

ORCID for UCL researchers

ORCID (<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>
2. Check the 'My Actions' section under the welcome message – scroll through by using the arrow buttons and click on the prompts for one of the following notifications:

Homepage

MY ACTIONS (2 of 4)



Add your ORCID iD

Adding your ORCID ID can help us find your publications across the web. You can also choose to send your publications from UCL Research Publications Service to your ORCID account.

ADD



Homepage

MY ACTIONS (2 of 3)



Connect your ORCID iD

Connecting to your ORCID account helps us find your publications across the web. You can also choose to send your publications from UCL Research Publications Service to your ORCID account.

CONNECT



Next



Homepage

MY ACTIONS (2 of 2)



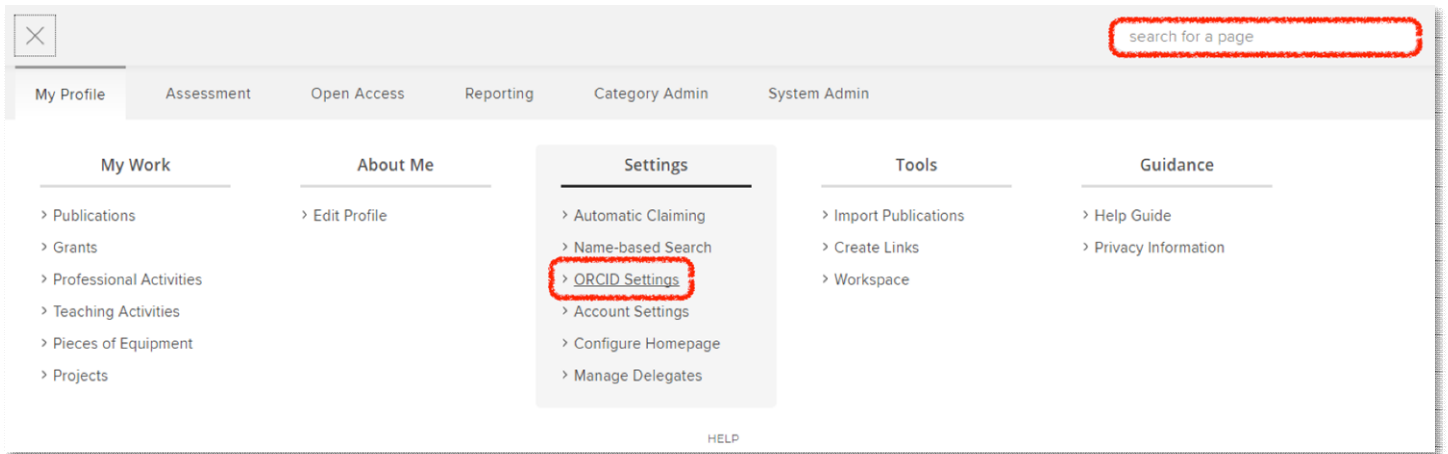
Send publications to ORCID

You can choose to send your publications from UCL Research Publications Service to your ORCID account. You can configure what information is sent on your ORCID Settings page.

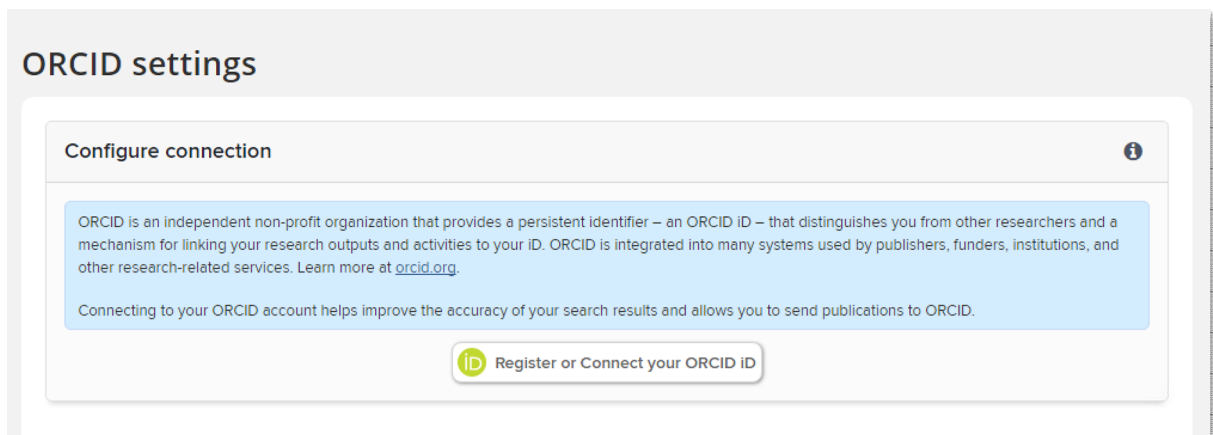
SEND



You can also add an ORCID ID and set up your ORCID settings by navigating to 'ORCID settings' under 'My Profile' and 'Settings' (My Profile > Settings > ORCID Settings), or searching for 'ORCID' in the 'search for a page' box.



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:

Sign in

Email or 16-digit ORCID ID

example@email.com or 0000-0001-2345-6789


Password


SIGN IN


Forgot your password or ORCID ID?

Don't have an ORCID ID yet? [Register now](#)

or

 **Access through your institution**

 **Sign in with Google**

 **Sign in with Facebook**

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:



ORCID settings

Configure connection i

Permitting UCL Research Publications Service to read data allows UCL Research Publications Service to use information in your ORCID account to improve your search results.

Permitting UCL Research Publications Service to write publication data allows UCL Research Publications Service to send your publications to ORCID, helping you keep your ORCID account up-to-date with trusted information.

For security reasons it is necessary to reconnect your ORCID ID to grant UCL Research Publications Service permission to your ORCID account.

 ORCID: [0000-0003-3032-018X](#) Connection status: **configured (read only)** [Revoke authorisation](#)  **Reconnect your ORCID ID**

I permit UCL Research Publications Service to:

- read from and write publication data to my ORCID account
- read data from my ORCID account
- only use my ORCID ID to support automatic claiming

You will be then prompted to login:

Sign in

Email or 16-digit ORCID ID


example@email.com or 0000-0001-2345-6789


Password


SIGN IN

Forgot your password or ORCID ID?
Don't have an ORCID ID yet? [Register now](#)

or

 **Access through your institution**

 **Sign in with Google**


 **Sign in with Facebook**

3. Click 'Authorize access' to establish the connection between your ORCID record and RPS:




ORCID Authorize access

You are currently signed in as:

Alan Bracey
<https://orcid.org/0000-0001-6811-0589>
[Sign out](#)

University College London 

has asked for the following access to your ORCID record:

-  Add/update other information about you (country, keywords, etc.)
-  Add/update your research activities (works, affiliations, etc)
-  Read your information with visibility set to Trusted Organizations

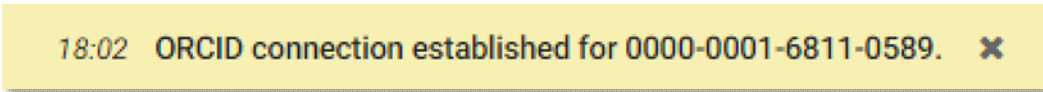
Authorize access

[Deny access](#)

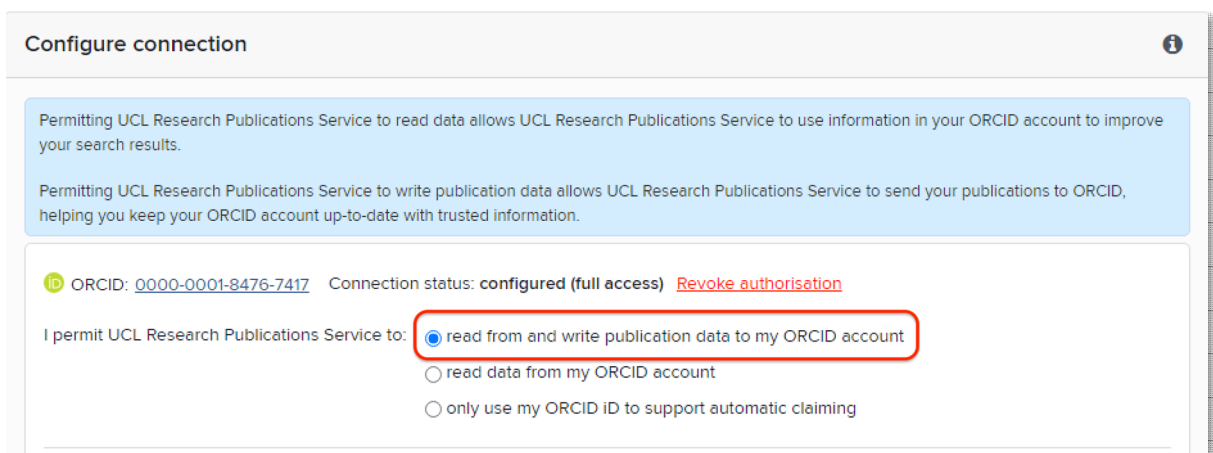
If authorized, this organization will have access to your ORCID record, as outlined above and described in further detail in [ORCID's privacy policy](#).

You can manage access permissions for this and other Trusted Organizations in your [account settings](#).

You will be redirected to RPS, where you will see a confirmation like this:



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 account', enables RPS to use data in your ORCID account to identify publications and add them to your list in RPS automatically.
- The third option, 'only use my ORCID ID 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:

Manage which publications will be sent

All publication types will be sent to your ORCID account. When new publications are claimed by you or by UCL Research Publications Service these will automatically be sent to your ORCID account. Updates are processed as part of a queue and may take some time to appear in ORCID.

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 all publications to ORCID including those with privacy levels of private or internal [Review these publications](#)

By default, only publications which have an object privacy level of Public and a relationship privacy level of Public will be sent to ORCID. Publications where the object or relationship privacy level has been set to private or internal will not be sent. Enabling this setting will send all of your publications to ORCID regardless of their privacy level. Note, the 'review these publications' link will filter your publications based on the relationship privacy filter as due to the cascading nature of these settings it represents the effective privacy level.

Only send favourite publications [Review these 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. If non-favourite publications have already been sent to ORCID by UCL Research Publications Service, these will be removed.


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.

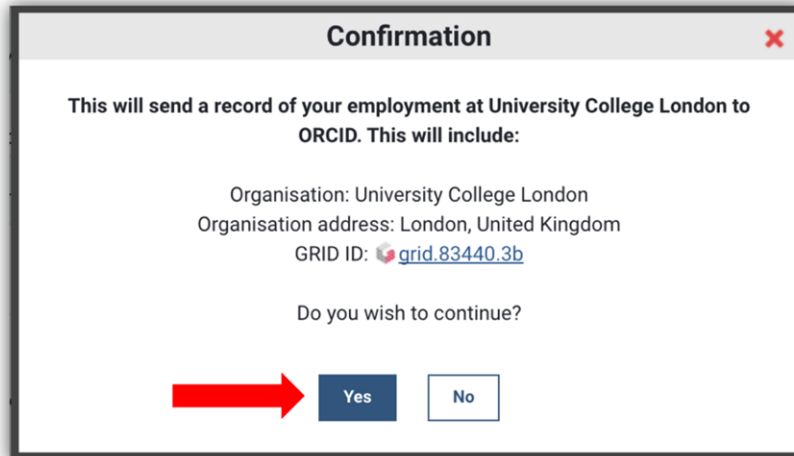
Click 'Send affiliation':

Send information about your affiliation with University College London

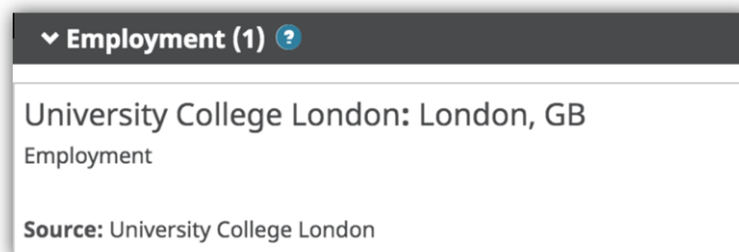
You can choose to send information about your affiliation with University College London to ORCID. This will send information about your employment. It will include the address: London, United Kingdom, [grid.83440.3b](#).



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:

You have 7 publications

6 publications have been sent to your ORCID account (6 are waiting to be deleted) [Remove from ORCID](#)

7 publications have a private relationship to you and will not be sent

Run sync

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.

More UCL RPS guides and videos are available at:

<https://www.ucl.ac.uk/library/open-science-research-support/open-access/ucl-research-publications-service-rps>

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open-access@ucl.ac.uk

<https://ucl.ac.uk/library/open-access>