

# ScienceON

Instructions for authors

Part 2: Linking ORCID profiles to the ScienceON system

Library of the University of Lodz  
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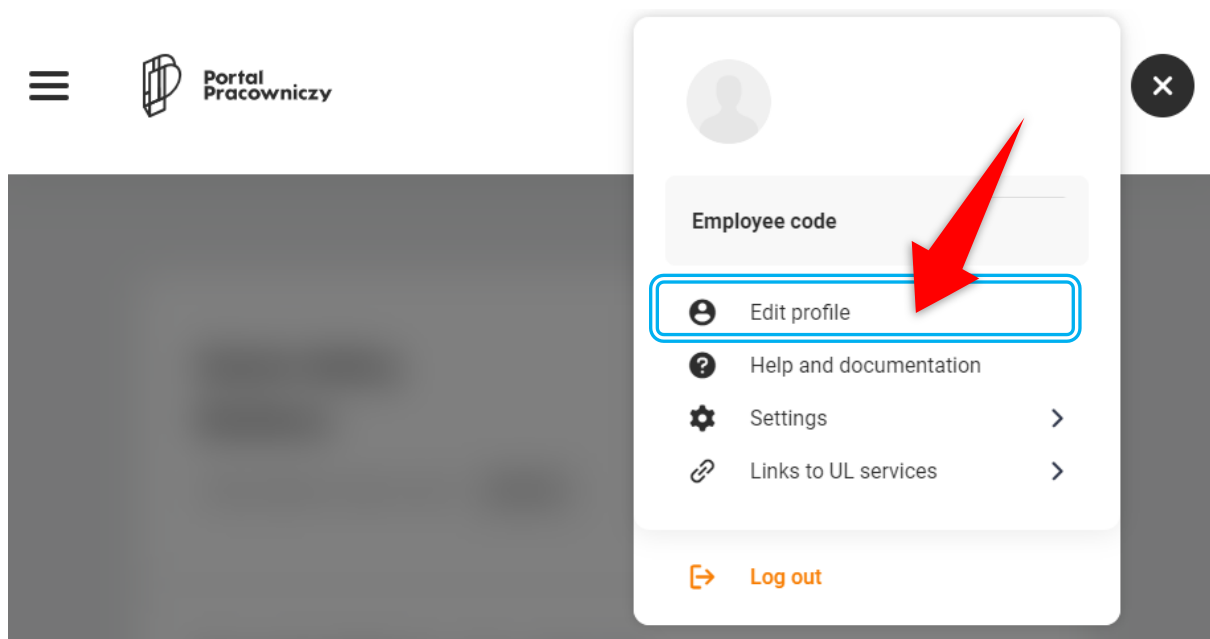
## Introduction

The instruction is addressed to authors of publications from the University of Lodz who will use the author profiles (Individual Profiles) of the University Achievement Information System "ScienceON" as a tool for collecting and disseminating their own scientific output. The instructions contain a description of individual processes for linking the ScienceON author profile with the ORCID profile, and for uploading publications from ScienceON to ORCID.

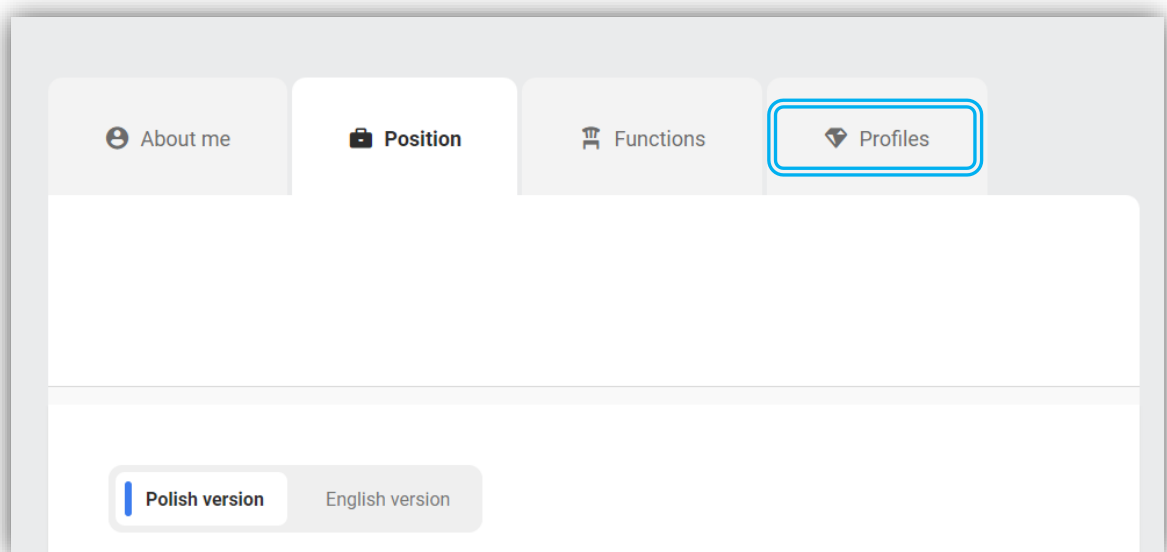
# 1. Adding an ORCID identifier to the Employee Service

In order to add an ORCID ID to the Employee Service, you should log in to your employee profile:

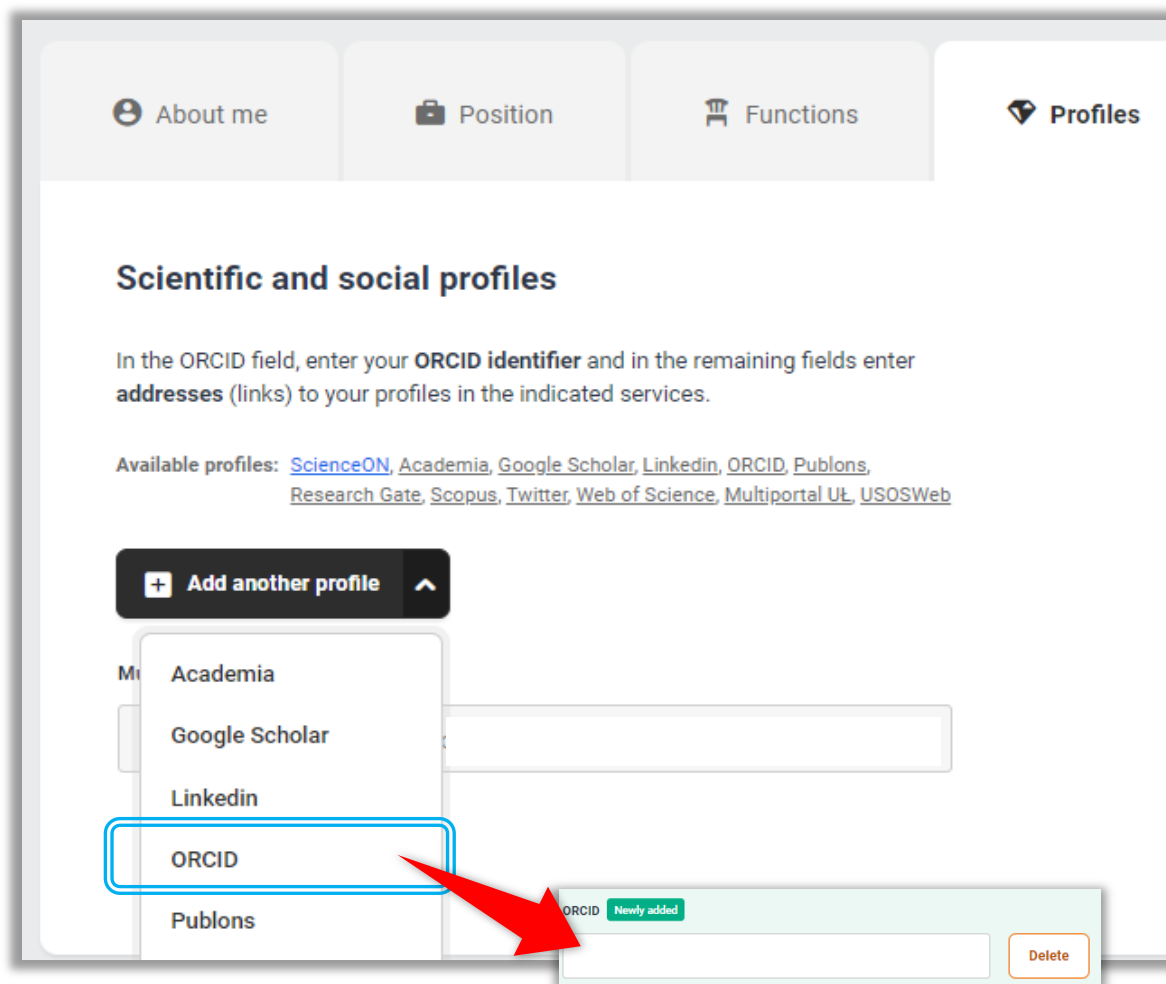
➤ go to the user menu and select **Edit profile**,



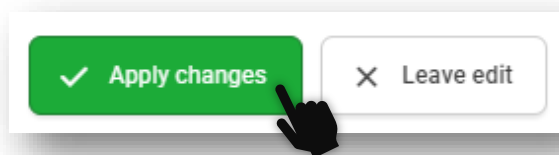
➤ select the **Profile** tab,



➤ adding an ORCID ID is done by selecting **Add another profile**,



➤ after selecting **ORCID**, enter the ORCID number in the window below and accept the changes.



Please note that the added ORCID number will be transferred to your profile in the ScienceON system the following day.

## 2. Authenticating your ScienceON profile in ORCID

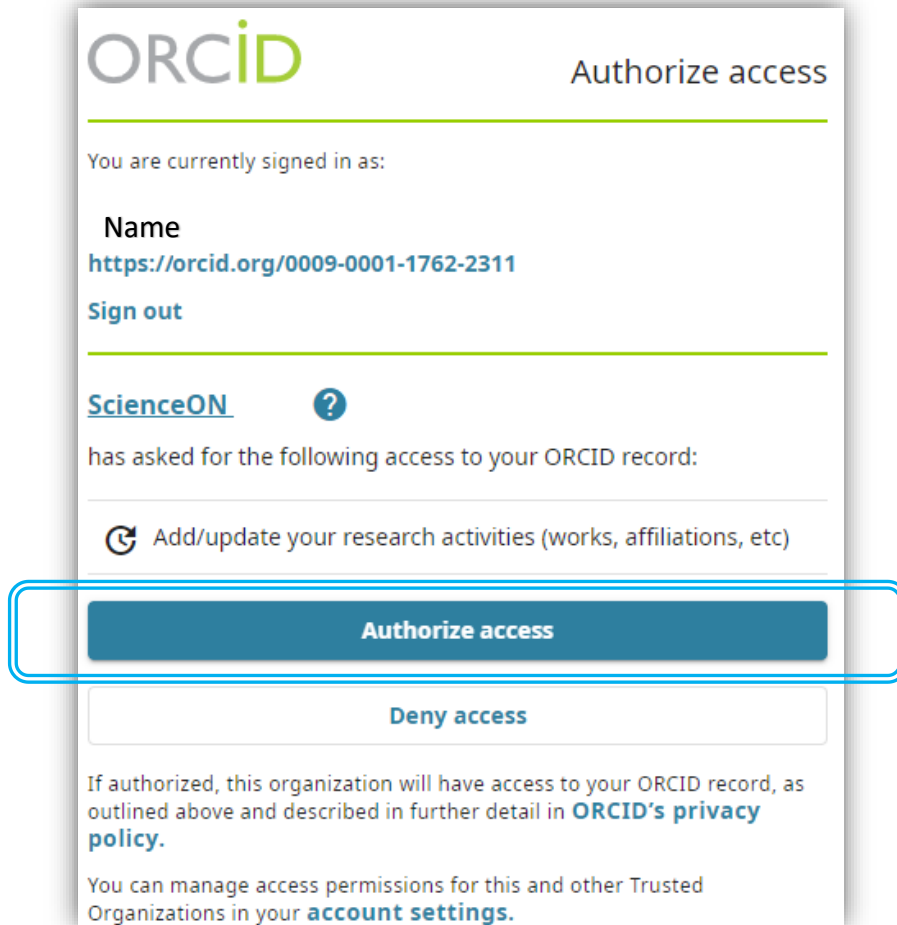
Authentication of the ScienceON profile in ORCID requires a one-time authorisation. To link your ScienceON profile to ORCID, you should:

- 🚩 log in to the **ScienceON Author's Profile** at [www.son.uni.lodz.pl](http://www.son.uni.lodz.pl),
- 🚩 under the **Profile** tab select **Authenticate in ORCID**,

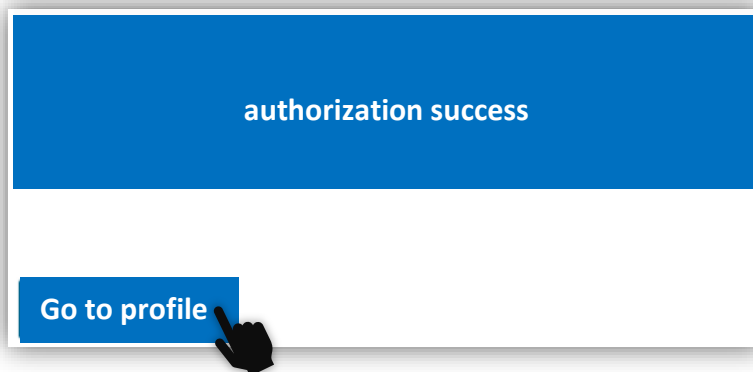
The screenshot displays the 'Person profile' page on ScienceON. The profile information includes the Reference and Bibliometric Analysis Department at the University of Lodz Library. The 'Identifiers' section shows a link to the ORCID sandbox account: <https://sandbox.orcid.org/0000-0003-3185-0131>. A blue box highlights the 'Authorize in ORCID' button. A red arrow points from this button to a 'Sign in' modal window. The modal window contains a 'Sign in' header, a text input field for 'Email or ORCID ID', a 'Password' field, and a 'SIGN IN' button. Below the 'SIGN IN' button, there are links for 'Forgot your password or ORCID ID?' and 'Don't have an ORCID ID yet? Register now'. At the bottom of the modal, there are options to 'Access through your institution', 'Sign in with Google', and 'Sign in with Facebook'.

- 🚩 you will be automatically redirected to the log in page on [www.orcid.org](http://www.orcid.org), where you need to log in with the e-mail address or ID provided while setting up your ORCID account,

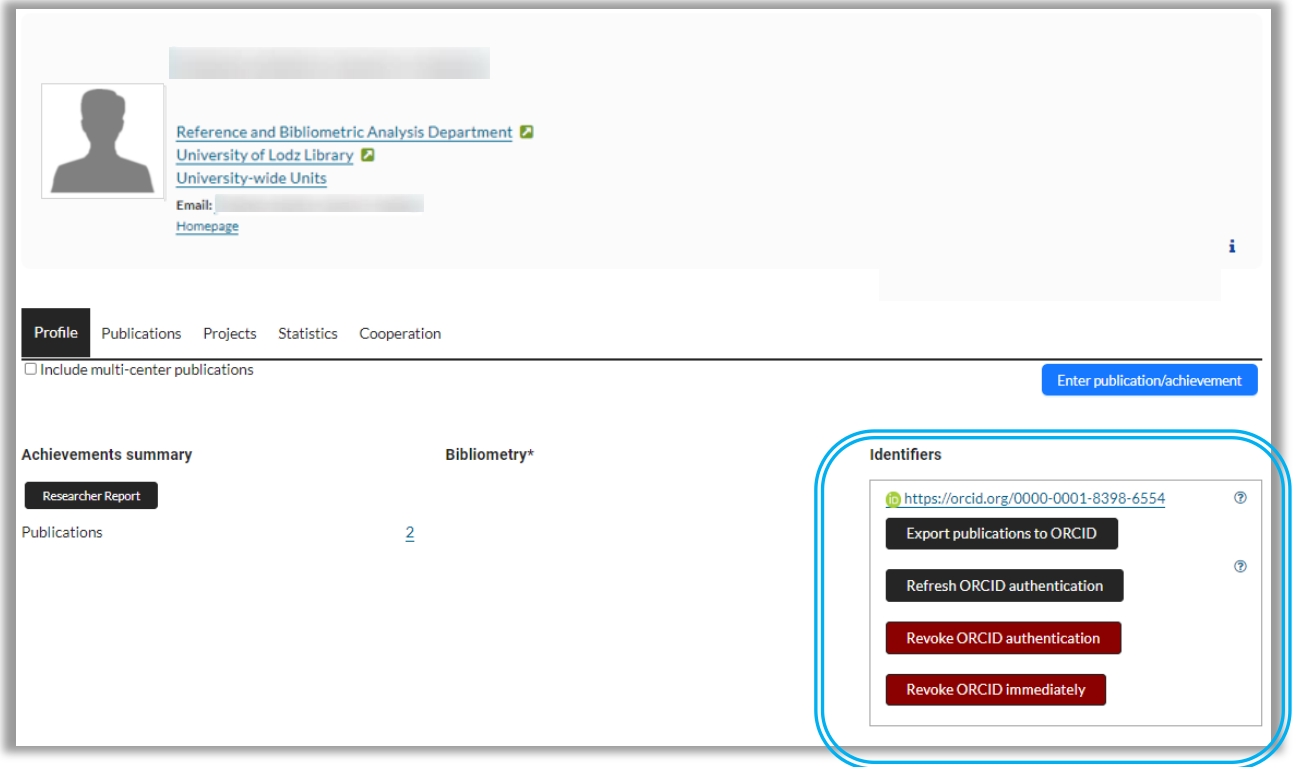
- in order to confirm that ScienceON has been granted access to add and update research activity in the ORCID system, select **Authorize access**,



- you will then be informed of your authorisation status. To return to your profile, select **Go to profile**,



- once correctly authenticated, additional functions will appear on your **Author's Profile** in the ScienceON system.
- ScienceON will automatically feed the ORCID profile with data published from 2023 onwards.



- The **Export output to ORCID** button allows you to upload all publications entered into the ScienceON system on your author's profile. At the same time, this function should not be used if there are already publications in the ORCID account that may be duplicated. In that case, instead of using this button, it is recommended to send data from ScienceON published before 2023 to ORCID manually (as described in chapter 3).
- The **Withdraw ORCID authentication** button disables the link between the ScienceON database and ORCID, which prevents data from being sent. You can withdraw your consent at any time, however, it is not recommended as the ORCID system grants access to profiles for a long time and requires you to wait before reconnecting.
- The system automatically recognises the publication data stored in ORCID and adds the source of information.



Please **note** that if the system does not recognise identical publications, they may be duplicated in the ORCID profile.

### 3. Transferring selected publications to ORCID

In order to upload selected publications from ScienceON to ORCID, you should:

- go to the **Publications** tab in the author's profile,
- select publications from the list by checking the **box** next to the title,
- select the **three dots** icon,
- after expanding, select **Export achievements to ORCID**.

Person profile

Reference and Bibliometric Analysis Department  
University of Lodz Library  
University-wide Units  
Email:  
Homepage

Profile **Publications** Projects Statistics Cooperation

Number of records: 4

Open Access  
 Deposited in the repository

Publication type  
 Edited books  
 Authored books  
 Book chapters  
 Papers from journals  
 Not published materials

Form of publication  
 Complete work  
 Abstract

Years  
from: to:

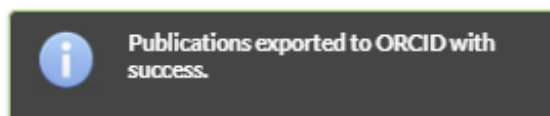
Author

2024  
Papers from journals  
 Przesyłanie publikacji do ORCID Sandbox : prezentacja dla redaktorów publikacji >  
American Journal of Physiology-Lung Cellular and Molecular Physiology, 2024, vol

2023  
Papers from journals  
 Funkcjonalności systemu ScienceON UŁ >  
Internetowy Magazyn Filozoficzny Hybris, 2023

Recalculate score  
Select scientific discipline  
Export publications to ORCID

- Once the export is completed, the system will inform you whether the publication was successful or not.



## 4. Contact and reporting issues

Questions and issues can be submitted directly via the **UL Helpdesk** – the submission form can be found at: <https://hd.uni.lodz.pl/>. After logging in, select **New submission** and go to **University Achievement Information System – publications**.