Library



ORCID iDS IN CentAUR

A guide to linking your ORCID iD to CentAUR

<u>ORCID</u> functionality has been added to CentAUR, our institutional repository. This means that you will be able to link your ORCID iD to CentAUR. Once you complete this process, your ORCID record will attempt to confirm your employment at University of Reading and you will be able to import and export publications between the repository and your ORCID record. If you do not already have an ORCID iD, you will be able to sign up for one using the functionality that has been added to the repository.

ORCID is an open, not-for-profit, community-based initiative to provide researcher identifiers that enable a wide range of improvements to the scholarly communications ecosystem. University of Reading is a member of the <u>UK JISC ORCID consortium</u>.

To find out more about the benefits of ORCID identifiers, visit the University of Reading LibGuide on ORCID.

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Connecting your ORCID to CentAUR MANAGING YOUR ORCID ID IN CENTAUR

When you next login to CentAUR, you should have an additional menu option relating to ORCID.



Tip: As your ORCID iD is meant to be single persistent identifier for your works and activities, it is very important not to create a duplicate ORCID iD. If you are not sure whether you have already registered, check out the <u>ORCID registry</u> BEFORE you create a new iD. The ORCID registration process will try to prevent the creation of duplicate records but is not infallible.

Starting the linking process

Click on the 'Connect to ORCID' option to start the linking process.

On the next screen, you will be presented with permission options for connecting your ORCID to CentAUR.

	CentAUR: Central Archive at the University of Reading
◄ UoR Home	Connect to ORCID
CentAUR Home	
Latest Additions	ORCID details for Dr Karen Rowlett
* Browse	Before you can use your ORCID you must first either connect your CentAUR account to your ORCID record or create an
Browse by Year	ORCID if you do not already have one.
Browse by Division	For more information about connecting to ORCID, <u>click here</u> .
Browse by Author	Connect to ORCID
Search	Allows CentAUR to link your ORCID id with your CentAUR record. This is the minimum permission required and is therefore undership.
Logged in as Dr Karen Rowlett, vj909178 Manage deposits	Create and update activities on your ORCID record Allows CentAUR to add details of your publications to your ORCID record and update the details of publications which have already been added to your ORCID record by CentAUR.
Grants (backfill)	Upon allowing this parmission. ContAUR will also attempt to undate your employment or education activities. Please
Connect to ORCID	see <u>Updating Employment/Education Activities</u> for more information.
Manage records	✓ Retrieve restricted details from your ORCID profile
Profile	Allows Centack to refree details from your ORCID profile that are restricted to your trusted parties only
Saved searches	Disconnect your or of the Disconnect norm or of D
Manage Lists	1

All of the options will be ticked by default. We recommend accepting these default permissions in order to enable the full ORCID functionality.

You will be able to amend these permissions later if you change your mind.

© Connect to ORCID
ORCID details for Dr Karen Rowlett
Before you can use your ORCID you must first either connect your CentAUR account to your ORCID record, or create an ORCID if you do not already have one.
For more information about connecting to ORCID, <u>click here</u> .
Connect to ORCID Allows CentAUR to link your ORCID id with your CentAUR record. This is the minimum permission required and is therefore uncelitable
Create and update activities on your ORCID record Allows CentAUR to add details of your publications to your ORCID record and update the details of publications which have already been added to your ORCID record by CentAUR.
Upon allowing this permission, CentAUR will also attempt to update your employment or education acitivities. Please see <u>Updating Employment/Education Activities</u> for more information.
Retrieve restricted details from your ORCID profile that are restricted to your trusted parties only
Dereate or Connect your ORCID iD C sconnect from ORCID

Click on the 'Create or Connect your ORCID iD' option.

You will be taken to the ORCID website in order to sign in to your ORCID or to create a new ORCID if you have not already registered for an iD.

At the ORCID page:

	Sign into ORCID	or Register now
1	Personal account	m Institutional account
	Sign in with you	r ORCID account
Email or	ORCID iD	
k.a.row	lett@reading.ac.uk	
ORCID p	assword	
	Sign int	o ORCID
Forgot	your password or ORCID I	D?
	Sign in with a socia	al media account 🕄
	G Sign in with Google	f Sign in With Facebook

If you already have an ORCID iD, choose 'Sign into ORCID' and then proceed with the '<u>Researchers with an existing ORCID iD</u>' instructions below.

If you do not already have an ORCID iD, choose 'Register now' if you need to create an ORCID. Only do this if you are sure that you do not already have an ORCID iD.

Follow the procedures to create an ORCID listed below in the section '<u>Creating a new ORCID ID via</u> <u>CentAUR</u>' (there is additional help here: <u>https://libguides.reading.ac.uk/orcid/signup</u>).

Researchers with an existing ORCID iD

ORCID	Karen Rowlett https://orcid.org/0000-0002-2084-3967 🗸
	(Not You) 🧿
University of Readin has asked for the following	ng ② g access to your ORCID Record
• C 🝺	
Add/update your research Read your information with Get your ORCID iD	activities (works, affiliations, etc) h visibility set to Trusted Parties 👌
This application will not be other information in your (You can manage permissic Organizations in your acco	able to see your ORCID password or any ORCID record with visibility set to Only me. on granted to this and other Trusted bunt settings.
	Authorize
	Deny

When you sign into your ORCID page, you will be asked to grant CentAUR permission to access your ORCID record.

Tick the 'Allow this permission' box and then click 'Authorize'

You should then be returned the CentAUR 'Manage ORCID permissions' page and a green bar at the top of the screen should notify you that the linking has been successful,

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These permissions are due to expire on Fri Jul 13 11:43:20 2040 UTC. Please Note: You can remove the granted permissions at any time from within your ORCID account or by changing the selected permissions below and re-connecting to ORCID. If you have granted CentAUR permission to update your ORCID record, the repository will try to update your ORCID record with details about your institution in the Employment section.

If you have already added an employment record at University of Reading to your ORCID record, your record may not be updated as a result of the linking process.

Once you have completed this step, if you check the Trusted Organizations section of your ORCID record, you will see an entry for University of Reading has been added to the list.

		opuace jour monte	
University of Reading	2020-07-13	Read your information with	â
http://centaur.reading.ac.uk/		visibility set to Trusted Parties	
		Add/update your research	
		activities (works, affiliations, etc)	
		Get your ORCID iD	

u can revoke permissions by king on the dustbin icon if you nt to disconnect your record at time.

If you have not already completed your employment details, you should also see that an entry in your employment record will have been added confirming that you are currently employed at University of Reading. If you have already entered your employment at University of Reading, the linkage may not overwrite this.

❤ Employment (1)	11:	Sort
University of Reading: Reading, Berkshire, GB (Research Engagement) Employment		•
Source: University of Reading	★ Preferred source	

Record last modified Jul 16, 2020 8:05:04 AM

Creating a new ORCID iD via CentAUR

6	Connect	t to ORCID		
ORCID details for Dr Karen Rowl	ett		At the 'Connect to O	RCID' screen, choose
Before you can use your ORCID you must ORCID if you do not already have one.	first either conne	ct your CentAUR account to your ORCID record, or create an	'Create or Connect y	our ORCID iD'
For more information about connecting to	ORCID, <u>click her</u>	<u>e</u> .		
Connect to ORCID Allows CentAUR to link your ORCID id wit therefore uneditable Create and update activities on your C Allows CentAUR to add details of your pu have already been added to your ORCID r	h your CentAUR re RCID record blications to your ecord by CentAUR	ecord. This is the minimum permission required and is ORCID record and update the details of publications which	Sign into ORCIE	C Register now
Upon allowing this permission, CentAUR	, vill also attempt t	o update your employment or education acitivities. Please	Personal account	
see <u>Updating Employment/Education Acti</u>	vities for more inf	ormation.	Sign in with you	ur ORCID account
	our ORCID profile	that are restricted to your trusted parties only	Email or ORCID iD	
Create or Connect your ORCID ID	Isconnect from OF	RCID	k.a.rowlett@reading.ac.uk	
			ORCID password	
For more information about connecting to ORCID, clic Connect to ORCID Allows CentAUR to link your ORCID id with your CentA therefore uneditable Create and update activities on your ORCID record by Cer Upon allowing this permission, CentAUR will also atter see Updating Employment/Education Activities for mo Create or Connect your ORCID in Create or Connect your ORCID in Create or Connect your ORCID in Create or Connect your ORCID in Already have an ORCID ID? Sign In Per ORCID 's terms and conditions, you may only register for an ORCID Iof Israme Last news (Uptonia) Finange mail Pinange mail				
			Sign ir	nto ORCID
			Forgot your password or ORCID	ID?
		Confirm Pessword	Sign in with a soc	ial media account 🕄
ORCID		P	G Sign in with Google	F Sign in With Facebook
UNU		Visibility settings		
issues receiving emails, including password reset and verification email	is right now. we are wor	Your ORCID ID connects with your ORCID record that can contain links to your research activities, affiliations, awards, other versions of your name, and more. You control this contain during one can be there in the comparison on which links activities.		
		content and who can see it, more information on visibility settings. By default, who should be able to see information added to your ORCID Record?	You will be taken t	o a form to complete.
Already have an ORCID iD? Sign In		O 4 Everyone (87% of users choose this)		ere ere er blie breek ere
Per ORCID's terms and conditions . you may only register for a	n ORCID iD for	C 5% of users choose this)	You will get the op	tion to add additional
yourself.		final only me (8% of users choose this) Notification cottings	email addresses o	nce you have created
First name	0	ORCID sends email notifications about items related to your account, security, and privacy,	the ORCID iD. Wh	en vou have completed
Larr name (Ontione)		including requests from UKLU member organizations for permission to update your record, and changes made to your record by those organizations.	the form click on '	Peqister'
Less merre (opcontry)		You can also choose to receive emails from us about new features and tips for making the most of your ORCID record.		
Primary email		Please send me quarterly emails about new ORCID features and tips To receive these emails, you will also need to verify your primary email address.		
		After you've registered, you can change your notification settings at any time in the account settings section of your ORCID record.		
Additional email (Optional)		Terms of Use		
	0	I consent to the privacy policy and terms and conditions of use, including agreeing to my data being processed in the US and being publicly accessible where marked Public.		
Add another email Password		You must accept the terms and conditions.		
	•			
⊘8 or more characters ⊘1 letter or symbol ⊘1 number		I'm not a robot		

Register

0



Once the ORCID has been created, you will be asked to authorise the connection to CentAUR. Click on 'Authorise' to agree to the integration.

You will then be taken back to the 'Manage ORCID permissions' page in CentAUR.

Please remember to verify your email address with ORCID. You will receive an email with a link to verify your email address.

Advanced functions

Once you have linked your ORCID iD to CentAUR, you will be able to import items from your ORCID record into CentAUR and export items from CentAUR to populate your ORCID record.

Importing items into CentAUR from your ORCID record

Tip: The importing from ORCID function may not bring through all the fields you need to deposit an item in CentAUR. If you are depositing single items, you may find it simpler to deposit the item via the DOI import function directly into CentAUR.

If you have enabled the permission 'Retrieve restricted details from your ORCID profile' in the authorisation steps above, you should have a new option on the 'Manage deposits' screen that offers 'Import from orcid.org'





If you choose the 'Import from orcid.org' button, the screen will display all of the records from your ORCID profile that you have chosen to make publicly available.

You can select which records you would like to import by selecting the check boxes on the right of each item. All of the check boxes are selected by default. You can filter by year to help select the items that you want to import. The items are imported based on their DOIs.

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If you have imported the record previously and the record is live in the repository, the option to import the record again may not be offered to you by default. This matching process relies on the DOI of the item being included in the CentAUR record. Please try not to import duplicates if possible.

You can see which items have already been imported using the 'Show/hide duplicates' button.

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	Manage	depo	osits			
Succ	essfully imported 4 works from orcid.org					
	🗹 User Workarea. 🗹 Under Re	eview.	Live Arch	iive. 🗹 Retired.		
Last Modified	<u>Title</u>	<u>ltem</u> <u>Type</u>	<u>Item</u> <u>Status</u>	Comments and Suggestions		
13 Jul 2020 15:55	Transfer of primordial germ cell DNA between embryos	Article	User Workarea	UNSPECIFIED)	-
13 Jul 2020 15:55	Explanted Embryo Culture: In Vitro And In Ovo Techniques For Domestic Fowl	Article	User Workarea	UNSPECIFIED)	-
13 Jul 2020 15:55	Altmetrics as a means of assessing scholarly output	Article	User Workarea	UNSPECIFIED)	S
13 Jul 2020 15:55	Differentiation and function of chorioallantoic cells in avian surrogate eggs	Article	User Workarea	UNSPECIFIED)	S

The items selected from your ORCID record will be imported into your work area where you can add further information, such as a full text, and then deposit in the usual way. The CentAUR staff will review any imported items before making them live in the repository.

Cleaning up the imported record

The author details may not be imported into CentAUR correctly from ORCID so you need to check that the items are correctly attributed to you (and possibly your co-authors if they are also University of Reading staff or students).

Edit item: Differentiati	on and funct	ion of chorioa	allantoic cells	s in avian
	surroga	te eggs		
Work in progress - Type - Upload -	Details → Divisions	- Funding - Comm	nents 🛶 rioxx 🛶 RE	F CC 🔸 Deposit
< Previous	Save and Return	Cancel	Next >	J

To do this, edit the imported record and go to the details tab.

In the entry for your name, delete the Family name and Given name/initials fields.

Retype your family name in the left hand box, you will be given a list of suggested names to choose from.

list	for University of Reading a	utnors from appearing.				
** II PGT	MPORTANT** - 'UoR Stude , UG next to the author na	nt Role' - If the author is a Re me. Only required for publicat	ading student, please s ions for 2012 and later.	et the 'UoR Student Role'	filter below to indic	cate PGR,
	Family Name	Given Name / Initials	Reading ID	UoR Student Role	ORCID	
1.	Rowle			UNSPECIFIED V		
2.	Dr Karon Rowlatt (k.a. rowl	att@reading.ac.uk) 👝 https:/	(orcid org/0000 0002 2)	094 2067		
3.	Pesearch Engagement	ettereaunig.ac.uk/ mtps./	701clu.org/0000-0002-20	084-3307		
4.	Research Engagement					
5	Mr Alan Rowley (a.r.rowley	/@henley.reading.ac.uk)				
6	Mr Christopher Paul Rowle	ev (c.p. rowley@rdg.ac.uk)				
0.	History	, (e.p., etter, e rug.we.un)				
1.	Thatory					
8.	Mr Colin Stuart Rowley (co	lin.rowley@henley.com)				
	South Africa Office					

When you select the correct name, the name details, Reading ID and ORCID details will be added automatically.

Review the other details of the imported record. When you are happy with information, save the record and then deposit into CentAUR in the usual way. It will be reviewed by repository staff before being made live in CentAUR.

Exporting records to your ORCID profile from CentAUR

If you have enabled the permission 'Create and update publication details on your ORCID record' in the steps detailed above, you should have a new option on the 'Manage deposits' screen that offers 'Export to orcid.org'

If you click on the 'Export to orcid.org' button, you should be able to choose items to export to your ORCID profile. The records displayed will only be those where your ORCID iD is associated with the publication in CentAUR.

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Export to or	cid.org		
Export to orcid.org for Dr Karen Rowlett			
https://orcid.org/0000-0002-2084-3967			
Only show records last modified since: dd/mm/yyyy	Filter		
Items that have already been exported are not shown by default.	Show/hide duplicates		
Select records to export to your orcid.org profile			
Export Select/Unselect all			
Sutton, A. (b), Rowlett, K. (b) and Johnson, P. (2017) Library sup SCONUL Focus, 69. pp. 41-46.	<u>port for the lifecycle of I</u>	esearch publications.	✓
Export Select/Unselect all			

Choose the items you want to export by ticking/unticking the box on the right hand side. There is a filter by date option to help find the records that you want to export. Click on Export.

If the export is successful, you should get a confirmatory message.

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If you check your ORCID record, you will see the item has been exported from CentAUR and the origin of the item and a link back to the repository is included in the record.

Library support for the lifecycle of research publications SCONUL Focus 2017 journal-article SOURCE-WORK-ID: 71482 URI: http://centaur.reading.ac.uk/71482/	v 4 6	â
Source: University of Reading	Preferred source	} ≁

If you have enabled notifications in your ORCID record, you may also receive an email from ORCID to let you know that items have been imported into your record. There will also be a notification in your ORCID record.



Uncoupling your ORCID record from CentAUR

If you want to disconnect your ORCID record from CentAUR for any reason, please login to CentAUR and then choose the 'Manage Deposits', 'Connect to ORCID' menu options.

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Manage ORCID Permissions
ORCID details for Dr Karen Rowlett
For more information about connecting to ORCID, click here.
https://orcid.org/0000-0002-2084-3967 The permissions to access your ORCID record that you have granted to CentAUR via the ORCID system are listed here:
 Retrieve your ORCID Id only Create and update details of your research activities (publications, and education or employment) already added to your ORCID record by CentAUR Retrieve details from your ORCID profile restricted to trusted parties only
These permissions are due to expire on Fri Jul 13 11:43:20 2040 UTC. Please Note: You can remove the granted permissions at any time from within your ORCID account or by changing the selected permissions below and re-comenting to ORCID.
We will only use these granted permissions as indicated below. To change how we use these conditions please contact centaur@reading.ac.uk
Select the permissions you would like to grant to the repository below. Once selected, click the 'Create or Connect your ORCID ID' button to update your permissions. © Connect to ORCID
Allows CentAUR to link your ORCID id with your CentAUR record. This is the minimum permission required and is therefore uneditable
C create and update activities on your ORCID record Allows CentAUR to add details of your publications to your ORCID record and update the details of publications which have already been added to your ORCID record by CentAUR.
Upon allowing this permission, CentAUR will also attempt to update your employment or education acitivities. Please see <u>Updating Employment/Education Activities</u> for more information. 20 Retrieve restricted details from your operation prome
Allows CentAUR to retrieve details fr m your ORCID profile that arc restricted to your trusted parties only

In the ORCID details information, you can amend your permissions or disconnect from ORCID altogether.

Click on the 'Disconnect from ORCID' button to break the connection. You may also need to check the Trusted Organizations area of your ORCID record to confirm that the permissions to access your CentAUR record have been rescinded.

Follow the steps below in the 'Staff no longer able to log in to CentAUR' section to check the permissions in your ORCID record.

Staff no longer able to log in to CentAUR

If you no longer have access to CentAUR, you should also be able to disconnect your ORCID record from the repository from the account settings area in your ORCID record.



When you are logged into your ORCID record, click on the blue down arrow next to your name on the top right hand side of the page. Choose 'Account

Settings' from the menu and then navigate to 'Trusted organizations'.

		activities (works, affiliations, etc)	activities (works, affiliations, etc)	
Scopus - Elsevier http://orcid.scopusfeedback.com	2016-01-21	Add works Read your information with visibility set to Trusted Parties Add a person identifier Update your works	Ē	
University of Reading http://centaur.reading.ac.uk/	2020-07-13	Read your information with visibility set to Trusted Parties Add/update your research activities (works, affiliations, etc) Get your ORCID iD	Ē	

Under the list of 'Trusted organizations', find University of Reading in the list of organisations and then use the dustbin icon to revoke access permissions for the repository.

ADDITIONAL HELP AND SUPPORT

If you need any help with, or additional information on, the ORCID integration in CentAUR, please contact <u>centaur@reading.ac.uk</u>