QUICK GUIDE
How to synchronise DTU Orbit with ORCID

Create and synchronise
You can easily export your publications from DTU Orbit to your ORCID profile:

1. Go to https://findit.dtu.dk - make sure to be logged in.
2. Click on your name in the upper right hand corner and choose My Publications to go to your personal overview page.
3. **If you do not have an ORCID**
   Select ORCID and personal profile in DTUBasen to go to DTUBasen to create an ORCID linked to your profiles in DTUBasen and DTU Orbit. Complete your registration by verifying your email in the mail you receive from ORCID.
   The next day you will be able to authorise export of your publications to your new ORCID profile.
4. **If you already have an ORCID linked to DTU Orbit**
   Select Authorise export of content to ORCID - remember to click "Save" - and follow the on-screen prompts.
   From now on, your ORCID profile will be updated automatically every night with any new publications added to your DTU Orbit publication list.

Refine the list of publications in your ORCID profile
When you authorise export of content to ORCID, all your records in DTU Orbit will be exported to your ORCID profile. You can hide records that you do not want to appear in your public ORCID profile:

1. Log on to your ORCID at http://orcid.org/signin.
2. Scroll to the Works section and locate the records you wish to hide in your public ORCID profile.
3. To hide a record, click on the red lock and you only will be able to see the publication. Your preferences will not be overwritten the next time your ORCID profile is updated from DTU Orbit.