Pure User Guide: Adding an ORCID ID

ORCID is a non-profit, community driven effort designed to help researchers distinguish their research from that of others with similar names. It allocates each researcher a unique ID which can then be used to identify and manage records of research activities. Registration is free of charge and voluntary but should you chose to use an ORCID ID this guide will help you add the information into Pure.

Once you have added your ORCID ID into Pure you can authorize Pure and ORCID to synchronize your content. Pure will then synchronize you information with ORCID on a weekly basis.

To be synchronized the record must be:

  a.   Published
  b.   Have a DOI or other persistent ID
  c.   Be validated by the library.

Unpublished or non-validated work will not feed through. This guide will give instructions on how to authorize Pure and ORCID to synchronize your content.
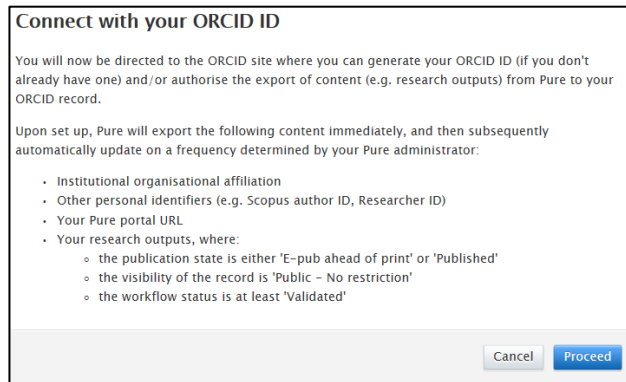
1.   On your personal overview select "Edit profile"
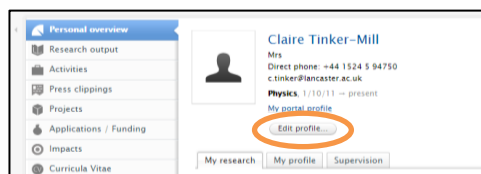
2.   In the personal identification section there is an option to add an existing ORCID ID or create a new one.
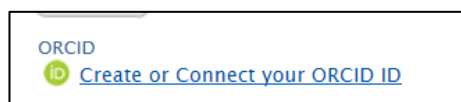

3.   You will be redirected to ORCID and reminded about the information Pure will synchronise. - *Please note clicking proceed will not open a new window, but use your existing window – if you have made any changes to you profile make sure you* **SAVE** *them* **before** *clicking on the ORCID button.*

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 'Validated'

Cancel   Proceed

4. At ORCID, you will be asked to log in if you already have an existing ID, if you do not please click "Register" and complete registration process. Please use your university email to create the ID.
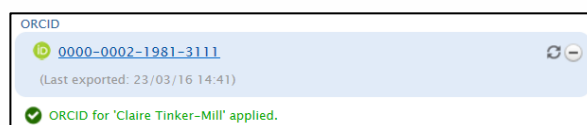
   When you log in you must tick to say you authorise the sharing of content, enter your password and click "Authorise".
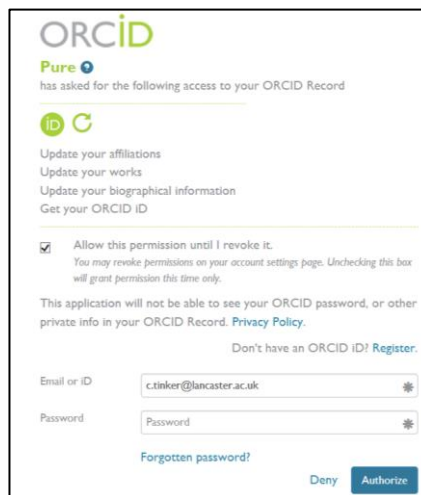
5. After you have clicked authorise Pure will refresh to include you information

You may still see the authorize export of content button at this point. Simply click on this and check in your Pure profile the correct ORCID ID is there.

This will tell you that you have successfully exported you content initially but also indicates the synchronization will occur. You must now **SAVE** your profile and the authorization will be saved.


The "Save" button is found at the bottom of the Profile Editor page. You **must** save your profile after you have exported and authorized the daily synchronization.

Please note: Pure will synchronise your content in ORCID on a daily basis. You may find this process generates a large number of notifications or emails from ORCID. This is unavoidable, but can be resolved by logging into ORCID and altering your email and inbox settings.

NB: If at any time you wish to stop this synchronization you will need to log into ORCID and remove Pure, as a trusted organisation underneath your account settings.

Altering your ORCID inbox and email settings

1. Log in to ORCID

2. Click on account settings
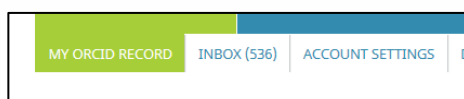
3. You will need to alter your inbox and email settings in this section. Click "Edit" next to the setting you wish to edit.

4. Under your email preferences you can adjust the frequency of the email notifications you receive from ORCID. Remember to SAVE you changes to the settings

5. You may also wish to edit your ORCID inbox notifications. In particular if you have a large number of records being synchronised to ORCID it may be advisable to prevent notifications when items are added or edited, as this will occur on a daily basis.

There is no save button for ORCID inbox notifications as changes are automatically saved, simply the action of checking/unchecking the options will change the settings.

More information on ORCID can be found at http://orcid.org/.

Further support and guidance can be found on the Library ORCID pages http://www.lancaster.ac.uk/library/information-for-researchers/orcid/.

This user guide is in addition to the videos and detailed help sections on Pure Support.

If you find any wrong or incomplete information in this guide do alert us so that we can update it. Please contact rso-systems@lancaster.ac.uk.