

# Setting up the ORCID service for scientists at the University of Mannheim

## 1. Login to ORCID via MADOC.

Log in to MADOC <https://madoc.bib.uni-mannheim.de> with your regular Uni-ID identifier and click on the "Manage ORCID Permissions" link. Read carefully the information and select all permissions, if possible. Then click on the "Create or Connect your ORCID id" button.

The screenshot shows the MADOC (Publikationsserver & Universitätsbibliographie) website. The header includes the University of Mannheim logo and the UB Mannheim logo. The navigation bar has links: Home, Browse, Fulltexts, University bibliography, Statistics, About MADOC, Help, and Contact. Below the navigation bar, there is a user profile section for Sylvia Hulin with links for Manage deposits, Manage ORCID Permissions, Access records, Profile, and Saved searches. The main content area is titled "ORCID details for Sylvia Hulin" and contains information about connecting to ORCID, including a link to the ORCID record and a list of permissions granted to MADOC. The permissions listed are: Retrieve your ORCID id only, Create and update details of your research activities (publications, and education or employment) already added to your ORCID record by MADOC, and Retrieve details from your ORCID profile restricted to trusted parties only. There is a note about the expiration of these permissions and a link to contact madoc@bib.uni-mannheim.de. At the bottom, there are three buttons: "Create or Connect your ORCID id" (highlighted with a yellow arrow), "Automatically enter ORCID into items", and "Disconnect from ORCID".

This will redirect you to the ORCID log in page.

## 2. Log in or register with ORCID.

There are several ways to proceed:

- a) You can sign in with your University of Mannheim ID via the button “Access through your institution.” If you do not have an ORCID account yet, one will be set up for you automatically.

Sign in



example@email.com or 0000-0001-2345-6789

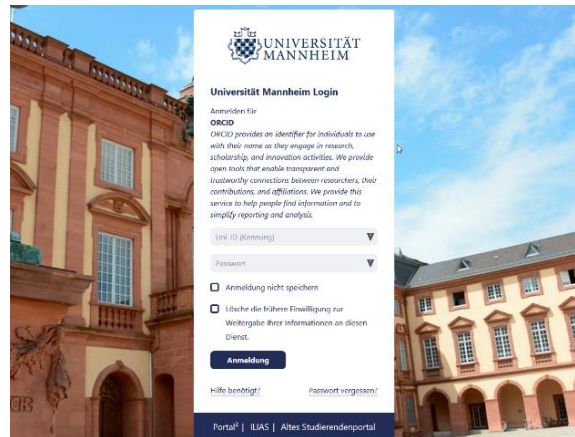
**SIGN IN**

**Forgot your password or ORCID ID?**

Don't have an ORCID ID yet? [Register now](#)


or

 **Access through your institution**



- b) You can sign in to your already existing Personal ORCID account if you already have one:

Sign in


  
example@email.com or 0000-0001-2345-6789

**SIGN IN**

**Forgot your password or ORCID ID?**

Don't have an ORCID ID yet? [Register now](#)

or

 **Access through your institution**

c) You can create a new account via "Register now."

Sign in


example@email.com or 0000-0001-2345-6789

**SIGN IN**

**Forgot your password or ORCID ID?**

Don't have an ORCID iD yet? **Register now**

or

 **Access through your institution** ....

Create your ORCID iD

This is step 1 of 3


Per ORCID's [terms of use](#), you may only register for an ORCID iD for yourself. Already have an ORCID iD? [Sign In](#)

+ Add another email

GO BACK **NEXT**

### 3. Grant MADOC rights




In either case you will be asked to confirm the previously selected authorizations. You can do this by clicking on "Authorize."



**Philipp Zumstein**  
<https://orcid.org/0000-0002-6485-9434>  
(Not You?)


**University of Mannheim**

has asked for the following access to your ORCID Record



Add or update your research activities  
Get your ORCID iD  
Read your limited-access information

This application will not be able to see your ORCID password or any other information in your ORCID record with visibility set to Only me. You can manage permission granted to this and other Trusted Organizations in your [account settings](#).

 **Authorize**

[Deny](#)

#### 4. Confirm the ORCID-Service

In each of the above cases a confirmation should appear in MADOC and the University of Mannheim will be added as employer in your ORCID record.

With the ORCID service the University Library can take care of the export of your publications from MADOC to ORCID and regularly update your ORCID record with new MADOC entries for you. If you wish to do this, you can either wait until we contact you by e-mail, or contact us via e-mail stating that you would like to use our ORCID service.

#### 5. Check your settings

Make sure that the visibility preferences in your ORCID account are set to “Everyone.” Otherwise your ORCID entries won’t be visible to others.

To do this, click in your ORCID account on the tab “Account settings.” Here you can choose your visibility preferences:

The screenshot displays the ORCID account settings page for Sylvia Hulin. The top navigation bar includes links for ABOUT, FOR RESEARCHERS, MEMBERSHIP, DOCUMENTATION, RESOURCES, and NEWS & EVENTS. The user's name, Sylvia Hulin, and their ORCID ID, https://orcid.org/0000-0001-9934-3238, are shown on the left. The main content area is titled 'Account settings' and contains several sections: 'Email and notification preferences', 'Language display preferences', 'Password', and 'Visibility preferences'. The 'Visibility preferences' section is highlighted with a yellow arrow, showing three options: 'Everyone' (selected), 'Trusted parties', and 'Only me'. A yellow arrow also points to the 'Account settings' tab in the top navigation bar. The right sidebar shows a dropdown menu with options: 'Sylvia Hulin', 'Inbox', 'Account Settings', 'Developer tools', and 'Sign out'.

#### Contact

If you have any questions do not hesitate to contact us. On request we offer small Workshops or individual consulting about ORCID and its linking with MADOC:

Marlene Wormer or Sylvia Hulin at [publikationsdienste@uni-mannheim.de](mailto:publikationsdienste@uni-mannheim.de)