

## ▶ What is ORCID?

The Open Researcher and Contributor ID (ORCID) is a registry that provides unique identifiers to researchers and associates it with the various contributions (i.e., presentations, publications, and grants) you make throughout your career. The unique ID remains with the researcher no matter what change they may experience (e.g., change institutions, or a name change). ORCID offers a space for researchers to ensure the work they do will always be associated with themselves and not others with similar names.

## ▶ Getting Started with ORCID

The University Libraries has put together a [guide](#) to help you with:

- registering for an ORCID iD,
- associating the ORCID iD with your ACE account,
- importing publication data into ORCID, and
- connecting your ORCID iD to your contributions.

## ▶ Importing from ORCID into UNLV Folio

Once you have your ORCID profile set up and populated with information, you can follow the steps outlined in this section to import the information you have entered in your ORCID profile into UNLV Folio. The information that can be imported pertains to your scholarly works, grant funding, education and employment history.

### Connect your ORCID iD to UNLV Folio

Begin by connecting your ORCID account to UNLV Folio. If you've already done this, please proceed to the next section of this guide: You're Now Ready to Import.

After logging into UNLV Folio, select **Vitas & Biosketches** from the navigation bar.

The **Vitas & Biosketches** page will open. Scroll down to the **Vita/Profile Systems** section and click the **Create or Connect your ORCID iD** button to authorize UNLV Folio (Interfolio) to access your ORCID record (Figure 1).

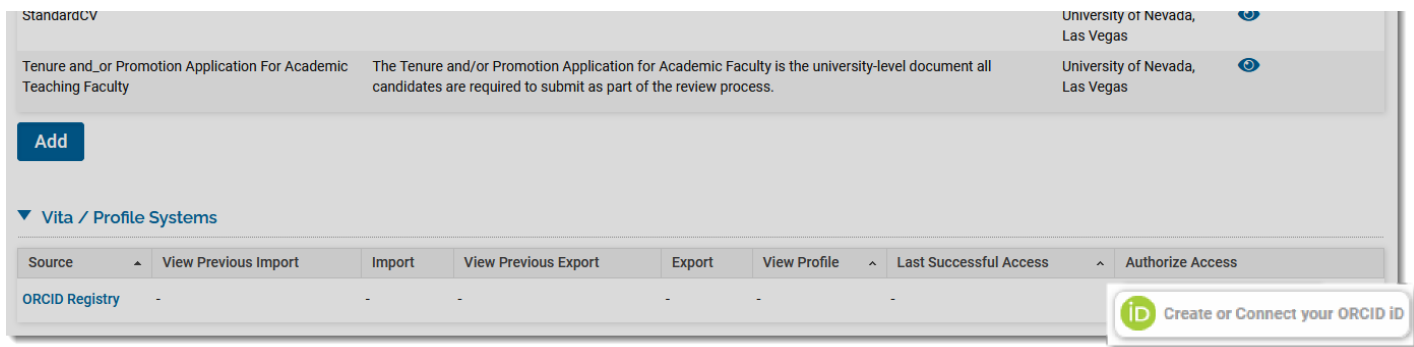


Figure 1. Connecting your ORCID account

You will be redirected to the ORCID website. Select the **Authorize** button to complete authorization and allow Interfolio to access your ORCID records (Figure 2).

Select the **Deny** option to prevent access. You will not be able to proceed further with importing your records.

Once the authorization is complete, you will be directed back to UNLV Folio and a 'Access successfully granted' message will appear in the Vita/Profile Systems section.

### You're Now Ready to Import

#### Step 1

Log into UNLV Folio, select **Vitas & Biosketches** from the navigation menu.

#### Step 2

From the **Vitas & Biosketches** page, scroll down to the **Vita/Profile Systems** section and select the Import button (Figure 3).

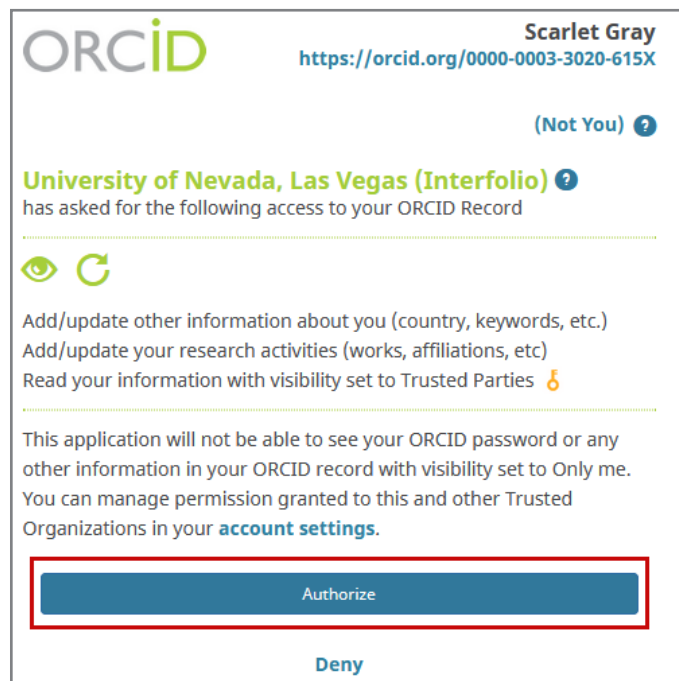


Figure 2. Authorizing Access

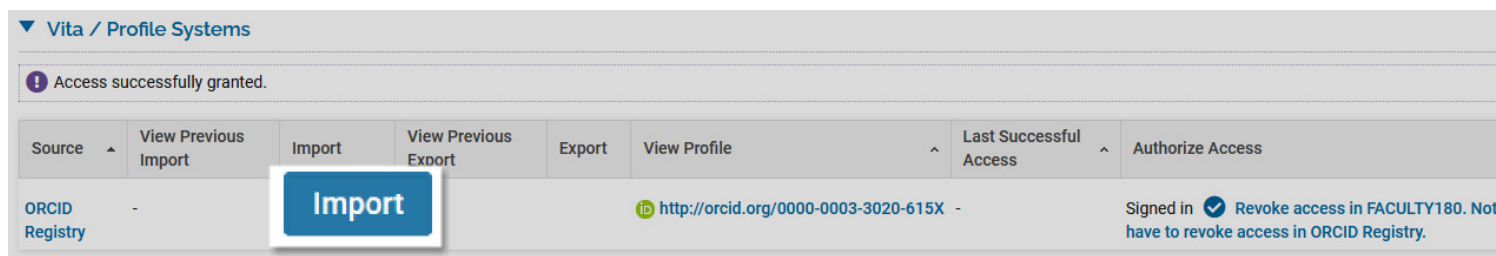


Figure 3. Starting the import process

#### Step 3

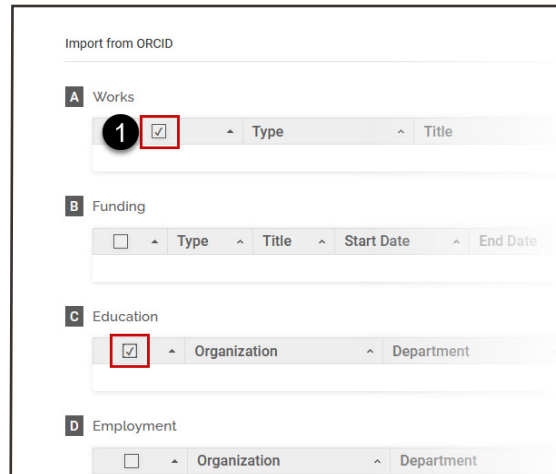
The **Vitas & Biosketches: Import from ORCID** screen will appear. The sections that appear on this screen directly relate to the fields on the ORCID **Biography** page, unless noted otherwise. The following provides a brief description of each section that appears on the **Import from ORCID** page in UNLV Folio:

- **Section A: Works** - This section contains information you have entered in ORCID related to your scholarly works. Information you import from ORCID will appear in your **SCHOLARSHIP: Scholarly and Creative Work** activity section in UNLV Folio.
- **Section B: Funding** - This section contains information you have entered in ORCID related to the grants you have received. Information you import from ORCID will appear in your **SCHOLARSHIP: Grants, Contracts, and Funded Activities Managed by the Office of Sponsored Programs** activity section in UNLV Folio. We do not recommend importing funding records, since the UNLV Folio Support Team imports these records for faculty on a quarterly basis. The result of importing funding records could lead to duplicates that cannot be removed by you. Please contact UNLV Folio Support if you need records to be removed.
- **Section C: Education** - This section corresponds to the **Education and qualifications** section on the ORCID **Biography** page. It contains information you have entered in ORCID related to the education you have received. Information you import from ORCID will appear in your **Degrees, Certificates, and Diplomas** profile section in UNLV Folio.

## Importing Activities from ORCID into UNLV Folio

- **Section D: Employment** - This section contains information you have entered in ORCID related to your employment history. Information you import from ORCID will appear in your **Employment History** profile section in UNLV Folio.

For each section that you want to import from ORCID, select the corresponding checkbox(es) (Figure 4, #1). Continue by selecting the **Import Selected** button (Figure 4, #2). To import individual records, check the box next to each record and click the **Import Selected** button to continue.

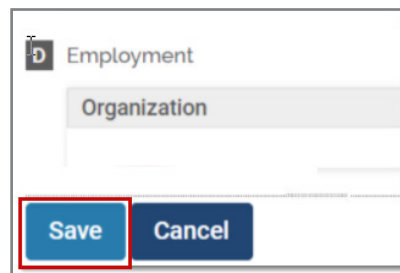


The screenshot shows the 'Import from ORCID' interface. It has four sections: A Works, B Funding, C Education, and D Employment. Each section has a checkbox and a table of records. The checkbox for section A is checked and circled in red, with a '1' next to it. The checkbox for section C is also checked and circled in red.

Figure 4. Importing specific section from ORCID to UNLV Folio

### Step 4

Lastly, select the Save button to confirm the records to import from ORCID into UNLV Folio (Figure 5). Select the Cancel button to abort the process.



The screenshot shows the 'Employment' section in the 'Import from ORCID' interface. The 'Organization' field is highlighted. The 'Save' button is circled in red.

Figure 5. Confirming the records to import from ORCID to UNLV Folio

If you are importing records for the first time from ORCID, there may be duplicates that you will need to remove from your UNLV Folio profile and/or activities sections.

## Importing Activities from ORCID into UNLV Folio

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*To learn how to remove access to your ORCID profile, please contact the UNLV Folio Support Team for further guidance.*

### **Need more Help?**

- > Check out the [UNLV Folio Resources page](#)
- > Email [UNLV Folio Support](#)
- > [Book a one-on-one consultation](#) with the UNLV Folio Support Team