

ORCID iDS IN CentAUR

A guide to linking your ORCID iD to CentAUR

[ORCID](#) 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 [UK JISC ORCID consortium](#).

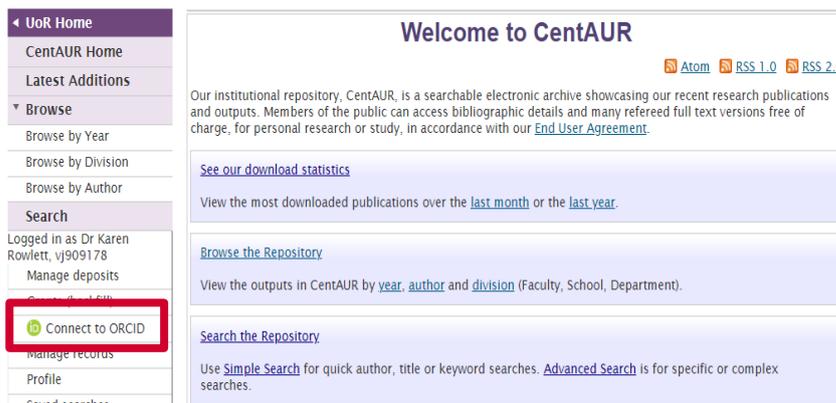
To find out more about the benefits of ORCID identifiers, visit the University of Reading [LibGuide](#) on ORCID.

Contents

Managing your ORCID iD in CentAUR	2
Starting the linking process	2
Researchers with an existing ORCID iD	3
Creating a new ORCID iD via CentAUR	4
Advanced functions	5
Importing items into CentAUR from your ORCID record.....	5
Exporting records to your ORCID profile from CentAUR	7
Uncoupling your ORCID record from CentAUR	8
Additional help and support.....	9

MANAGING YOUR ORCID ID IN CENTAUR

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



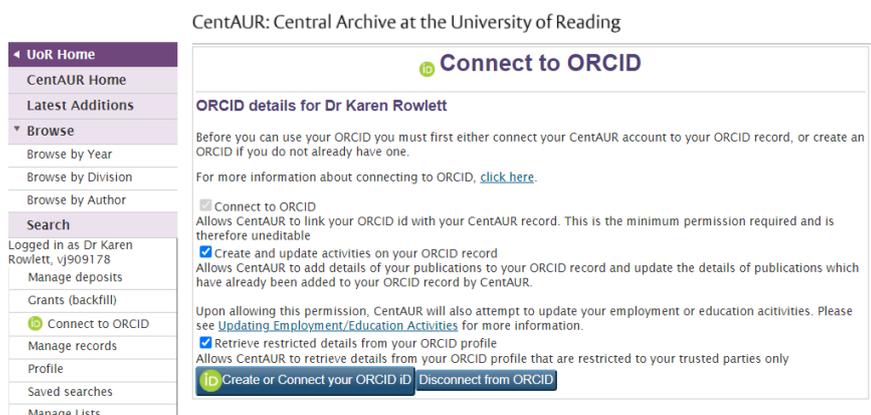
The option will be labelled 'Connect to ORCID'.

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 [ORCID registry](#) 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

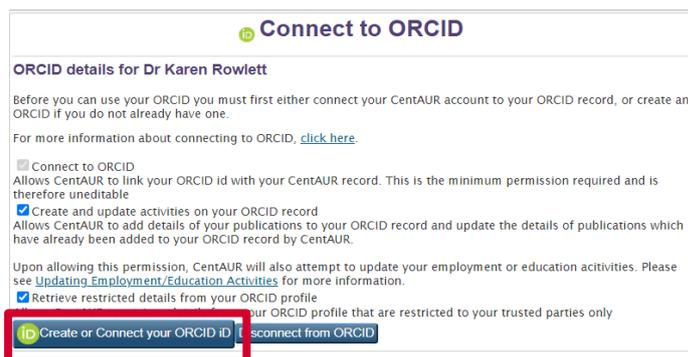
Click on the 'Connect to ORCID' option to start the linking process.

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



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.

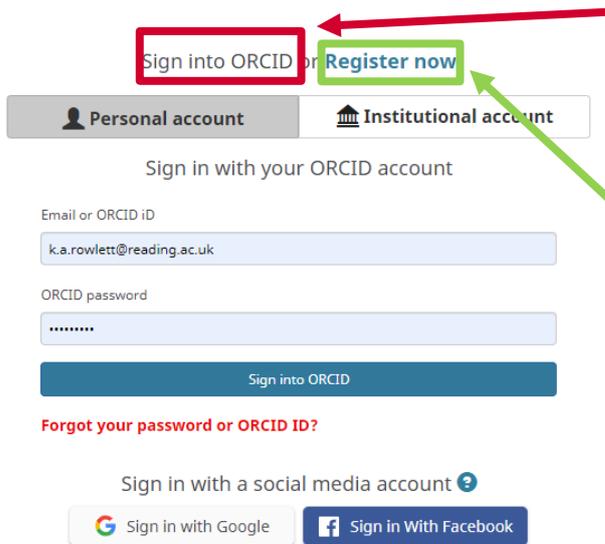


Click on the 'Create or Connect your ORCID iD' option.

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.

Connecting your ORCID to CentAUR

At the ORCID page:

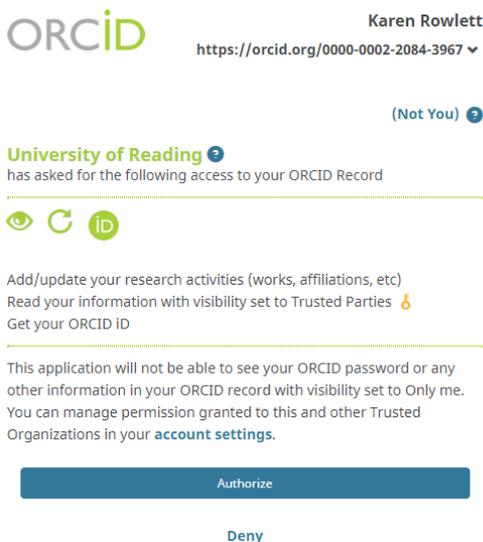


If you already have an ORCID iD, choose 'Sign into ORCID' and then proceed with the '[Researchers with an existing ORCID iD](#)' instructions below.

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 '[Creating a new ORCID ID via CentAUR](#)' (there is additional help here: <https://libguides.reading.ac.uk/orcid/signup>).

Researchers with an existing ORCID iD



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,

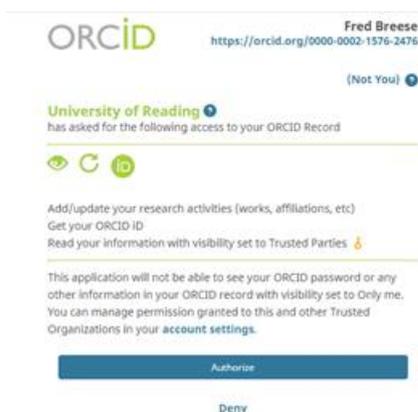
CentAUR: Central Archive at the University of Reading



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.

Connecting your ORCID to CentAUR



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'

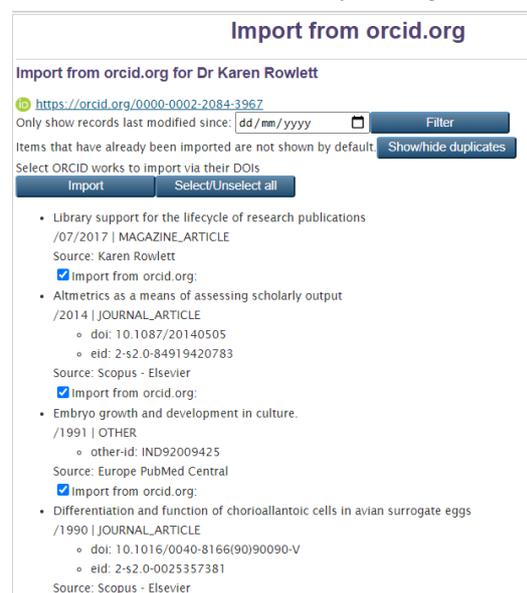
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If you choose the 'Import from orcid.org' button, the screen will display all of the records from your ORCID profile that you have chosen to make publicly available.

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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Connecting your ORCID to CentAUR

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.

Import from orcid.org for Dr Karen Rowlett

 <https://orcid.org/0000-0002-2084-3967>

Only show records last modified since:

Items that have already been imported are not shown by default.

Select ORCID works to import via their DOIs

Library support for the lifecycle of research publications /2017 | JOURNAL_ARTICLE

source-work-id: 71482

uri: <http://centaur-reading.ac.uk/71482/>

Source: University of Reading

Duplicate record found: Library support for the lifecycle of research publications

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Manage deposits

✔ Successfully imported 4 works from orcid.org

User Workarea.
 Under Review.
 Live Archive.
 Retired.

Last Modified <input type="checkbox"/>	Title	Item Type	Item Status	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	   
13 Jul 2020 15:55	Differentiation and function of chorioallantoic cells in avian surrogate eggs	Article	User Workarea	UNSPECIFIED	   

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: Differentiation and function of chorioallantoic cells in avian surrogate eggs

Work in progress →
 Type →
 Upload →
 Details →
 Divisions →
 Funding →
 Comments →
 riox →
 REF CC →
 Deposit

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.

Connecting your ORCID to CentAUR

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

List for university or reading authors from appearing.

****IMPORTANT**** - 'UoR Student Role' - If the author is a Reading student, please set the 'UoR Student Role' filter below to indicate PGR, PGT, UC next to the author name. Only required for publications for 2012 and later.

Family Name	Given Name / Initials	Reading ID	UoR Student Role	ORCID
Rowle			UNSPECIFIED	
Dr Karen Rowlett (k.a.rowlett@reading.ac.uk)				https://orcid.org/0000-0002-2084-3967
Research Engagement				
Mr Alan Rowley (a.r.rowley@henley.reading.ac.uk)				
Mr Christopher Paul Rowley (c.p.rowley@rdg.ac.uk)				
History				
Mr Colin Stuart Rowley (colin.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.

CentAUR: Central Archive at the University of Reading

Export to orcid.org

Export to orcid.org for Dr Karen Rowlett

<https://orcid.org/0000-0002-2084-3967>

Only show records last modified since:

Items that have already been exported are not shown by default.

Select records to export to your orcid.org profile

[Sutton, A.](#), [Rowlett, K.](#) and [Johnson, P.](#) (2017) *Library support for the lifecycle of research publications*. SCONUL Focus, 69, pp. 41-46.

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.

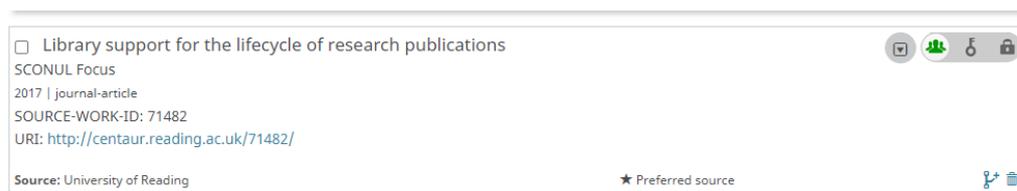
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Manage deposits

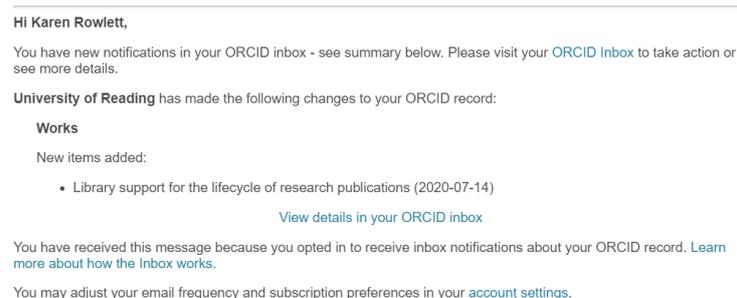
Successfully exported 1/1 eprint records to orcid.org

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.

Connecting your ORCID to CentAUR



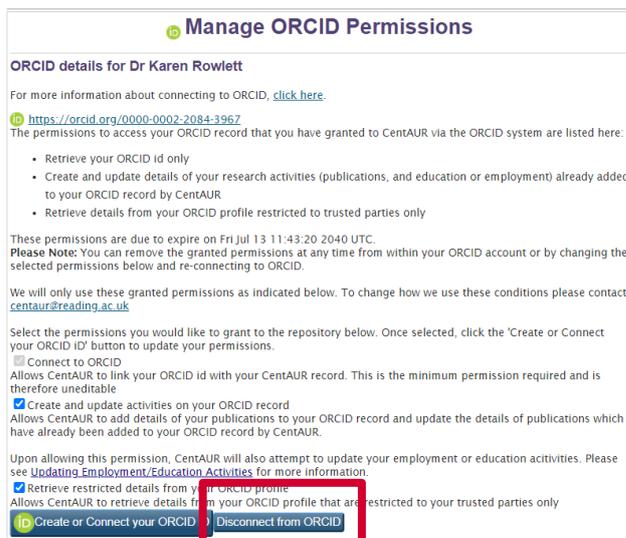
If you have enabled notifications in your ORCID record, you may also receive an email from ORCID to let you know that items have been imported into your record. There will also be a notification in your ORCID record.



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.

CentAUR: Central Archive at the University of Reading



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'.

Connecting your ORCID to CentAUR

		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	
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	

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 centaur@reading.ac.uk