ORCID iD quick start guide for Symplectic

1. Creating a new ORCID account
   1.1 Access Symplectic
     - Log onto Symplectic with your university username and password
       https://publications.leeds.ac.uk
   1.2 Go the 'My Actions' area and click on the 'Add ORCiD' button

1.3 Create and connect your ORCID iD
   - Click on Register now
Enter personal details and a create password.

Click “Authorize” to connect ORCID account.

The browser will close and return to Symplectic.

2. Connecting your existing ORCID account

2.1 Access Symplectic

Log onto Symplectic with your university username and password

https://publications.leeds.ac.uk

2.2 Go the ‘My Actions’ area and click on the ‘Add ORCiD’ button
2.3 Enter your ORCID iD/email and your ORCID password

2.4 Click “Re-connect your ORCID iD”

- Enter personal details and password
- Tick “Allow this permission until I revoke it”
- Click “Authorize” to connect ORCID account

- The University of Leeds now has permission to access your ORCID profile
- The browser will return to Symplectic
3. Removing an Organisation’s access to your ORCID account

3.1 Go to the ORCID website: http://orcid.org/
   - Click on “sign in” and enter your username/email address and password

3.2 Access Account settings
   - Click on the account settings tab

3.3 Delete Organisation
   - Scroll to the Trusted Organisations section
   - Click on delete icon.

4. Further Help

If you experience any problems please email: itservicedesk@leeds.ac.uk.

Research students should register via the ORCID website.