

ORCID iD quick start guide

1. Creating a new ORCID account

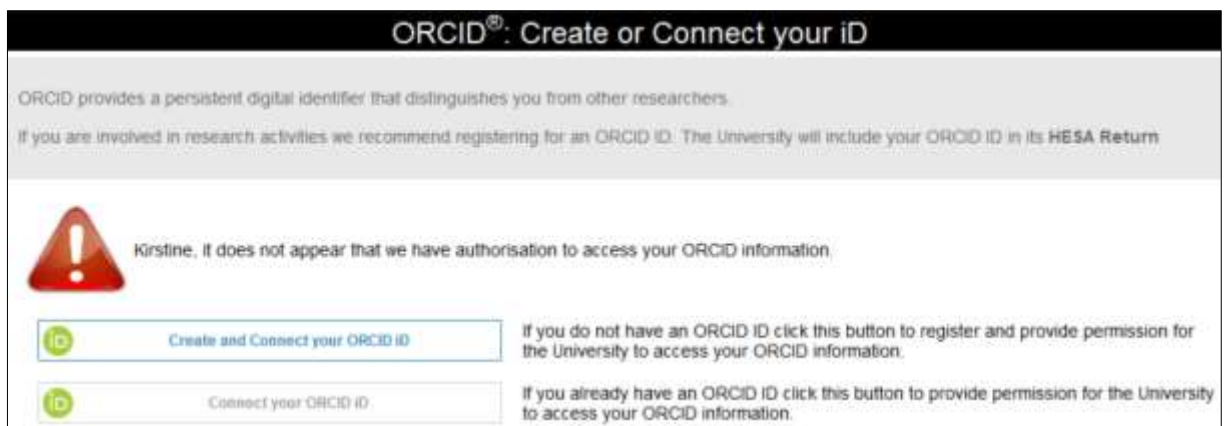
1.1 Access Self Service

- Log on to Employee Self Service with your university username and password
<https://selfservice.mais.leeds.ac.uk:444/irj/portal>

1.2 Navigate to the ORCID tab



1.3 Create and connect your ORCID iD



- Enter personal details and create password.(If you already have an ORCID ID, click “connect to your ORCID ID” to login)



A registration form with the following fields: First name, Last name, Email, Re-enter email, Password, and Confirm password. Each field has a corresponding text input box to its right.

- Click “Authorize” to connect ORCID account

1.4 Confirm

- Close browser window to return to Self Service

2. Connecting your existing ORCID account

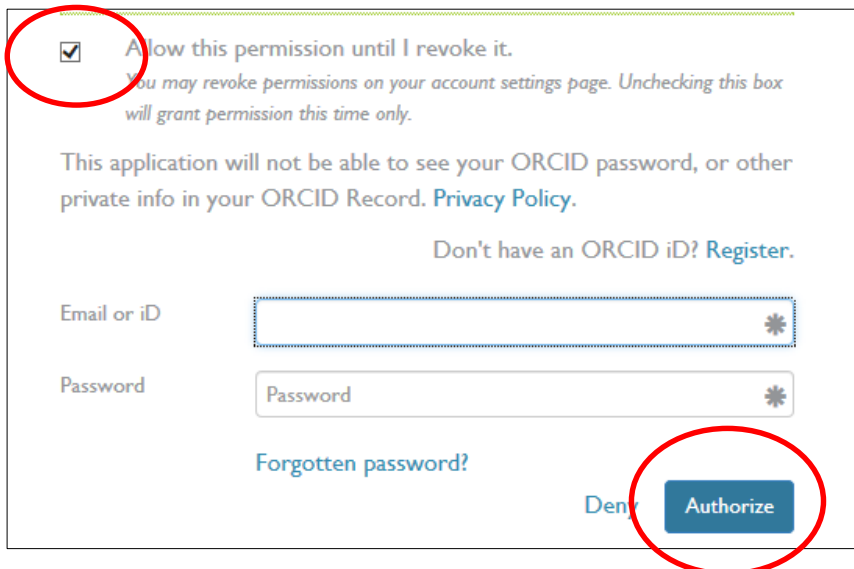
2.1 Access Self Service

- Log on to Employee Self Service with your university username and password:
<https://selfservice.mais.leeds.ac.uk:444/irj/portal>

2.2 Navigate to ORCID tab

2.3 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
- Close browser window to return to self service
- Return to Self Service to view ORCID connection details, where you will find a link to your public profile on the ORCID website

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.

Trusted organizations		
You can allow permission for your ORCID Record to be updated by a trusted organisation. Find out more		
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](#).