ORCID ID quick start guide for Symplectic

Linking your ORCID to Symplectic helps in several ways. They are set up through different processes:

1. Automatically claim publications that include your ORCID iD (page 1)
2. Write selected records from Symplectic to your ORCID account (page 3)
3. Write your affiliation to the University of Leeds to your ORCID account (page 4)

1. Automatically claim records publications that include your ORCID
   1.1 Create a new ORCID account or connect an existing ORCID account
   1.2 Access Symplectic
      - Login with your university username and password [https://publications.leeds.ac.uk/](https://publications.leeds.ac.uk/)
   1.3 Click “Connect your ORCID iD” on My Actions.

   1.4 This will take you to the ORCID website to create and connect your ORCID ID
      - Click to sign in with your existing account OR
      - Enter personal details and create password
      - It’s a good idea to include an **Additional email** in case you need to reset your password
1.5 Specify your default visibility settings.

By default, who should be able to see information added to your ORCID Record?

- Everyone (87% of users choose this)
- Trusted parties (5% of users choose this)
- Only me (8% of users choose this)

ORCID and the Library recommends setting to ‘Everyone’. Visibility can be updated later and can be set for different data types or even individual records.

When you have created or connected your account you will be returned to Symplectic.

The University of Leeds now has permission to access your ORCID profile. By default Symplectic will automatically claim any records including your ORCID.

For more information about automatic claiming see the separate guide.

You can manage this, or revoke permission, at any time from Symplectic under:

**Menu (top left) > My Profile > Settings > ORCID settings > Revoke authorisation**
2. Write selected records from Symplectic to your ORCID account

2.1 Navigate to ORCID Settings:

Menu (top left) > My Profile > Settings > ORCID Settings

By default the system will be set to read data/support automatic claiming only. For more information about automatic claiming see the separate guide.

2.2 Read from and write publication data to my ORCID account

Selecting this option will enable you to manage which publications will be sent and to write an authorised affiliation with the University of Leeds. Options are:

- For journal articles, send 'published' and 'published online' only
- Send publications where you have marked your relationship as private [Review these publications]
- Only send favourite publications [Review these publications]

You can check each or all of these options, save your choice(s) and Run Sync. You can remove these at any time by clicking ‘Remove from ORCID’
3. Write your affiliation to the University of Leeds to your ORCID account

3.1 Click ‘Send affiliation’ to send a standardised affiliation to ORCID. This affirms your official affiliation and improves the data in the public domain for use by third party systems.

3.2 You can delete the affiliation from your ORCID account at any time. See ORCID support for instructions how to do this: https://support.orcid.org/hc/en-us/articles/360008897694-Add-a-membership-or-service-to-your-ORCID-record#03