Granting permission to another person (trusted individual) to update your ORCID record

Linking your existing publications, grants and datasets to your ORCID iD will increase the value of having an ORCID iD. Tools (wizards) have been developed to semi-automate the process. However another person can update your ORCID record on your behalf provided you grant them ‘Trusted Individual’ status.

The ‘Trusted Individual’ status may be granted to more than one person, and can be revoked at any time by the ORCID record owner. It also means that the record owner can keep their ORCID password confidential.

For detailed information about the registration process, refer to Establishing your scholarly identity with an ORCID iD available on the QUT website.

Process for granting ‘Trusted Individual’ status

Sign in to your ORCID account https://orcid.org/signin

Go to the ‘Account Settings’ section.

Scroll down to the section ‘Trusted Individuals’

Enter the email address of the person who is to be the ‘Trusted Individual’. Click on Search.

Note: To be a ‘Trusted Individual’ the person must have their own ORCID iD. They do not need to have any publications.

Click on the ‘Add’ button.

The nominated person will now be a ‘Trusted Individual’.

You can revoke a person’s ‘Trusted Individual’ status by clicking on the trash can icon in ‘Account Settings’.

<table>
<thead>
<tr>
<th>Trusted individual</th>
<th>ORCID iD</th>
<th>Access granted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tanya Harden</td>
<td>0000-0001-5541-1526</td>
<td>2015-07-28</td>
</tr>
</tbody>
</table>
Information for ‘Trusted Individuals’

If you have been granted ‘Trusted Individual’ status, you will receive an email from ORCID advising that you have been made an ‘Account Delegate’ for the named record owner.

When you next log in to your ORCID record, there will be a new option called ‘Switch account’.

Selecting ‘Switch account’ displays the list of ORCID account owners who have given you ‘Trusted Individual’ status.

Choose the ORCID record you wish to edit.

When you have finished editing/updating the record, you can select ‘Switch back to me’.

Enriching an ORCID record (recommended additions)

- **Employment**: Add Queensland University of Technology.
- **Country**: Add Australia.
- **Also known as**: Add name variants (under which they have published) if applicable.
- **Works (publications)**: If possible, import from Scopus as this brings in the Scopus AuthorID.
  
  **Note**: For publications not in Scopus, WoS or CrossRef, export publication list from QUT ePrints and import to ORCID. See BibTeX Guide (https://www.library.qut.edu.au/research/publish_impact/authorprofiles/orcid.jsp).
- **Websites**: Add URL for QUT Staff Profile and, if applicable, Google Scholar profile.
- **Keywords**: Add one or two keywords which describe the current field of research.

For more information about ORCID, see http://orcid.org.