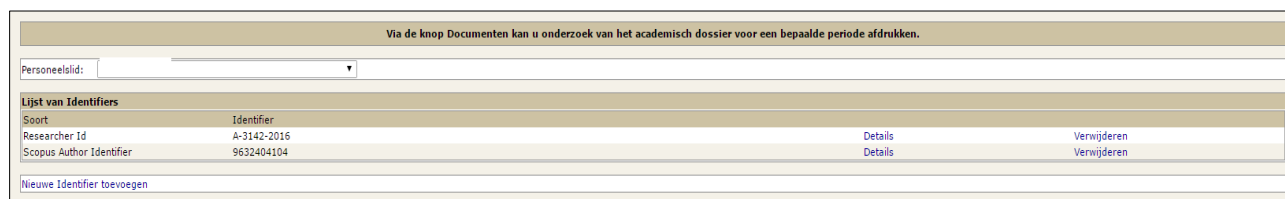


How to add researcher identifiers to your Academic file?

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Introduction

Log in to your [Academic File](#) by using your UHasselt user-id and password. At the left navigation bar click on “Dossier Onderzoek” and select “Researcher identifier”.

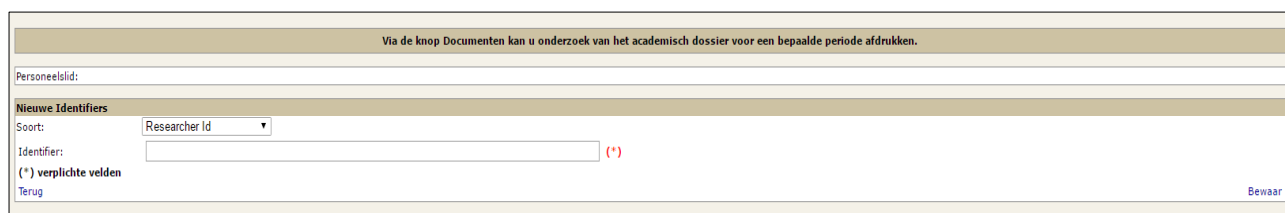


Click on “Nieuwe Identifier toevoegen”.

At the next screen you select the identifier type from the drop-down list (for example ORCID):



Option 1: you choose ResearchGate, ResearcherID or Scopus Author ID



Fill in the identifier number in the Identifier box. Then click on “Bewaar”. Subsequently a screen appears with details about the identifier.

By checking the box you decide to make your identifier visible at the [FRIS portal](#) and/or at the [UHasselt Who-is-Who](#). Next, click on “Zichtbaarheid bewaren”.

To return to the home screen, click on “Terug”.



Via de knop Documenten kan u onderzoek van het academisch dossier voor een bepaalde periode afdrukken.

Personeelslid:

Details Identifiers

Soort: Researcher Id
Identificer: A-3142-2016

Zichtbaarheid	Omschrijving	Zichtbaarheid
	Zichtbaar op FRIS portaal	<input checked="" type="checkbox"/>
	Zichtbaar op UHassel website	<input checked="" type="checkbox"/>

[Terug](#) [Zichtbaarheid bewaren](#)

Option 2: you choose ORCID

Click on the link “Registreer uw orcid ID”.

At the following screen you can check which rights you want to grant Hasselt University, for example:



Create or connect your ORCID iD to UHassel

ORCID is an independent non-profit effort to provide an open registry of unique researcher identifiers and open services to link research activities and organizations to these identifiers. Learn more at orcid.org.

Choose the appropriate access rights

- UHassel obtains the right to get your ORCID iD.
- UHassel obtains the right to read the part of your ORCID record that is only visible to 'trusted organisations'. UHassel also obtains the right to read the public part.
- UHassel obtains the right to write and update the activities (works, etc.) in your ORCID record. UHassel also obtains the right to read the public part.
- UHassel obtains the right to write and update the person data (other names, keywords, url's, etc.) in your ORCID record. UHassel also obtains the right to read the public part.

 [Create or Connect your ORCID iD](#)

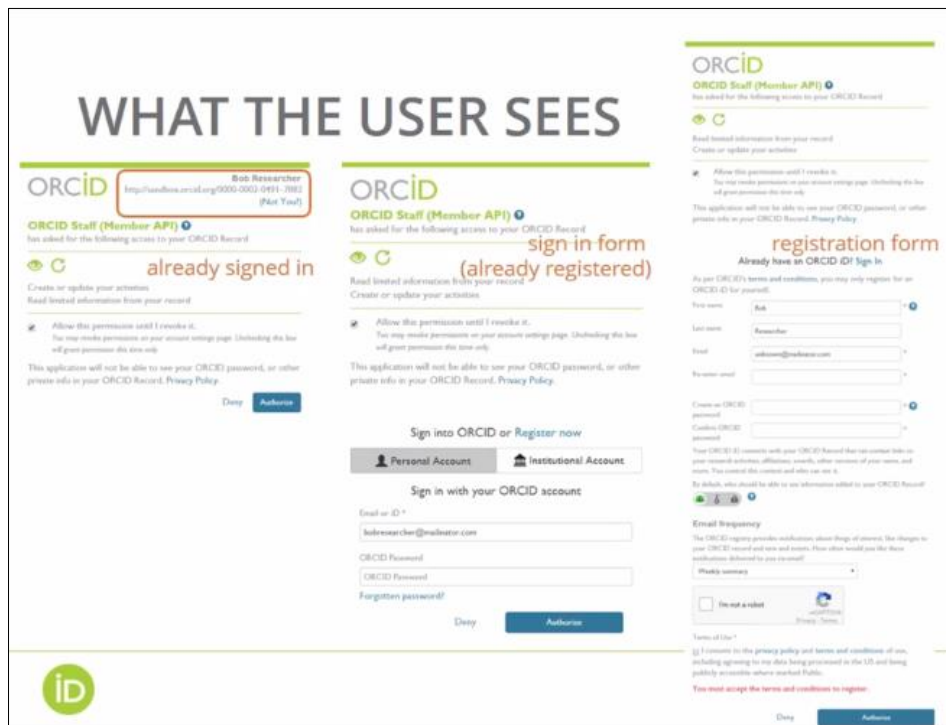
© 2017

To enable UHassel to easily send your documents from the Document Server to your ORCID profile, please check the first and third boxes:

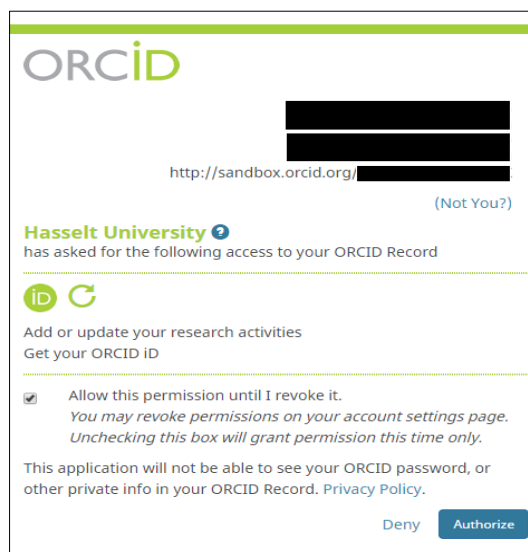
- UHassel obtains the right to access your ORCID iD.
- UHassel obtains the right to create and update activities (works, etc.) in your ORCID record. UHassel also obtains the right to view the public portion.

Sending can be fully automated, or you can choose to manually select which publications flow to ORCID. More information can be found in the following [guide](#).

Then click on “Create or Connect your ORCID ID”. After this, you will see one of the following screens. If this is not the case, please check whether the pop-up screen is being blocked.

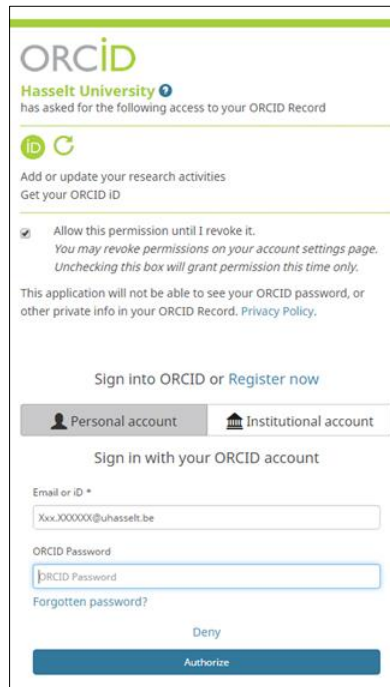


1) You will see the first screen if you are already signed in and already possess an ORCID:

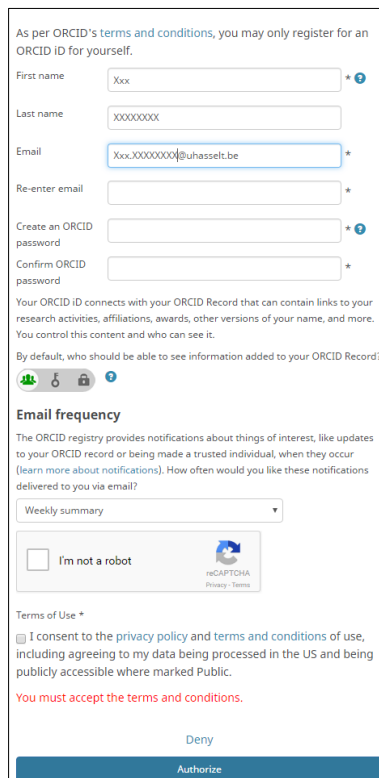


- Please verify whether your name and ORCID are correct. If this is not the case, click on “Not you?”. Next, click on Authorize or Deny:
 - If you select “Authorize”, your ORCID is registered in your Academic File.
 - If you select “Deny”, your ORCID will not be registered in your Academic File.

2) If you are not yet signed in to the ORCID website, you will see the following screen:



- If you already have an ORCID, fill in your email address or ORCID at the bottom of the screen and enter your ORCID password. Next, click on Authorize or Deny:
 - If you select “Authorize” your ORCID is registered in your Academic File.
 - If you select “Deny” your ORCID will not be registered in your Academic File.
- If you don’t have an ORCID yet, click on “Register now”. Next, you get the following screen:

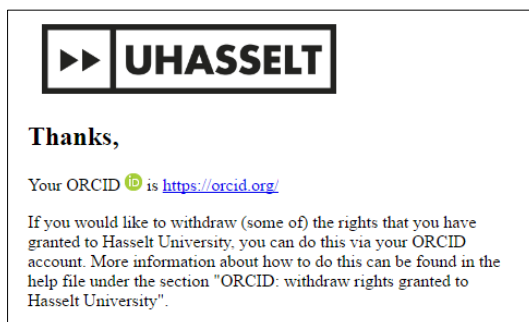


Fill in all the personal details and click on Authorize or Deny.

- If you select “Authorize” your ORCID is registered in your Academic File.
- If you select “Deny” your ORCID will not be registered in your Academic File.

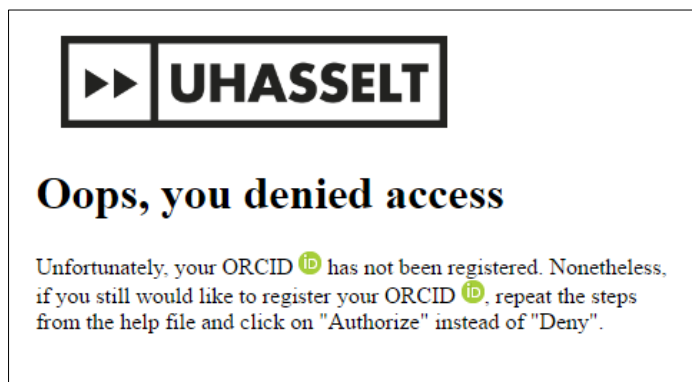
‘Thank you’ screen

If your ORCID is registered successfully, you will see the following screen:



‘Oops’ screen

When you stop before finishing the registration process, you will see the following screen. This means your ORCID has not been registered.



ORCID: revoke granted rights

Log in to the [ORCID website](#) by using your email address or ORCID and your ORCID password. Click on “Account Settings” at the top navigation bar:



At the section called “Trusted Organizations” you can revoke granted rights by clicking on the recycle bin:

Trusted organizations

You can allow permission for your ORCID Record to be updated by a trusted organization.
[Find out more](#)

Trusted organization	Approval date	Access type	
Hasselt University http://test.com	2017-03-01	Get your ORCID iD	
Hasselt University http://test.com	2017-03-01	Read your limited-access information Get your ORCID iD	

ORCID: Restore revoked rights

If you have revoked the rights assigned to ORCID for UHassel and wish to reassign them, follow these steps:

Log in to your [Academisch Dossier](#) using your UHassel user ID and password. Click on “Dossier onderzoek” in the left navigation bar and select “Researcher identifiers”.

Under the section “Push-to-ORCID: Preferences”, click on the displayed link:

On the following screen, check the rights you grant to UHassel:

Connecting Research and Researchers

Member Organization

Create or connect your ORCID iD to UHassel

ORCID is an independent non-profit effort to provide an open registry of unique researcher identifiers and open services to link research activities and organizations to these identifiers. [Learn more at **orcid.org**](#)

Choose the appropriate access rights

- UHassel obtains the right to get your ORCID iD.
- UHassel obtains the right to read the part of your ORCID record that is only visible to 'trusted organisations'. UHassel also obtains the right to read the public part.
- UHassel obtains the right to write and update the activities (works, etc.) in your ORCID record. UHassel also obtains the right to read the public part.
- UHassel obtains the right to write and update the person data (other names, keywords, url's, etc.) in your ORCID record. UHassel also obtains the right to read the public part.

Create or Connect your ORCID iD

To enable UHasselT to easily send your documents from the Document Server to your ORCID profile, please check the first and third boxes:

- UHasselT obtains the right to access your ORCID iD.
- UHasselT obtains the right to create and update activities (works, etc.) in your ORCID record. UHasselT also obtains the right to view the public portion.

Then click on “Create or Connect your ORCID ID”.