ORCID iD quick start guide for Symplectic Elements

An ORCID iD is a persistent digital identifier that distinguishes you from every other researcher. Having a unique identifier ensures that the bibliometric data about you and your body of work is accurate and correctly linked to your researcher profile. Further information can be found on the Library webpages on [ORCID identifiers](#).

An ORCID iD is required for all research active staff. You should actively link your ORCID iD to your Symplectic Elements profile by authenticating against the ORCID system.

Linking your ORCID iD to your Symplectic Elements profile helps in several ways, and can be configured to:

- Automatically claim publications that include your ORCID (page 1)
- Write selected records from Symplectic Elements to your ORCID account (page 4)
- Write your affiliation to the University of Leeds to your ORCID account (page 5)

In addition to its use in Symplectic Elements and White Rose Research Online, the University may transfer your ORCID iD to other corporate systems, to link it to your HR record for example. It may also be passed to the Higher Education Statistics Agency (HESA). For further information, please see the 'Symplectic and data protection statement' available via the Symplectic Elements 'Help' page.

Automatically claim publications that include your ORCID iD

Follow the below steps to add your ORCID iD and set up automatic claiming in Symplectic Elements. This can be done by creating a new ORCID account or by connecting to an existing ORCID account.

1. Go to the Symplectic Elements page https://symplectic.leeds.ac.uk.

   This system uses the University's single sign on (SSO); depending on whether you have already signed in to University systems, you may be asked to do so using your **username@leeds.ac.uk** and **password**.

   Please note that you may be prompted to allow the connection to Symplectic the first time you use the new URL.

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2. In the 'My Actions' tile (either carousel or list view), find either 'Add your ORCID iD' or 'Connect your ORCID iD', and click on the linked text.
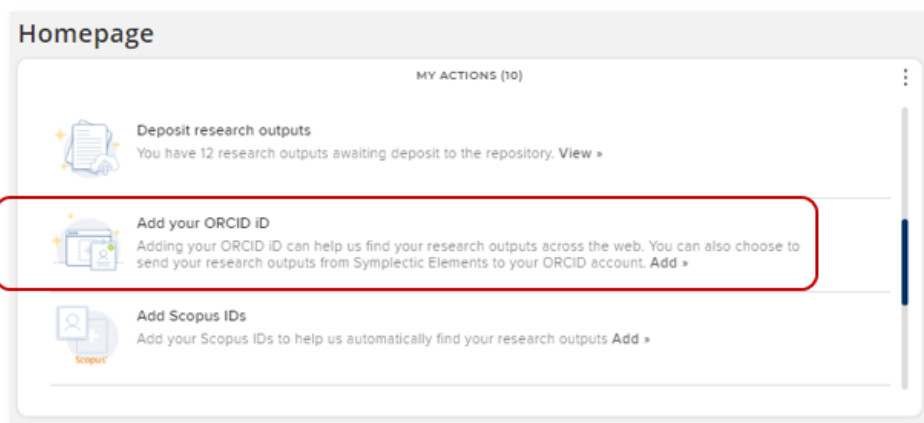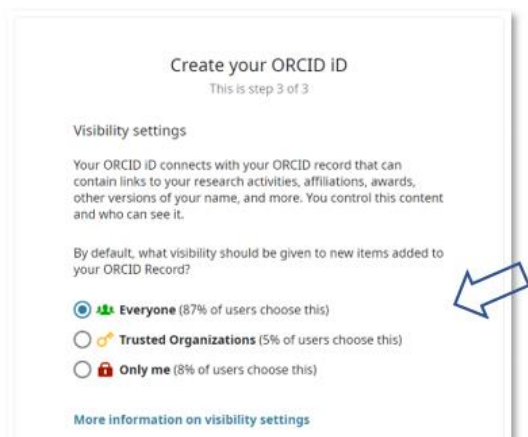

3. This will take you to the ORCID website. Either:

    - Sign in with your existing ORCID account
      Or
    - If you don't have an ORCID iD yet, you may register for one now. Follow the prompts to enter personal details and create a password. NB: It's a good idea to include an **Additional email** in case you need to reset your password.

You will be prompted to specify your default visibility settings. ORCID and the Library recommends setting visibility to 'Everyone'. Visibility can be updated later and can be set for

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different data types or even individual records.
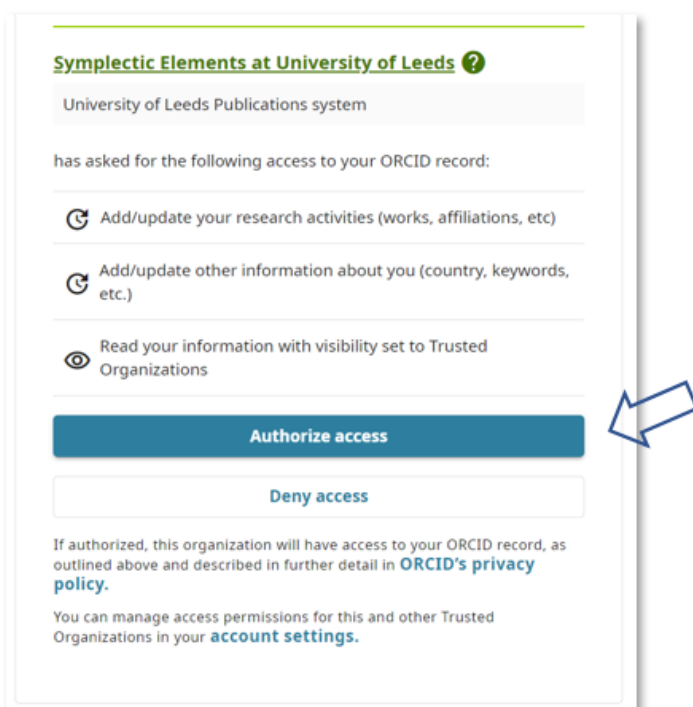
4. When you have created or connected your account you will be asked to authorise access to your ORCID record for Symplectic Elements at University of Leeds. You'll then be returned to Symplectic Elements.

The University of Leeds now has permission to access your ORCID profile, and will automatically claim any records that include your ORCID.

You can manage or revoke permission at any time from Symplectic Elements via: Menu > My Profile > Settings > ORCID Settings, and then clicking on the 'Revoke authorisation' link. Revoking authorisation will prevent Symplectic Elements from interacting with ORCID, and

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your permissions will be changed to 'only use my ORCID iD to support automatic claiming'.
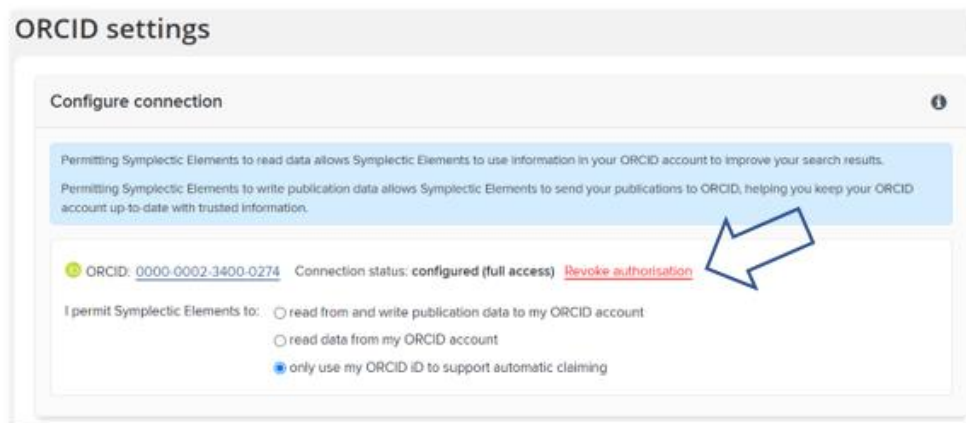

Write selected records from Symplectic Elements to your ORCID account

Once you've added your ORCID iD to Symplectic Elements, you can also permit Symplectic Elements to send selected publications to ORCID, helping you keep your ORCID account up-to-date.

1. Navigate to ORCID Settings in Symplectic Elements via: Menu > My Profile > Settings > ORCID Settings. By default the system will be set to read data.

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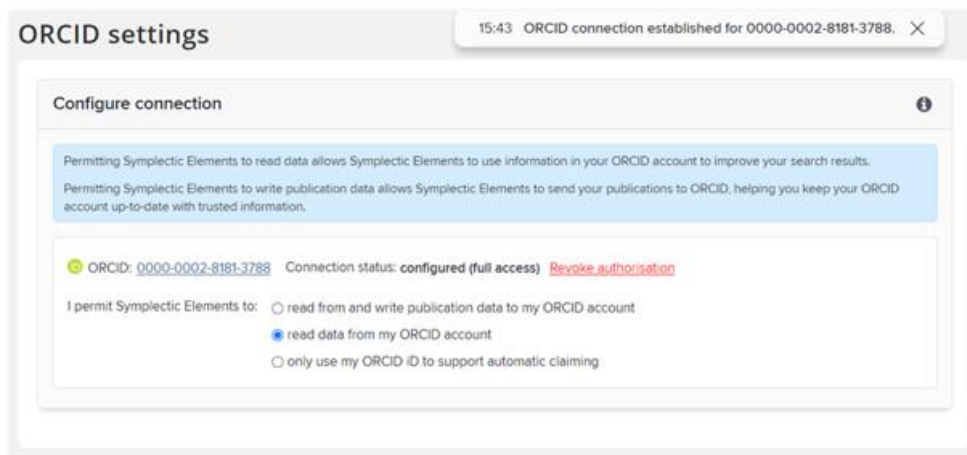
2. Change the setting to 'Read from and write publication data to my ORCID account'.
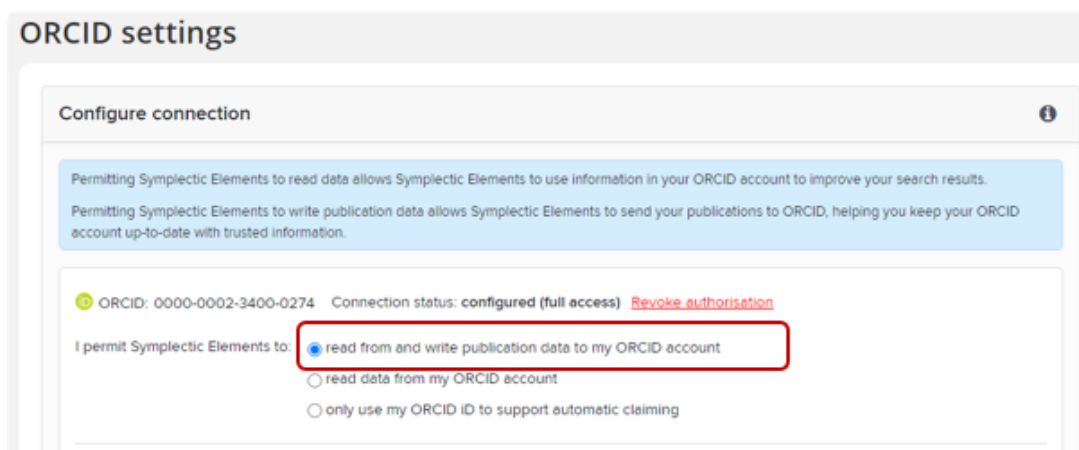

3. Selecting this option will enable you to manage which publications will be sent to your ORCID account. Your options are:

- For journal articles, send 'published' and 'published online' only
- Send all publications to ORCID including those with privacy levels of Private or Internal
- Only send favourite publications

Check **any or all** of these options, save your choice(s) and click on **Run Sync.**

You can remove these publications at any time by clicking 'Remove from ORCID'.
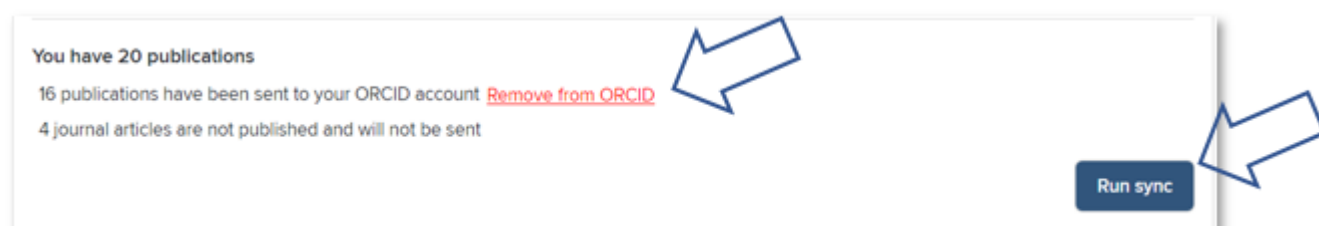
Write your affiliation to the University of Leeds to your ORCID account

Once you've permitted Symplectic Elements to read from and write data to your ORCID account, you can choose to send a standardised affiliation to ORCID. This affirms your official affiliation and improves the data in the public domain for use by third party systems.

1. Navigate to ORCID Settings in Symplectic Elements via: Menu > My Profile > Settings > ORCID Settings.

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2. Click the 'Send affiliation' button to send a standardised affiliation to ORCID.
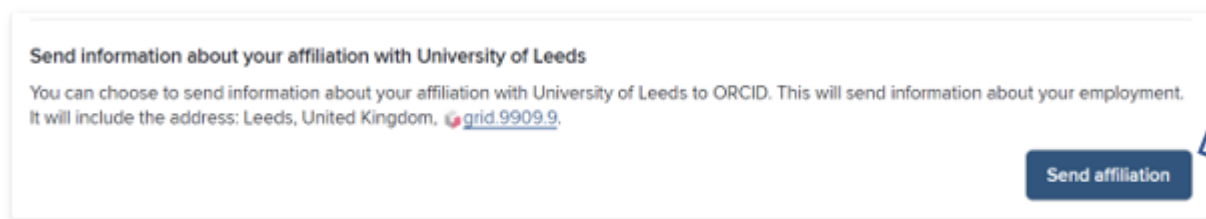
You can delete the affiliation from your ORCID account at any time. See the ORCID support website for instructions on how to [Delete a membership or service affiliation](#).

Further information

Help and user guides for Symplectic Elements can be found via the 'Help' menu at the top right of the Home page:
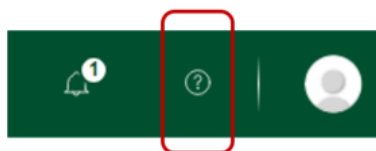
Further information can also be found via the [IT Service Desk](#) or the Library's [Open Access](#) pages.

For general Symplectic Elements queries, please contact the [IT Service Desk](#) or telephone: +44 (0)113 343 3333.

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