

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

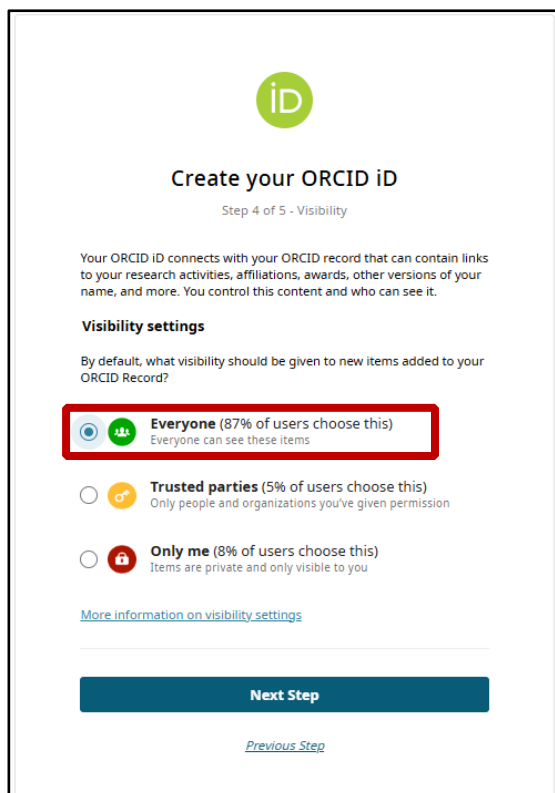
We recommend that you complete the following 3-step process to ensure that your ORCID is updated with your DTU publications.

- 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. Consent to Terms of Use. Finally **Authorize access**.



Create your ORCID iD
Step 4 of 5 - Visibility

Your ORCID ID connects with your ORCID record that can contain links to your research activities, affiliations, awards, other versions of your name, and more. You control this content and who can see it.

Visibility settings

By default, what visibility should be given to new items added to your ORCID Record?

☒ **Everyone** (87% of users choose this)
Everyone can see these items

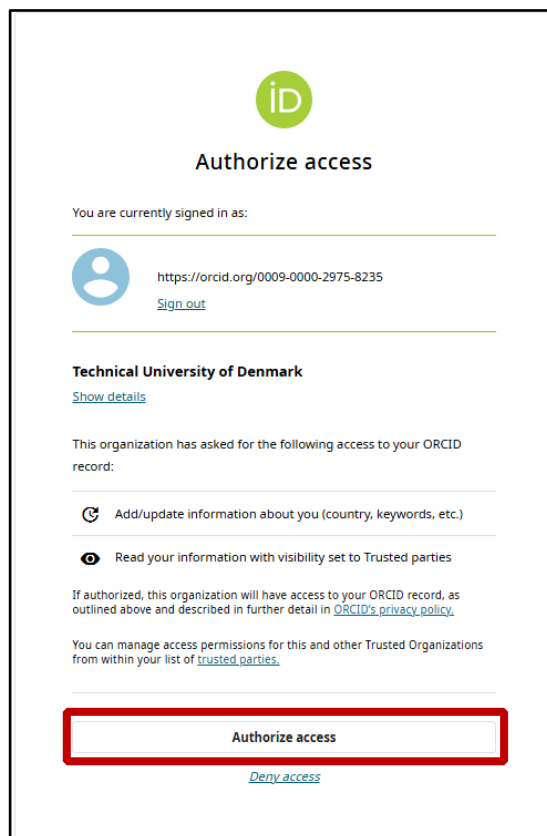
☐ **Trusted parties** (5% of users choose this)
Only people and organizations you've given permission

☐ **Only me** (8% of users choose this)
Items are private and only visible to you

[More information on visibility settings](#)

Next Step

[Previous Step](#)



Authorize access

You are currently signed in as:

 <https://orcid.org/0009-0000-2975-8235>
[Sign out](#)

Technical University of Denmark
[Show details](#)

This organization has asked for the following access to your ORCID record:

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

☒ Read your information with visibility set to Trusted parties

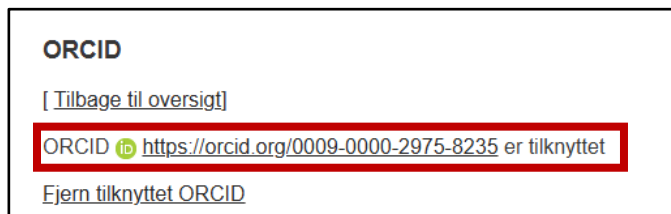
If authorized, this organization will have access to your ORCID record, as outlined above and described in further detail in [ORCID's privacy policy](#).

You can manage access permissions for this and other Trusted Organizations from within your list of [trusted parties](#).

Authorize access

[Deny 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.



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.

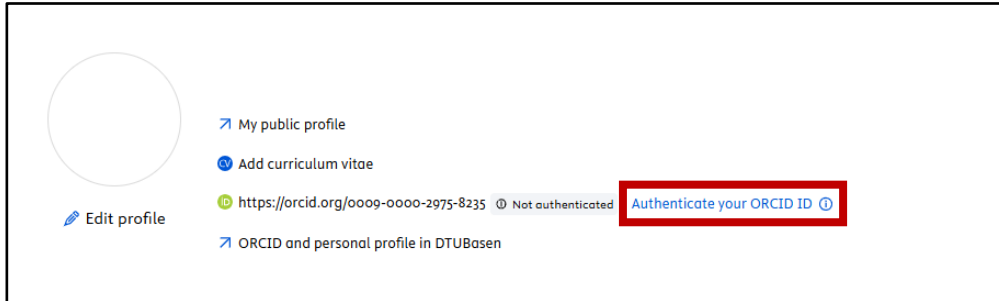


3) Set up automatic synchronization between DTU Orbit and ORCID

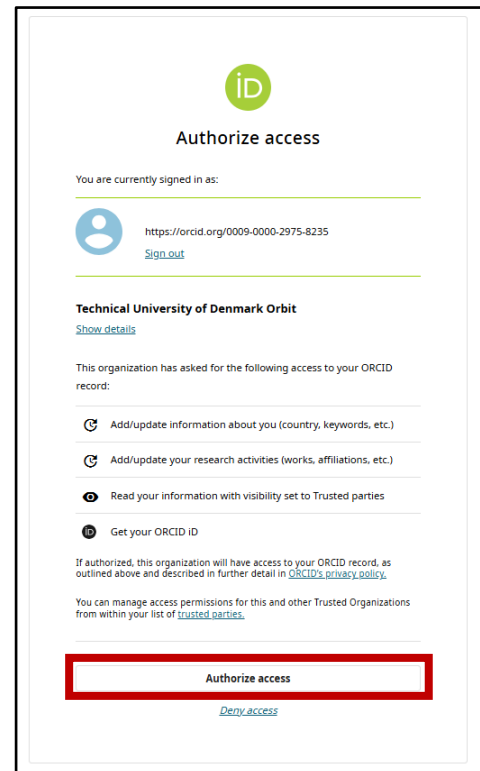
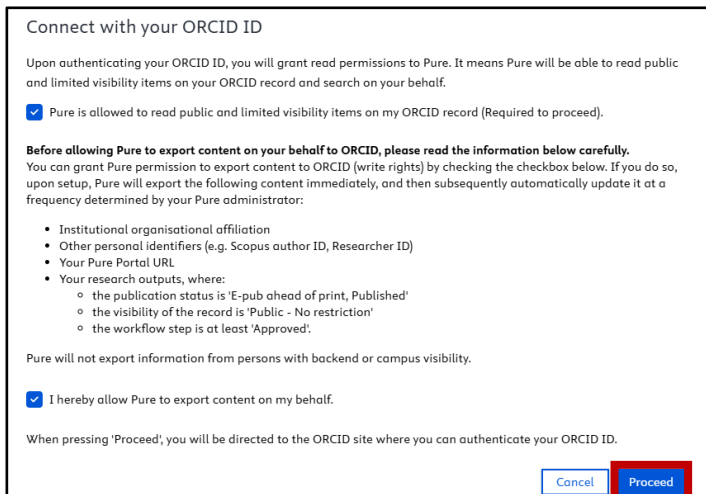
When your ORCID is linked to your profile in DTUBasen, you can set up automatic synchronization between DTU Orbit and ORCID allowing your publications in DTU Orbit to be exported automatically to your ORCID profile.

- 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.

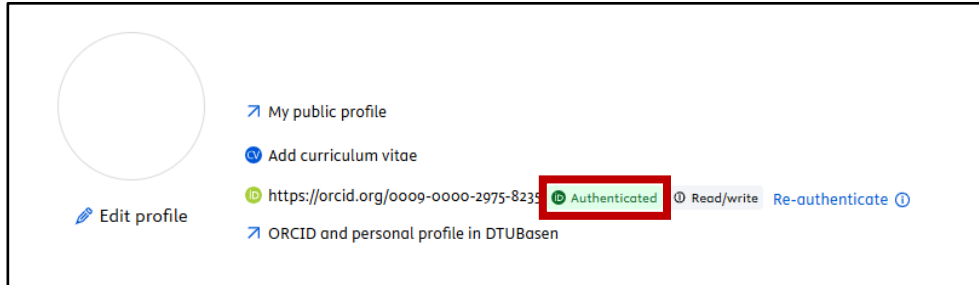
2) On your personal overview page, click on **Authenticate your ORCID ID**.



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



- 4) You will now return to your DTU Orbit personal overview page. Your ORCID should now be **Authenticated**/synchronized.



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's visibility settings must be set to **Everyone**.

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