

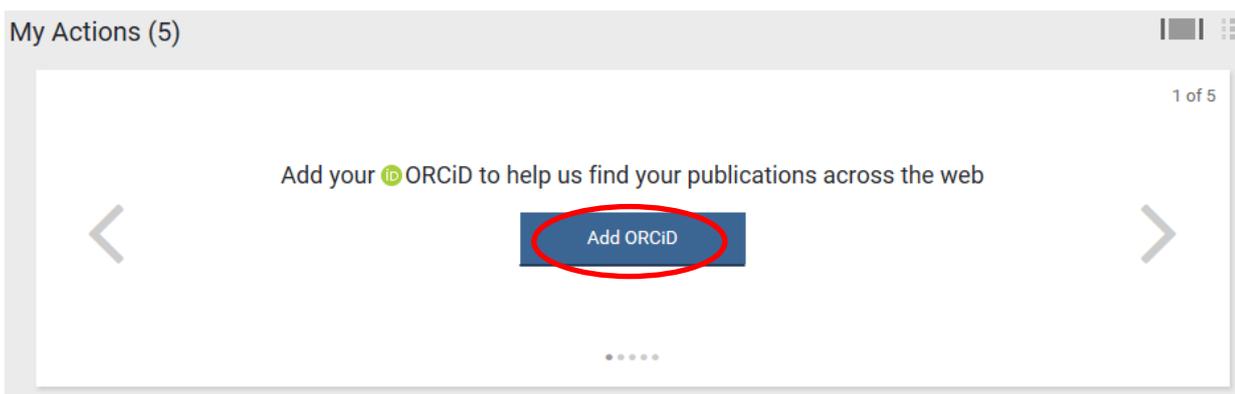
ORCID iD quick start guide for Symplectic

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

Sign into ORCID or [Register now](#)

Personal Account Institutional Account

Sign in with your ORCID account

Email or iD *

ORCID Password

[Forgotten password?](#)

Deny

Authorize



- Enter personal details and a create password.



A registration form with the following fields:

- First name
- Last name
- Email
- Re-enter email
- Password
- Confirm password

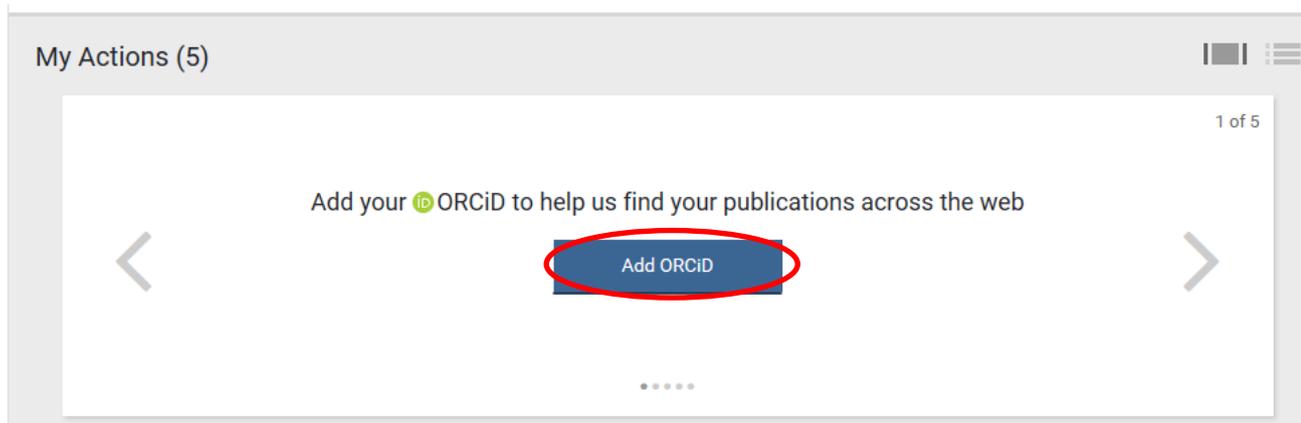
- Click “Authorize” to connect ORCID account
- The browser will close and return to Symplectic

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

Sign into ORCID or [Register now](#)

Personal Account Institutional Account

Sign in with your ORCID account

Email or iD *

ORCID Password

[Forgotten password?](#)

[Deny](#) [Authorize](#)

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

Allow this permission until I revoke it.
You may revoke permissions on your account settings page. Unchecking this box will grant permission this time only.

This application will not be able to see your ORCID password, or other private info in your ORCID Record. [Privacy Policy](#).

Don't have an ORCID iD? [Register](#).

Email or iD

Password

[Forgotten password?](#)

[Deny](#) [Authorize](#)

- 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.



ORCID record	Approval date	Access type
University of Leeds https://selfservice.mais.leeds.ac.uk:444/irj/portal	2016-01-07	Create or update your activities Update your biographical information Read your ORCID record

4. Further Help

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

Research students should register via the [ORCID website](#).