3-Step Process to Keep Your ORCID Updated with Your DTU Publications

We recommend that you complete the following 3-step process to ensure that your ORCID is updated with your DTU publications.
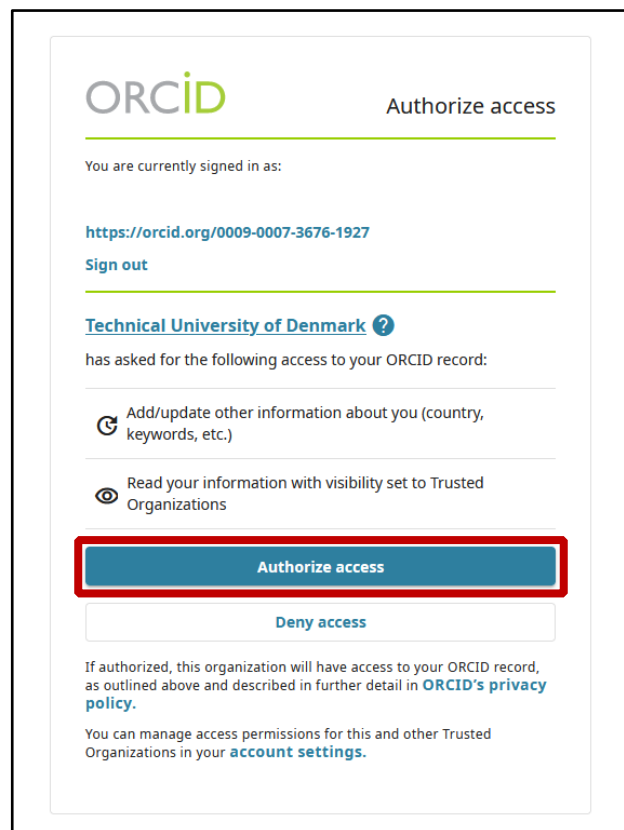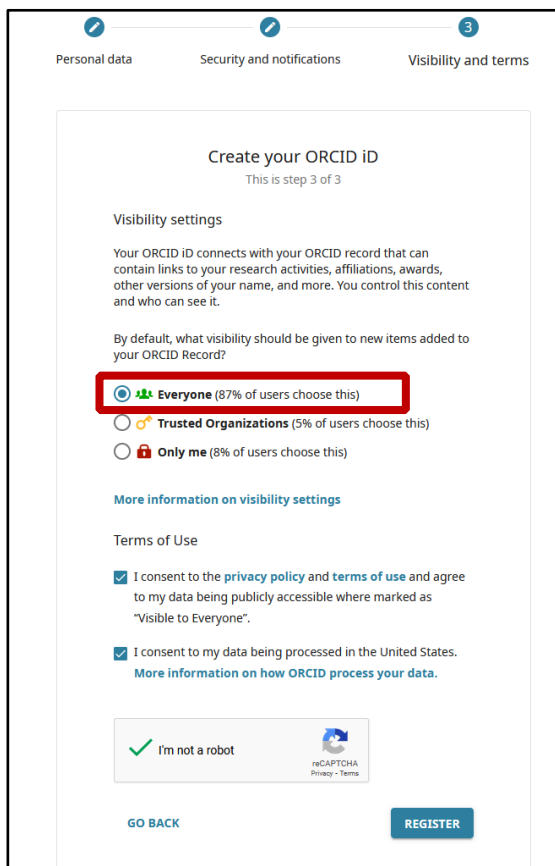
1) Create an ORCID

2) Link an existing ORCID to your profile in DTUBasen (only necessary if you created your ORCID directly at orcid.org)

3) Set up automatic synchronization between DTU Orbit and ORCID

1) Create an ORCID

If you do not have an ORCID, start by creating one and set your ORCID profile to public/allow everyone to see it. Creating an ORCID can be done in DTUBasen or at orcid.org.

1) To create a new ORCID, go to your profile in DTUBasen and edit your personal information. Click on **ORCID** and then on **Create a new ORCID ID**. Link to DTUBasen:
   https://www.dtubasen.dtu.dk/admin/cr_personaldata.aspx

2) You will now be transferred to orcid.org. Fill out the form. For the visibility settings, accept that **Everyone** can view your profile. Next **Authorize access.**

3) You have now created an ORCID and it is linked to DTUBasen. **The following day**, you will be able to allow automatic synchronization.

ORCID

[Tilbage til oversigt]

ORCID (iD) https://orcid.org/0009-0007-3676-1927 er tilknyttet

Fjern tilknyttet ORCID

2) Link an existing ORCID to your profile in DTUBasen (only necessary if you created your ORCID directly at orcid.org)

If you already have an ORCID, created directly at orcid.org, go to your profile in DTUBasen and edit your personal information. Click on **ORCID** and then on **Assign an existing ORCID ID**. Click on **Accept** and follow the on-screen prompts.
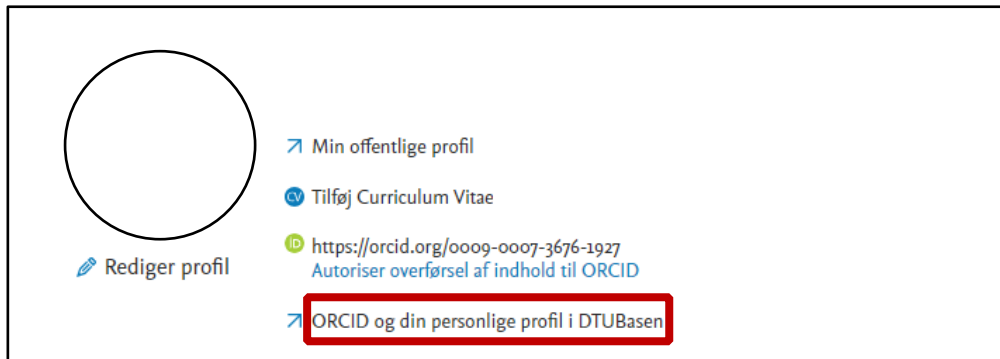
ORCID

[Tilbage til oversigt]

Opret et nyt ORCID

Tilknyt dit eksisterende ORCID

3) Set up automatic synchronization between DTU Orbit and ORCID

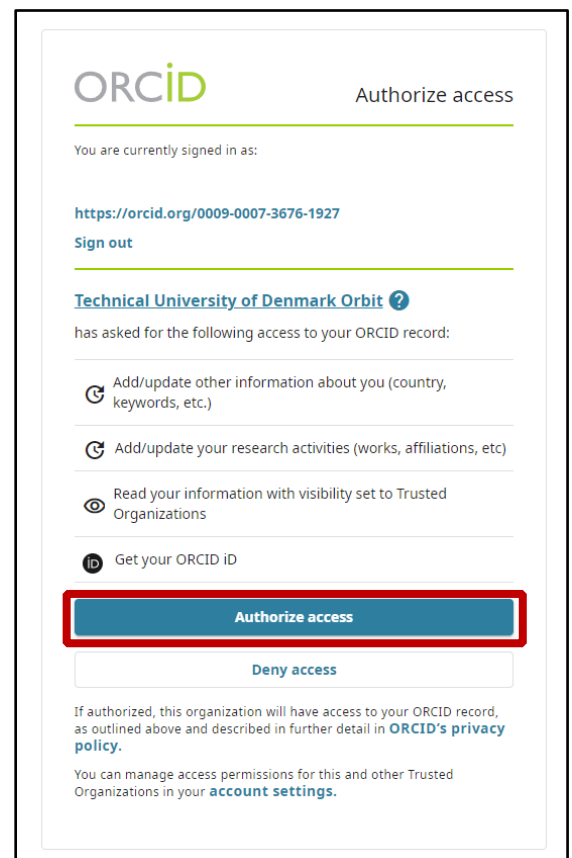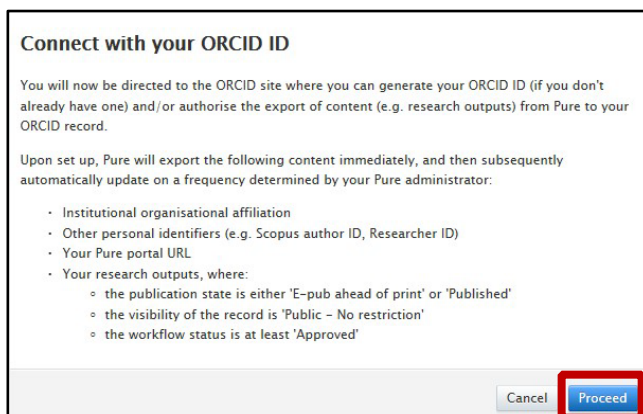When your ORCID is linked to your profile in DTUBasen, you can set up automatic synchronization between DTU Orbit and ORCID allowing your publications in DTU Orbit to be exported automatically to your ORCID profile.

1) Go to https://findit.dtu.dk. Make sure you are logged in. Click on your name in the upper right-hand corner and choose **My Output in DTU Orbit** to go to your personal overview page.
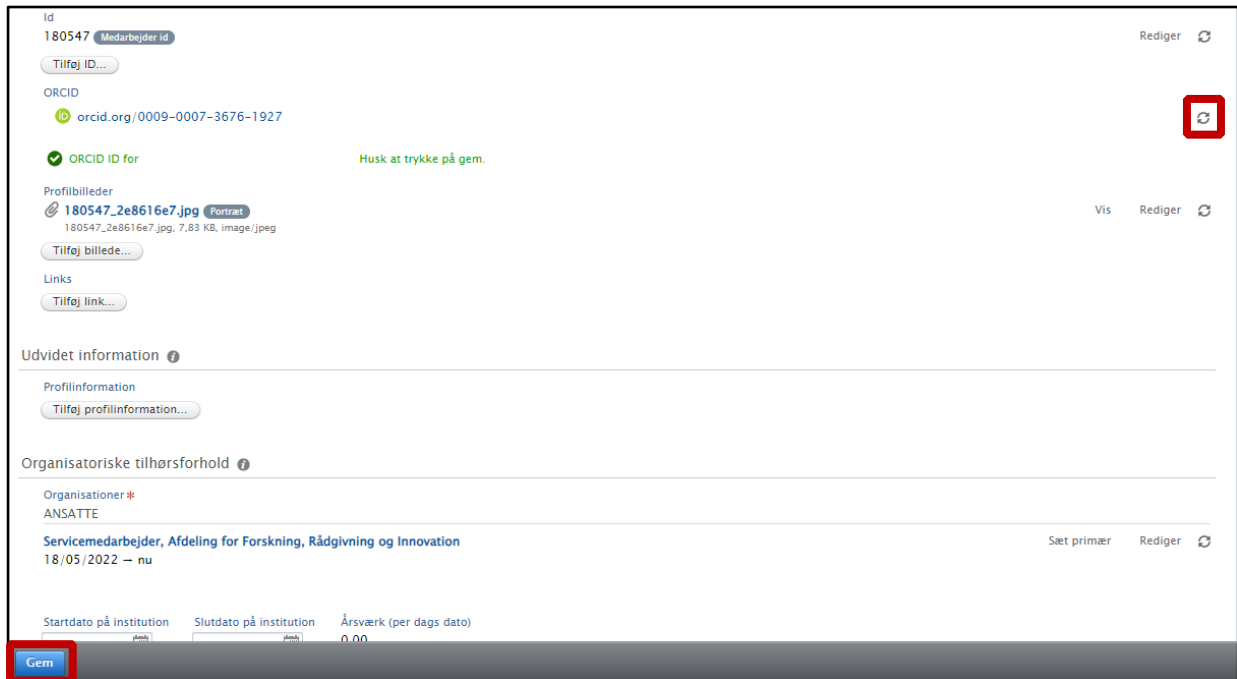
2) On your personal overview page, click on **Authorize export of content to ORCID**.

↗ Min offentlige profil

🆑 Tilføj Curriculum Vitae

🆔 https://orcid.org/0009-0007-3676-1927
Autoriser overførsel af indhold til ORCID

🖊 Rediger profil

↗ ORCID og din personlige profil i DTUBasen

3) A pop-up will appear. Click on **Proceed** and login to ORCID. Next click on **Authorize access.**

Connect with your ORCID ID

You will now be directed to the ORCID site where you can generate your ORCID ID (if you don't already have one) and/or authorise the export of content (e.g. research outputs) from Pure to your ORCID record.

Upon set up, Pure will export the following content immediately, and then subsequently automatically update on a frequency determined by your Pure administrator:

- Institutional organisational affiliation
- Other personal identifiers (e.g. Scopus author ID, Researcher ID)
- Your Pure portal URL
- Your research outputs, where:
    ○ the publication state is either 'E-pub ahead of print' or 'Published'
    ○ the visibility of the record is 'Public – No restriction'
    ○ the workflow status is at least 'Approved'

Cancel   **Proceed**

ORC**iD**   Authorize access

You are currently signed in as:

https://orcid.org/0009-0007-3676-1927
Sign out

Technical University of Denmark Orbit ❓

has asked for the following access to your ORCID record:

🔄 Add/update other information about you (country, keywords, etc.)

🔄 Add/update your research activities (works, affiliations, etc)

👁 Read your information with visibility set to Trusted Organizations

🆔 Get your ORCID iD

Authorize access

Deny access

If authorized, this organization will have access to your ORCID record, as outlined above and described in further detail in **ORCID's privacy policy.**

You can manage access permissions for this and other Trusted Organizations in your **account settings.**

4) You will now return to your DTU Orbit profile page. Make sure the synchronization symbol looks like the example below i.e. *not* crossed out. Click on **Save** at the bottom of your DTU Orbit profile page.

From now on, your ORCID profile will be updated automatically every night with any new publications added to your DTU Orbit publication list.

Please note

Your ORCID profile must be **Public**.

If you remove DTU Orbit as a **Trusted organization** on your ORCID profile, you will not be able to set up the synchronization between Orbit and ORCID again.