

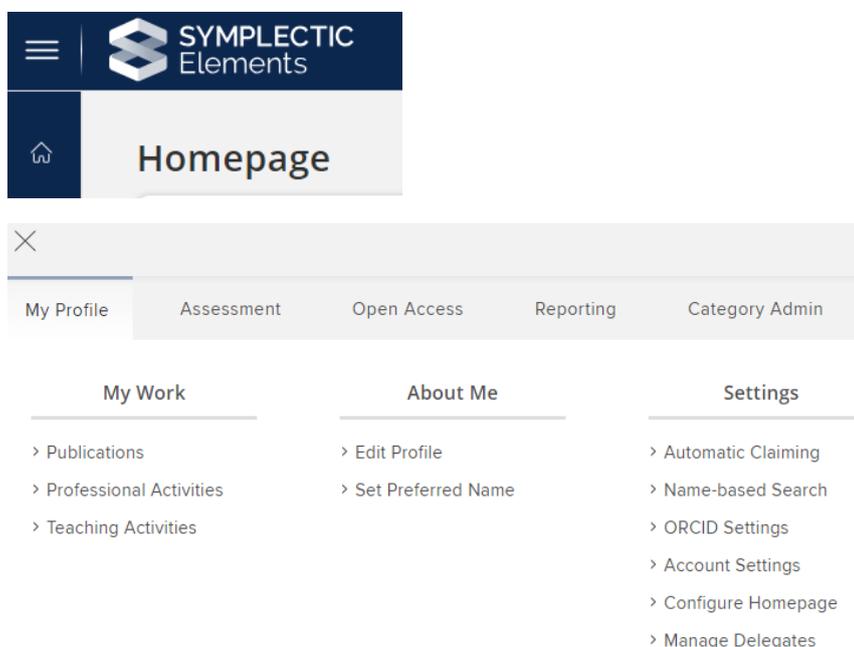
## ORCID for LJMU Researchers

**ORCID** provides researchers with a unique identifier that can be kept throughout their career. It can be used in publications and grant applications, and within Symplectic. ORCID distinguishes between researchers with similar names and helps ensure that publications are attributed and recorded correctly.

## Create an ORCID account or Connect an ORCID to Symplectic

LJMU researchers should follow the instructions below to create an ORCID iD using Symplectic. If you already have an ORCID iD, follow the same steps to ensure that it is connected to your Symplectic profile. This will permit you to update your ORCID publications list automatically from Symplectic.

- Login to [Symplectic](#)
- Select the menu tab on the top left of the page (three horizontal lines) page, then under **My Profile, Settings**, select **ORCID Settings**



The screenshot shows the Symplectic Elements user interface. At the top, there is a dark blue header with the Symplectic Elements logo and a hamburger menu icon. Below the header is a navigation bar with a home icon and the text "Homepage". A dropdown menu is open, showing a search bar with an 'X' icon and a list of menu items: "My Profile", "Assessment", "Open Access", "Reporting", and "Category Admin". Under "My Profile", there are three sub-sections: "My Work", "About Me", and "Settings". "My Work" includes "Publications", "Professional Activities", and "Teaching Activities". "About Me" includes "Edit Profile" and "Set Preferred Name". "Settings" includes "Automatic Claiming", "Name-based Search", "ORCID Settings", "Account Settings", "Configure Homepage", and "Manage Delegates".

- For privacy reasons you need to authorise Symplectic to send information to ORCID. If you have previously set up a connection between your ORCID record and Symplectic for auto-claiming, click on **Reconnect your ORCID iD**. If you haven't, click on **Register or Connect your ORCID iD**.

**ORCID settings**

**Configure connection**

Permitting Symplectic Elements Test to read data allows Symplectic Elements Test to use information in your ORCID account to improve your search results. Permitting Symplectic Elements Test to write publication data allows Symplectic Elements Test to send your publications to ORCID, helping you keep your ORCID account up-to-date with trusted information.

For security reasons it is necessary to reconnect your ORCID ID to grant Symplectic Elements Test permission to your ORCID account.

ORCID: [0000-0001-6369-2647](#) Connection status: **configured (read only)** [Revoke authorisation](#) [Reconnect your ORCID iD](#)

I permit Symplectic Elements Test to:

- read from and write publication data to my ORCID account
- read data from my ORCID account
- only use my ORCID ID to support automatic claiming

- You will then be prompted to login, if you don't have an ORCID ID you will see an option to register for one

**Sign in**

Email or 16-digit ORCID iD  
example@email.com or 0000-0001-2345-6789

Password

**SIGN IN**

[Forgot your password or ORCID ID?](#)  
Don't have an ORCID ID yet? [Register now](#)

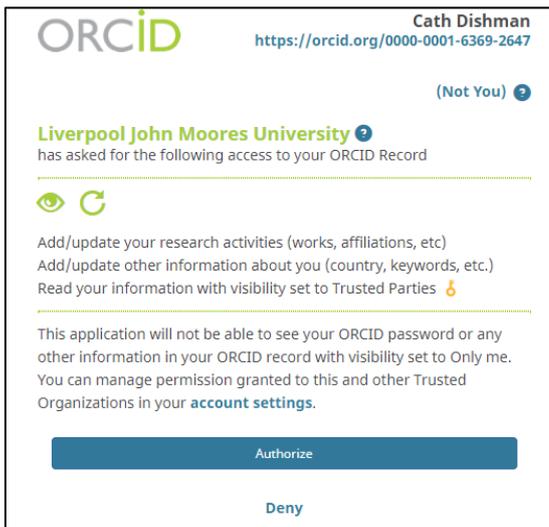
or

**Access through your institution**

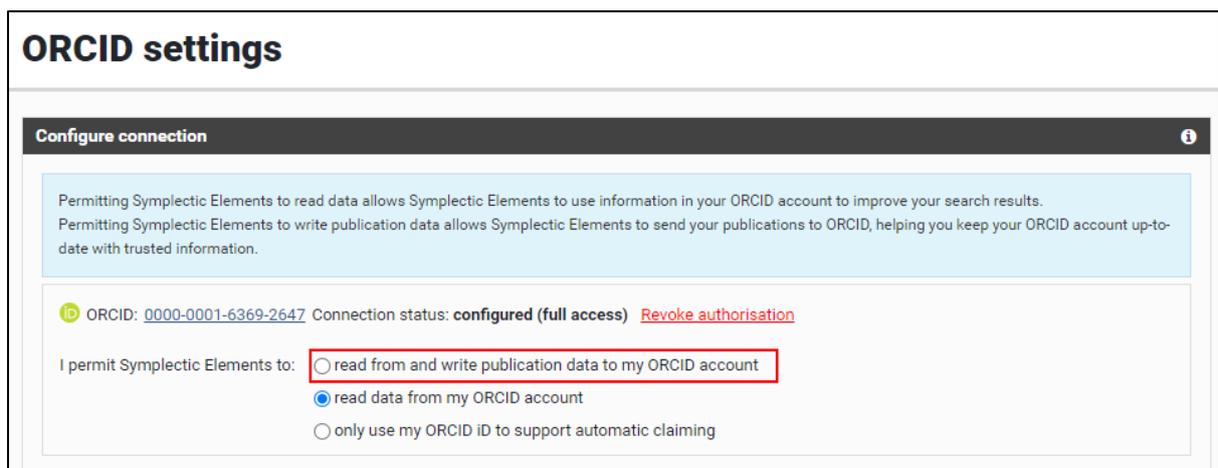
**Sign in with Google**

**Sign in with Facebook**

- Select **Authorise** to allow Symplectic to update your ORCID record.



- When you are directed back to Symplectic, for the best functionality choose the first option: **I permit Symplectic Elements to: read from and write publication data to my ORCID account**. Your existing and new publications will be sent to ORCID automatically within a day or two. You will be prompted to confirm you wish to continue with this action.



Please Note:

The second option, **read data from my ORCID account**, enables Symplectic to read the information contained in your ORCID to improve the accuracy of your search results.

The third option, **only use my ORCID to support automatic claiming**, enables Symplectic to add your new publications automatically only when your ORCID iD is included in records in Web of Science, Scopus and other databases.

- After you set up Send to ORCID, you will be presented with a few additional options. By default, Symplectic will only send journal articles with a "published" or "published online" status. Publications marked as private will not be sent to ORCID, to include these publications, please tick the box.

**Manage which publications will be sent**

All publication types will be sent to your ORCID account. When new publications are claimed by you or by Symplectic Elements these will automatically be sent to your ORCID account. Updates are processed as part of queue and may take some time to appear in ORCID.

For journal articles, send 'published' and 'published online' only

You can choose to send only journal articles with a publication status of 'published' or 'published online' to ORCID. If this option is not selected then all journal articles will be sent to ORCID.

Send publications where you have marked your relationship as private [Review these publications](#)

By default, publications where you have marked your relationship as private will not be sent. You can choose to send publications where you have marked your relationship as private.

Marking your relationship as private will not prevent it from being sent to another user's ORCID account if they have a relationship with the publication.

Only send favourite publications [Review these publications](#)

You can choose to send only your favourite publications. Any newly claimed publications will only be sent to ORCID once they have been favoured. If non-favourite publications have already been sent to ORCID by Symplectic Elements, these will be removed.

---

**You have 4 publications**

0 publications have been sent to your ORCID account (4 are waiting to be sent)

- Select **Run Sync** to send publication information to ORCID
- On the initial sync you may find that duplicate records of existing publications are created in ORCID especially where the existing publication record doesn't include a DOI or another persistent identifier. You can edit, combine or delete duplicate publications in your ORCID record.



- Once your publications have been added to ORCID, you will see an option on the ORCID Settings page to remove them (please note this will remove all papers added to ORCID).

**You have 4 publications**

4 publications have been sent to your ORCID account [Remove from ORCID](#)

- When you connect your ORCID to your Symplectic account in this way, any new publications in your Symplectic record will be added to ORCID automatically.

## Removing an organisation's link to your ORCID account

- Go to the [ORCID website](#)
- Select **Sign in** and enter your username/email and password
- Go to **Account settings**

- Under Trusted organizations select the **Delete** icon next to the organization you want to remove

## Trusted organizations

You can allow permission for your ORCID Record to be updated by a trusted organization.

[Find out more](#)

Trusted organization	Approval date	Access type
Symplectic Elements at Liverpool John Moores University <a href="https://symplectic.ljmu.ac.uk/">https://symplectic.ljmu.ac.uk/</a>	2017-02-16	Read your ORCID record 

## Further Help

If you need any further help with creating and ORCID or setting up the connection please contact the [Library Research Support Team](#) or [SymplecticHelp](#).