

Einrichten des ORCID-Service für Wissenschaftlerinnen und Wissenschaftler der Universität Mannheim

1. Anmeldung bei ORCID über MADOC

Melden Sie sich in [MADOC](#) mit Ihrer Uni-ID an und klicken auf den Tab „[ORCID-Berechtigungen verwalten](#)“. Lesen Sie die Informationen und wählen Sie möglichst alle Berechtigungen aus.

Klicken Sie anschließend auf den Button „ORCID einrichten oder verbinden“.

The screenshot shows the MADOC (Mannheimer Archivierungs- und Dokumentations- und Online-Service) interface. At the top, there is a navigation bar with the following items: Startseite, Stöbern, Volltexte, **Universitätsbibliographie** (highlighted with a yellow arrow), Statistik, Über MADOC, Hilfe, and Kontakt. Below the navigation bar, the user is identified as Philipp Zumstein. The main content area is titled "ORCID Details für Philipp Zumstein" and contains the following information:

- For further information about ORCID integration, click [here](#).
- ORCID ID: <https://orcid.org/0000-0002-6485-9434>
- The permissions granted for access to your ORCID data, which you have granted to MADOC via the ORCID system, are listed below:
- Permissions include:
 - Access your ORCID
 - Create and update details of your research activities (publications, education or employment), which have already been added to your ORCID data by MADOC
 - Access details from your ORCID entry, which are only for trustworthy parties
- These permissions start on Mon Nov 22 10:41:40 2038 CET.
- Please note:** You can remove the granted permissions at any time either via your ORCID account or by changing the selected permissions and connecting to ORCID again.
- We will use the granted permissions only as specified below. For changes to these conditions, please contact madoc@bib.uni-mannheim.de.
- Select the permissions you want to grant to the repository below. Click after selection on the toggle 'ORCID setup or connect', to update your permissions.
- Mit ORCID verbinden**
Enables MADOC to link your ORCID ID to your MADOC entry. This is the minimal required permission and is therefore not editable.
- Erstellen und Aktualisieren von Aktivitäten in Ihrem ORCID-Eintrag**
Enables MADOC to add details of your publications to your ORCID entry and to update details of publications already added to your ORCID entry by MADOC.
- After granting this approval, MADOC will also attempt to update your employment or education activities. Further information can be found under [Updating of Employment/Education Activities](#).
- Abfragen eingeschränkter Details aus Ihrem ORCID-Eintrag**
Enables MADOC to query details from your ORCID entry, which are only for trustworthy parties, to be queried.

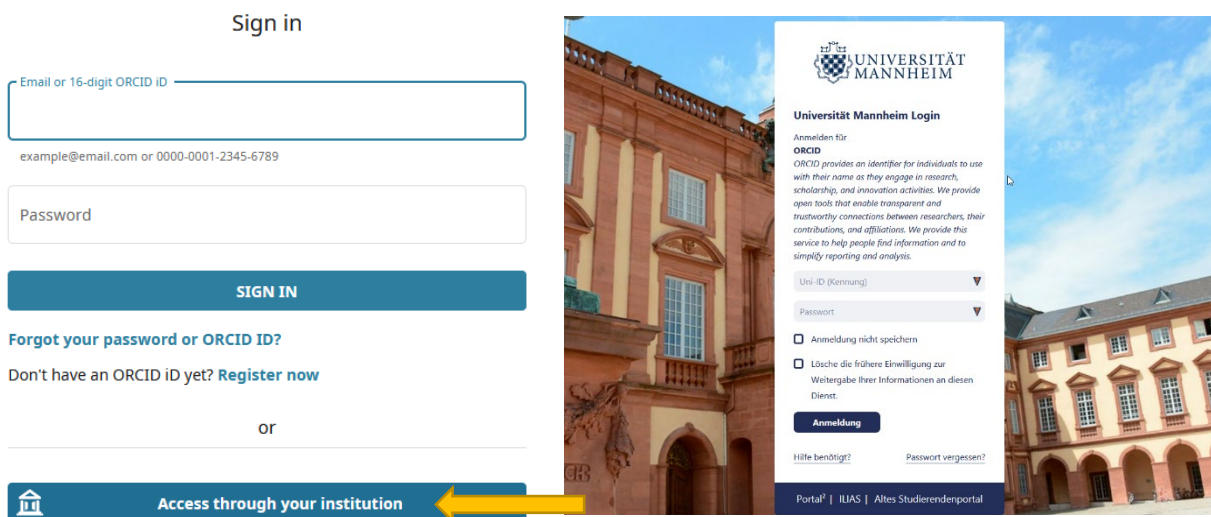
At the bottom of the page, there are three buttons: **ORCID einrichten oder verbinden** (highlighted with a yellow arrow), **ORCID automatisch in Datensätze eintragen**, and **Verbindung zu ORCID trennen**.

Damit werden Sie zu ORCID weitergeleitet und können sich dort anmelden.

2. Anmeldung bzw. Neuregistrierung bei ORCID

Dazu gibt es verschiedene Möglichkeiten:

- a) Über „Institutional account“ können Sie sich mit Ihrer Uni-ID bei der Universität Mannheim anmelden. Wenn Sie kein ORCID-Konto haben, wird dies automatisch eingerichtet, andernfalls können Sie Ihren Uni-Account mit Ihrem bestehenden ORCID-Konto verknüpfen.



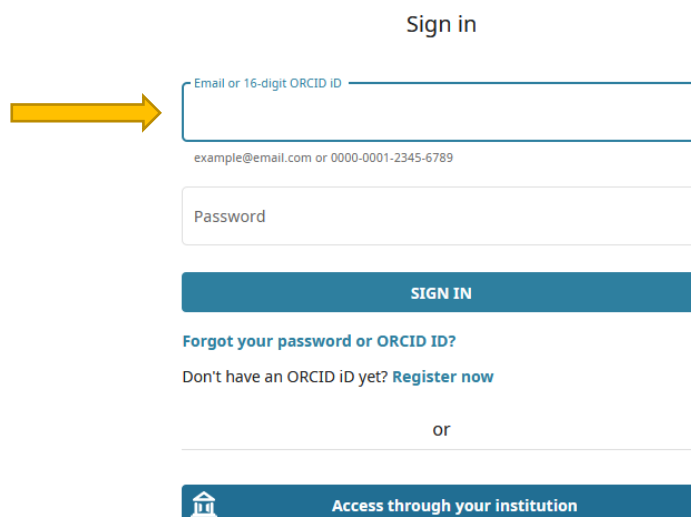
The image shows a composite of two screenshots. On the left is the standard ORCID sign-in page with the following elements:

- Header: "Sign in"
- Input field: "Email or 16-digit ORCID iD" with placeholder "example@email.com or 0000-0001-2345-6789"
- Input field: "Password"
- Button: "SIGN IN"
- Links: "Forgot your password or ORCID ID?" and "Don't have an ORCID iD yet? Register now"
- Separator: "or"
- Footer: "Access through your institution" with a building icon and a yellow arrow pointing to the right.

On the right is a screenshot of the University of Mannheim login page overlaid on a building image. The overlay contains:

- Logo: "UNIVERSITÄT MANNHEIM"
- Section: "Universität Mannheim Login"
- Text: "Anmelden für ORCID" and a descriptive paragraph about ORCID.
- Input field: "Uni-ID (Kennung)" with a dropdown arrow.
- Input field: "Passwort" with a dropdown arrow.
- Checkboxes: "Anmeldung nicht speichern" and "Löse die frühere Einwilligung zur Weitergabe Ihrer Informationen an diesen Dienst."
- Button: "Anmeldung"
- Links: "Hilfe benötigt?" and "Passwort vergessen?"
- Footer: "Portal2 | ILIAS | Altes Studierendenportal"

- b) Sie können sich in Ihrem bereits bestehenden ORCID-Konto mit Ihren Zugangsdaten anmelden:



The image shows a screenshot of the ORCID sign-in page with a yellow arrow pointing to the email input field. The page contains the following elements:

- Header: "Sign in"
- Input field: "Email or 16-digit ORCID iD" with placeholder "example@email.com or 0000-0001-2345-6789"
- Input field: "Password"
- Button: "SIGN IN"
- Links: "Forgot your password or ORCID ID?" and "Don't have an ORCID iD yet? Register now"
- Separator: "or"
- Footer: "Access through your institution" with a building icon.

c) Sie können sich ein neues ORCID-Konto über „Register now“ anlegen.

The image contains two screenshots of the ORCID website. The left screenshot shows the 'Sign in' page. It has a text input field for 'Email or 16-digit ORCID iD' with a placeholder 'example@email.com or 0000-0001-2345-6789', a 'Password' field, a blue 'SIGN IN' button, a link for 'Forgot your password or ORCID ID?', and a link for 'Don't have an ORCID iD yet? Register now' with a yellow arrow pointing to it. Below this is an 'or' separator and a blue button for 'Access through your institution'. The right screenshot shows the 'Create your ORCID id' page, labeled 'This is step 1 of 3'. It includes a disclaimer about ORCID's terms of use, a 'First name' field with a help icon, a 'Last name (Optional)' field, a 'Primary email' field, a 'Confirm primary email' field, an 'Additional email (Optional)' field with a help icon, a '+ Add another email' link, a 'GO BACK' button, and a 'NEXT' button.

3. MADOC-Rechte einräumen

Die zuvor bei MADOC ausgewählten Berechtigungen werden auf der ORCID-Seite nochmals abgefragt und können mit „Authorize“ bestätigt werden.

The image shows an ORCID authorization page. At the top left is the ORCID logo. To the right, it says 'Philipp Zumstein' with a link to his ORCID profile: 'https://orcid.org/0000-0002-6485-9434'. Below this is a '(Not You?)' link. The main heading is 'University of Mannheim' with a help icon, followed by the text 'has asked for the following access to your ORCID Record'. Below this are three icons: an eye, a refresh symbol, and the ORCID 'iD' logo. The permissions listed are: 'Add or update your research activities', 'Get your ORCID iD', and 'Read your limited-access information'. A disclaimer states: '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.' At the bottom, there is a yellow arrow pointing to a blue 'Authorize' button, and a 'Deny' link below it.

4. ORCID-Service bestätigen

In jedem der genannten Fälle sollte in MADOC eine Bestätigung erscheinen und in Ihrem ORCID-Eintrag wird die Universität Mannheim als Arbeitgeber hinzugefügt.

Beim ORCID-Service übernimmt die UB für Sie den Export und ergänzt Ihren ORCID-Eintrag um die neuen MADOC-Einträge und Änderungen. Um diesen Service zu nutzen, warten Sie auf unsere Rückmeldung per E-Mail oder schreiben Sie uns eine kurze Nachricht.

5. Überprüfen Sie die Einstellungen

Bitte beachten Sie: Damit Ihre Einträge nach außen sichtbar sind, muss in den „Account Settings“ die Sichtbarkeit auf „Everyone“ eingestellt sein.

The screenshot displays the ORCID account settings for Sylvia Hulin. The page includes a search bar, navigation links (ABOUT, FOR RESEARCHERS, MEMBERSHIP, DOCUMENTATION, RESOURCES, NEWS & EVENTS), and a user profile section for Sylvia Hulin with her ORCID ID and a link to her profile. The main content area is titled 'Account settings' and contains several sections with 'Edit' or 'Hide' links:

- Email and notification preferences (Edit)
- Language display preferences (Edit)
- Password (Edit)
- Visibility preferences (Hide)

Under 'Visibility preferences', there is a question: 'By default, who should be able to see information added to your ORCID Record?'. Three radio button options are listed:

- Everyone** (87% of users choose this)
- Trusted parties** (5% of users choose this)
- Only me** (8% of users choose this)

Below this, there are links for 'Deactivate account', 'Remove duplicate record', 'Two-factor authentication', and 'Download all my data'. A dropdown menu on the right side of the page is open, showing options: 'Sylvia Hulin', 'Inbox', 'Account Settings' (highlighted), 'Developer tools', and 'Sign out'. A yellow arrow points from the 'Account Settings' menu item to the 'Account settings' page. Another yellow arrow points from the 'Everyone' option in the visibility settings to the 'By default, who should be able to see information added to your ORCID Record?' question.

Kontakt

Kontaktieren Sie uns bei Fragen oder anderen Anliegen. Möglich sind auch angepasste kleine Workshops am Lehrstuhl oder individuelle Beratung zu ORCID und der Verbindung zu MADOC.

Sylvia Hulin
sylvia.hulin@bib.uni-mannheim.de

Dr. Philipp Zumstein
philipp.zumstein@bib.uni-mannheim.de