based on their identifiers (such as DOIs, ISBNs, etc), if a work does not have an identifier it cannot be grouped.

Each group of works is shown in a single box. The default version of the work shown is the one you have selected as the preferred version. To see other versions of the record, click on the number next to the 'Preferred source' indicator in the bottom left corner of the record.



You can toggle between different versions of the work by clicking on the source information.

You can set which version of the work you would like to display publicly by clicking on the 'Make preferred' box.



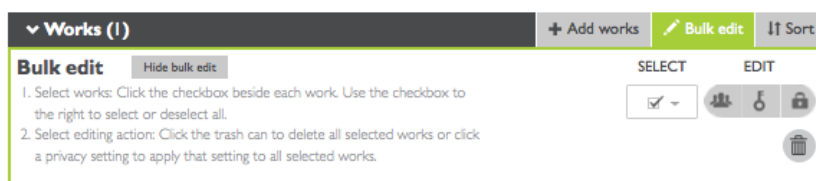
The full details of the work can be displayed or hidden by toggling the arrow button next to the privacy settings.



The order in which your works appear can be determined by using the sort button on the right side of the works tool bar.

The default display always shows works sorted chronologically, the order can be adjusted by anyone viewing your record.

There is also a bulk edit tool in the Works menu that lets you change the privacy settings for your records or delete multiple items at once.



If you have added works added manually or via BibTeX, the records can be edited to add more information. These works will show your name as the source and have a pencil icon which will open the editing window.

## Deleting works

To remove a work from your record, click on the trash can icon in the bottom right corner of the box



around the work. If you have multiple versions of a work you will need to delete each version individually (alternatively, you can just set the versions that you don't want to show to 'private').

The **Bulk edit** option can also be used to delete works.

## Adding funding awards

If you have received research awards from funding organisations, you can add these to your ORCID profile under the 'Funding' section.



Click on the 'Add funding' to connect to a search and link function or to add information manually.

The ÜberWizard for ORCID tool will search for funding awards from over 200 funding

bodies from around the world. If it finds awards that belong to you, the tool lets you import the details automatically. If the ÜberWizard linking tool does not find your research awards, you can add them manually by choosing 'Add manually' and completing the form that appears.

## Additional help

There is a University of Reading LibGuide on ORCID: <http://libguides.reading.ac.uk/orcid/>

A [full set of instructions](#) on how to add works and funding to your profile are available from the ORCID organisation website.

The [Research Publications Adviser](#), [Karen Rowlett](#), can also help with ORCID queries.