ORCiD for UCL researchers

ORCiD ([http://orcid.org](http://orcid.org)) provides researchers with a unique identifier that can be kept throughout their career. It can be used in publications and grant applications, and in RPS. ORCiD distinguishes between researchers with similar names, and helps ensure that publications are attributed and recorded correctly. It also helps researchers to comply with funders' open access requirements.

**Why should I use ORCiD?**

ORCiD helps researchers to record and report their work. UCL encourages all researchers to use ORCiD. Funders like Wellcome Trust and the UKRI now require or recommend the use of ORCiD IDs, and systems like Researchfish can link with ORCiD.

Once you have an ORCiD, use it whenever you publish. Connect it to UCL’s Research Publication Service (RPS), automatically sending publication records from RPS to ORCiD, and claiming publications that contain your ORCiD ID.

**How do I connect my ORCiD to RPS and enable send to ORCiD?**

UCL researchers should follow the instructions below to create an ORCiD ID using RPS. If you already have an ORCiD ID, you should still follow the same steps to ensure that your ORCiD ID is connected to your RPS profile, and that you can send your publications from RPS to ORCiD automatically.

1. Log in to RPS at [http://rps.ucl.ac.uk](http://rps.ucl.ac.uk)

2. Check the ‘My Actions’ section under the welcome message – scroll through by using the arrow buttons and look for one of the following notifications:
If you don't have an ORCID ID connected to RPS, click on ‘Add ORCID’:

If you have an ORCID ID connected to RPS and set up for auto-claiming, click Configure ORCID:

You can also add an ORCID ID and set up your ORCID settings by navigating to your ‘ORCID settings’ page using the menu at the top of RPS:
If you don't have an ORCID ID connected to RPS, you will be able to connect to your ORCID record from the ‘ORCID settings’ page:

You will see an option to create an ORCID ID; if you already have an ORCID ID you will have an option to sign in to your ORCID record:

If you have already connected your ORCID ID to RPS for auto-claiming, you will need to reconnect it to set up send to ORCID:
You will be then prompted to login:

![Login Form]

3. Click ‘Authorize’ to establish the connection between your ORCID record and RPS:

![Authorize Confirmation]

You will be redirected to RPS, where you will see this confirmation:
4. For the best functionality, select the first option: ‘I permit UCL Research Publications Service to read from and write publication data to my ORCID account’. Your existing and new publications will be sent to ORCID within a day or two.

The second option, ‘read data from my ORCID accounts, enables RPS to add your new publications from your ORCID record.

The third option, ‘only use my ORCID to support automatic claiming’, enables RPS to automatically add your new publications only when your ORCID ID is included in records in Web of Science, Scopus and other databases.

5. When you set up send to ORCID, you will be presented with a few options:

- For journal articles, send ‘published’ and ‘published online’ only.
  - You can choose to send only journal articles with a publication status of ‘published’ or ‘published online’ to ORCID. If this option is not selected then all journal articles will be sent to ORCID.

- Send publications where you have marked your relationship as private
  - By default, publications where you have marked your relationship as private will not be sent. You can choose to send publications where you have marked your relationship as private.
  - Marking your relationship as private will not prevent it from being sent to another user’s ORCID account if they have a relationship with the publication.

- Only send favourite publications
  - You can choose to send only your favourite publications. Any newly claimed publications will only be sent to ORCID once they have been favoured.

By default, RPS won’t send journal articles with a status other than ‘published’ or ‘published online’, nor publications you have marked as private (by clicking the eye icon in your publications list). Untick the first box, if you want RPS to send
publication records regardless of their publication status. Tick the second one and the system will send publications even if you marked them as private. If you want to select specific publications to send, tick the option ‘Only send favourite publications’. RPS will send only publications that you marked as favourite, clicking the heart icon in your publications list.

6. UCL recommends that you add your UCL affiliation to your ORCID record. Click ‘Send affiliation’:

And then ‘Yes’ to confirm:

Your UCL affiliation will be added to your ORCID ID:

7. If an existing publication in your ORCID record doesn’t include a DOI or other persistent identifier, this can create duplicates. You can combine or delete publications in your ORCID record.
You can also remove publications from your ORCID record and revoke authorization at any time:

8. If you have any problems creating an ORCID ID or connecting it to your RPS account, contact the Open Access Team (open-access@ucl.ac.uk).

9. Start providing publishers and funders with your ORCID ID when you submit your work for publication, report your publications and apply for grants.

See our FAQs for more on the REF OA policy: http://ucl.ac.uk/library/open-access/faqs

More UCL OA guides are available: http://ucl.ac.uk/library/open-access/guides

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