

# How to create and connect your ORCID

## Creating

If you don't already have an ORCID account, you can sign up for one in USIR, the university repository, really easily. Here's a handy step-by-step guide to help you through the process.

1. Go to <http://usir.salford.ac.uk> and login using your network username and password
2. On the left hand menu, find and click on "Connect to ORCID"
3. Click on the "Create or Connect your ORCID id" button
4. If you already have an ORCID account, you can sign in here (see "Connecting" instructions below). If not, click on "Register now" and you'll be prompted to enter some information about yourself
5. Complete all fields marked with an asterisk and choose your preferred visibility settings. We recommend choosing "Everyone" – this will allow anyone to find information about your research activities. You can choose to hide individual pieces of information (i.e. your email address) once your account has been created
6. Check the box to agree to the terms of use, then the box to confirm that you're not a robot and then click "Register"
7. You'll be asked to authorise the University access to your ORCID record. This will allow the University to read your profile (unless you set visibility to "Only me"), and will enable you to push publication information from USIR to your ORCID profile
8. Once you click "Authorise" you should be taken back to USIR where a "Profile successfully linked to ORCID for user: Your Name" message should be displayed at the top of the page

### Manage ORCID Permissions



#### ORCID details for SB Carlton

For more information about connecting to ORCID, [click here](#).

 [orcid.org/0000-0002-1533-9942](https://orcid.org/0000-0002-1533-9942)

The permissions to access your ORCID record that you have granted to University of Salford Institutional Repository via the ORCID system are listed here:

- Retrieve your ORCID id only
- Create and update details of your research activities (publications, and education or employment) already added to your ORCID record by University of Salford Institutional Repository
- Retrieve details from your ORCID profile restricted to trusted parties only

These permissions are due to expire on Fri Oct 1 10:35:59 2038 UTC.

**Please Note:** You can remove the granted permissions at any time from within your ORCID account or by changing the selected permissions below and re-connecting to ORCID.

We will only use these granted permissions as indicated below. To change how we use these conditions please contact [usir@salford.ac.uk](mailto:usir@salford.ac.uk)

Select the permissions you would like to grant to the repository below. Once selected, click the 'Create or Connect your ORCID id' button to update your permissions.

**Connect to ORCID**

Allows University of Salford Institutional Repository to link your ORCID id with your University of Salford Institutional Repository record. This is the minimum permission required and is therefore uneditable

**Create and update activities on your ORCID record**

Allows University of Salford Institutional Repository to add details of your publications to your ORCID record and update the details of publications which have already been added to your ORCID record by University of Salford Institutional Repository.

Upon allowing this permission, University of Salford Institutional Repository will also attempt to update your employment or education activities. Please see [Updating Employment/Education Activities](#) for more information.

**Retrieve restricted details from your ORCID profile**

Allows University of Salford Institutional Repository to retrieve details from your ORCID profile that are restricted to your trusted parties only

# How to create and connect your ORCID

## Connecting

If you do already have an ORCID account, remember to connect it with your USIR account. This will enable you to push publication information from USIR to your ORCID account (less data entry!) and it will also provide a link to your ORCID in the citation for each of your publications in USIR. Here's a short step-by-step to take you through the process.

1. Go to <http://usir.salford.ac.uk> and login using your network username and password
2. On the left hand menu, find and click on "Connect to ORCID"
3. Click on the "Create or Connect your ORCID id" button
4. Enter the email address associated with your ORCID account and the password, then click "Sign into ORCID"
5. You'll then be taken back to USIR where a "Profile successfully linked to ORCID for user: Your Name" message should be displayed at the top of the page

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**Retrieve restricted details from your ORCID profile**

Allows University of Salford Institutional Repository to retrieve details from your ORCID profile that are restricted to your trusted parties only

6. Take a moment to review your permission settings on this page and, when you've finished, click "Create or Connect your ORCID id" to update your record. We recommend leaving all of the boxes ticked