# How to add researcher identifiers to your Academic file?

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## Introduction

Log in to your <u>Academic File</u> by using your UHasselt user-id and password. At the left navigation bar click on "Dossier Onderzoek" and select "Researcher identifier".

		Via de knop Documenten kan u onderzoek van het	academisch dossier voor een bepaalde periode afdrukken.	
Personeelslid:		]		
Lijst van Identifie <del>r</del> s				
Soort	Identifier			
Researcher Id	A-3142-2016		Details	Verwijderen
Scopus Author Identifier	9632404104		Details	Verwijderen

Click on "Nieuwe Identifier toevoegen".

At the next screen you select the identifier type from the drop-down list (for example ORCID):

		Via de knop Documenten kan u onderzoek van het academisch dossier voor een bepaalde periode afdrukken.
Personeelslid:		
Nieuwe Identifiers		
Soort:	Orcid	
Terug	Create or Connect your ORCID ID	
Lierug		

# Option 1: you choose ResearchGate, ResearcherID or Scopus Author ID

	Via de knop Documenten kan u onderzoek van het academisch dossier voor een bepaalde periode afdrukken.	
Personeelslid:		
Nieuwe Identifiers		
Soort:	Researcher Id •	
Identifier: (*) verplichte velden	(*)	
(*) verplichte velden		
Terug		Bewaar
lorug		Demain

Fill in the identifier number in the Identifier box. Then click on "Bewaar". Subsequently a screen appears with details about the identifier.

By checking the box you decide to make your identifier visible at the <u>FRIS portal</u> and/or at the <u>UHasselt Who-</u> <u>is-Who</u>. Next, click on "Zichtbaarheid bewaren".



To return to the home screen, click on "Terug".

		Via de knop Documenten kan u onderzoek van het a	cademisch dossier voor een bepaalde periode afdrukken.	
Personeelslid:				
Details Identifiers				
Soort:	Researcher Id			
Identifier:	A-3142-2016			
Zichtbaarheid				
		Omschrijving	Zichtbaarheid	
		Zichtbaar op FRIS portaal	V	
		Zichtbaar op UHasselt website	2	
Terug				Zichtbaarheid bewaren

## **Option 2: you choose ORCID**

Click on the link "Registreer uw orcid ID".

At the following screen you can check which rights you want to grant Hasselt University, for example:

UHASSELT     ORCID     Connecting Research     and Research	Member Organization
	Create or connect your ORCID iD to UHasselt
	ORCID is an independent non-profit effort to provide an open registry of unique researcher identifiers and open services to link research activities and organizations to these identifiers. Learn more at <u>orcid org</u> .
	Choose the appropriate access rights
	UHasselt obtains the right to get your ORCID iD.
	UHasselt obtains the right to read the part of your ORCID record that is only visible to 'trusted organisations'. UHasselt also obtains the right to read the public part.
	UHasselt obtains the right to write and update the activities (works, etc.) in your ORCID record. UHasselt also obtains the right to read the public part.
	UHasselt obtains the right to write and update the person data (other names, keywords, url's, etc.) in your ORCID record. UHasselt also obtains the right to read the public part.
	D Create or Connect your ORCID iD
© 2017	

To enable UHasselt to easily send your documents from the Document Server to your ORCID profile, please check the first and third boxes:

- UHasselt obtains the right to access your ORCID iD.
- UHasselt obtains the right to create and update activities (works, etc.) in your ORCID record. UHasselt also obtains the right to view the public portion.

Sending can be fully automated, or you can choose to manually select which publications flow to ORCID. More information can be found in the following <u>guide</u>.

Then click on "Create or Connect your ORCID ID". After this, you will see one of the following screens. If this is not the case, please check whether the pop-up screen is being blocked.

WHAT THE	E USER	SEES	Ban adved for the	Contraction (Montheor API) Concern	land
RCID Staff (Handhar Art)      On Children and ang Staff (Handhar Art)	ORCID Staff (Member A Des staff for following access to		Success of ad grants This application primite informs	a personana and I contain a second personana and a contained and and the landshift of one person (ACC) and t	on form
C already signed in	Raud livered adornation from your Create or update your activities	eady registered)			
Allow this permission shall I revolve it. For my rooks promines as your ensuit untrap page University dis los- of grant permission dis loss only.	and growt prevenues this time only	er nensore orthöge page. Undradiog the box	Latrain.	Reacher Reacher arbum@robacc.cm	
In application will not be able to see your ORCED password, or other inste of a jour ORCED Record, Privacy Paley Davy Asheron	privato info in your ORCID Record		France and Ones as ORCH pressed		••
	Sign into ORCIE	D or Register now	processing.	institute of the State of the	
	1 Personal Account	nstitutional Account	proprietation and	in term of Ferning and the second state	
	Sign in with your	r ORCID account		hand he affects are afternames added to	yap CRCE) Ayund
	holesourcher@mainator.com		Ernail Respo	ency ny producentifacture dana they of	
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	CHLCID Passioned		Plastije samme		
	Forgatten password?	Autorea	· · · · · · · · · · · · · · · · · · ·		
			printing option	the princip pulloy and terms and on ing to rep data being processed in the two share searched Public.	

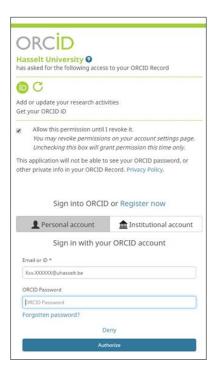
1) You will see the first screen if you are already signed in and already possess an ORCID:



- Please verify whether your name and ORCID are correct. If this is not the case, click on "Not you?". Next, click on Authorize or Deny:
  - If you select "Authorize", your ORCID is registered in your Academic File.
  - If you select "Deny", your ORCID will not be registered in your Academic File.



2) If you are not yet signed in to the ORCID website, you will see the following screen:



- If you already have an ORCID, fill in your email address or ORCID at the bottom of the screen and enter your ORCID password. Next, click on Authorize or Deny:
  - If you select "Authorize" your ORCID is registered in your Academic File.
  - If you select "Deny" your ORCID will not be registered in your Academic File.
- o If you don't have an ORCID yet, click on "Register now". Next, you get the following screen:

As per ORCID's t ORCID iD for you	erms and conditions, you may only registe rself.	er for an
First name	Ххх	* 😧
Last name	X0X0XXXXX	
Email	Xxx.XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	*
Re-enter email		*
Create an ORCID password		* 😧
Confirm ORCID password		*
research activities, a	ects with your ORCID Record that can contain lin affiliations, awards, other versions of your name, tent and who can see it.	
By default, who sho	uld be able to see information added to your OR	CID Record?
۵ ک	0	
Email frequen	cy	
to your ORCID reco	provides notifications about things of interest, lik rd or being made a trusted individual, when they otifications). How often would you like these not email?	occur
Weekly summary	T	
l'm not a	robot	
Terms of Use *		
including agreeir	e privacy policy and terms and conditions ng to my data being processed in the US a le where marked Public.	
You must accept	the terms and conditions.	
	Deny	
	Authorize	

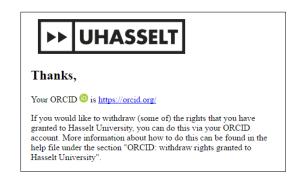


Fill in all the personal details and click on Authorize or Deny.

- If you select "Authorize" your ORCID is registered in your Academic File.
- If you select "Deny" your ORCID will not be registered in your Academic File.

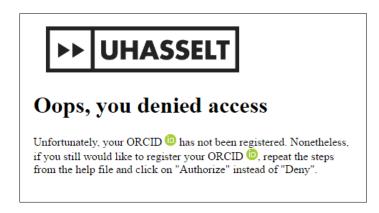
#### 'Thank you' screen

If your ORCID is registered successfully, you will see the following screen:



#### 'Oops' screen

When you stop before finishing the registration process, you will see the following screen. This means your ORCID has not been registered.



#### ORCID: revoke granted rights

Log in to the <u>ORCID website</u> by using your email address or ORCID and your ORCID password. Click on "Account Settings" at the top navigation bar:

FOR RESEARCH	ERS	FOR ORGANIZATIONS	ABOUT	HELP	SIGN OUT
MY ORCID RECORD	INBOX	ACCOUNT SETTINGS DEVEL	OPER TOOLS	LEARN MORE	
				46,52	7 ORCID iDs and counting. See more

At the section called "Trusted Organizations" you can revoke granted rights by clicking on the recycle bin:

<b>Trusted organizations</b> You can allow permission for your ORCID Record to be updated by a trusted organization. Find out more				
Trusted organization	Approval date	Access type		
Hasselt University http://test.com	2017-03-01	Get your ORCID iD		
Hasselt University http://test.com	2017-03-01	Read your limited-access  🛅 information Get your ORCID iD		

#### ORCID: Restore revoked rights

If you have revoked the rights assigned to ORCID for UHasselt and wish to reassign them, follow these steps:

Log in to your <u>Academisch Dossier</u> using your UHasselt user ID and password. Click on "Dossier onderzoek" in the left navigation bar and select "Researcher identifiers".

Under the section "Push-to-ORCID: Preferences", click on the displayed link:

Affiliaties (PHL/XIOS of andere instelling)							
Who-is-Who	Persone	Islid: S	CHOETERS Eline[8144]	<ul> <li>Personeelslijst historisch</li> </ul>			
	10						
Dossier onderwijs	DD Lijst va	1 Identifie	ers (help)				
Dossier onderzoek	DD Soort		Identifier				
Dossier evaluatie	DD Orcid		0009-0004-2151-1763		Details	Verwijderen	
Dossier bevordering	DD Researc	her Id	A-1234-1234		Details	Verwijderen	
Dossier intake	DD						
Evaluaties rectoraat	DD Nieuwe	dentifier to	oevoegen				
Nevenactiviteiten	Push-te	ORCID:	Preferences				
Taaldecreet	In order	for your p	ublications to be pushed to ORCID, please grant th	he appropriate access rights, i.e., at least check	box 1 and checkbox 3, to UHasselt via the following link.		
Documenten	Alwa	s push my	publications to ORCID (includes new documents a	and future updates as from 2024-04-10 16:32	2)		
Rapporten per faculteit	Otetr	e select th	ne publications I want to push to ORCID				
Beheer vragen		e select ui	re publications I main to push to ortero				
Logoff/hoofdmenu intranet							Save

On the following screen, check the rights you grant to UHasselt:

Create or connect your ORCID iD to UHasselt
ORCID is an independent non-profit effort to provide an open registry of unique researcher identifiers and open services to link research activities and organizations to these identifiers. Learn more at <u>excid org</u> .
Choose the appropriate access rights
CHasselt obtains the right to get your ORCID iD.
UHasselt obtains the right to read the part of your ORCID record that is only visible to 'trusted organisations'. UHasselt also obtains the right to read the public part.
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Create or Connect your ORCID ID



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Then click on "Create or Connect your ORCID ID".