

LIBRARY & INFORMATION SERVICES

Postgraduate ORCID registration manual

1 STEP

1.1 Have your **STUDENT NUMBER** and **NWU NETWORK PASSWORD** ready

Which password?

The one you use for: **eFundi** (student portal), **DIY Services** etc

NB: If you don't have or remember your password, please

Request NEW Password: https://password.nwu.ac.za/manqiti/password_request.jsp

Alternatively, check the below link for more details on how to set-up your NWU Network password for the first time.

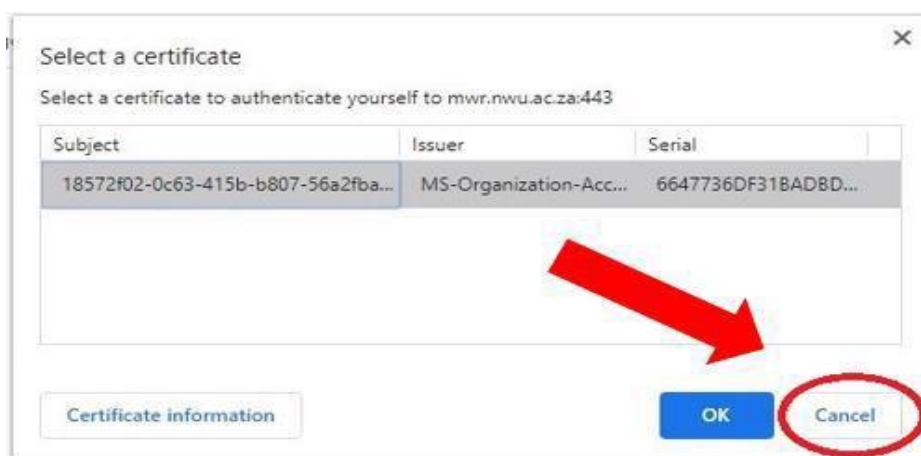
<http://services.nwu.ac.za/it/sc/password-management>

2 STEP

2.1 Login to the Manuscript system through the link provided below using your NWU Network Password.

Manuscript system: <https://mwr.nwu.ac.za/nwu-orcid/main/connect>

2.2 Should you get a certificate error while following the link, please select "**Cancel**" to get through to the authentication page. See screenshot below.



2.3 Once you have logged in, the Manuscript landing page will look something like what you see on the screenshot below

Connect

Create and Connect or just connect existing ORCID record and give NWU-Manuscript access

- You will give access to NWU-Manuscript to add works and affiliation information to your ORCID record
- Only works added by NWU-Manuscript can be updated or deleted by NWU-Manuscript

Follow this link [Create or Connect your ORCID ID](#) to connect and give NWU-Manuscript access

Please make sure 'Allow this permission until I revoke it.' is checked when you authorize NWU-Manuscript for access to your profile and works, otherwise NWU-Manuscript cannot update or create records

If you do not have an ORCID record one can be created during this process

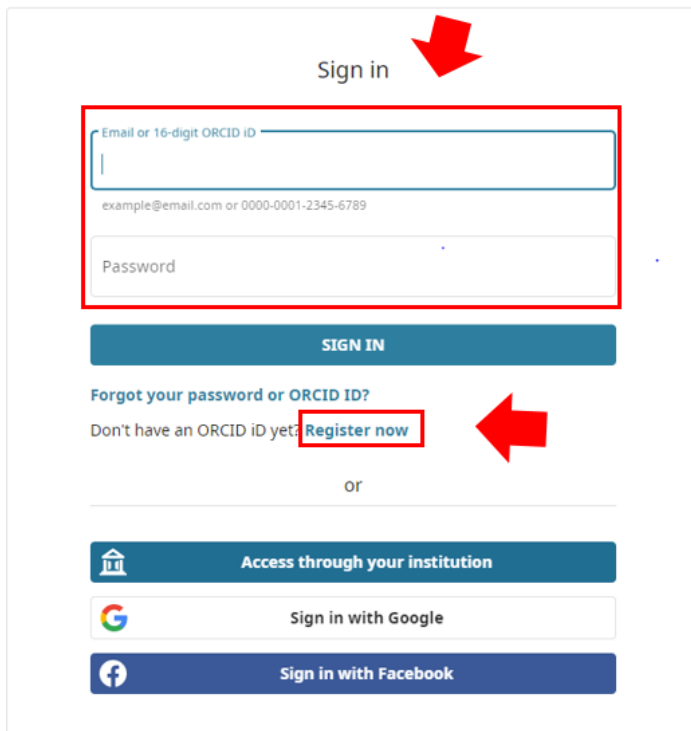
Status

ORCID record not connected.

2.4 Click on the hyperlink right after “Follow this link” as shown below



2.5 Sign in with your ORCID login details if you already have a profile in the Sign in box below, OR select **Register now** to create an ORCID profile.



Sign in

Email or 16-digit ORCID ID
example@email.com or 0000-0001-2345-6789

Password

SIGN IN

Forgot your password or ORCID ID?
Don't have an ORCID ID yet? **Register now**

or

Access through your institution

Sign in with Google

Sign in with Facebook

- 2.6 Having signed in or for those who do not have ORCID profiles, the registration process is simple and straight forward that in only needs your basic information like your Full name, email address and a password.
- 2.7 When all of that is finished, you will only need to connect your ORCID to the Manuscript system as shown below.

3 STEP

- 3.1 Connect your ORCID profile to the NWU-Manuscript by selecting **Authorize access**

ORCID Authorize access

You are currently signed in as:

Vuyo Ngayeka
<https://orcid.org/0000-0003-2543-9960>
Sign out

North-West University, South Africa ?

has asked for the following access to your ORCID record:

- ⌚ Add/update your research activities (works, affiliations, etc)
- ⌚ Add/update other information about you (country, keywords, etc.)
- 👁 Read your information with view access to Trusted Organizations

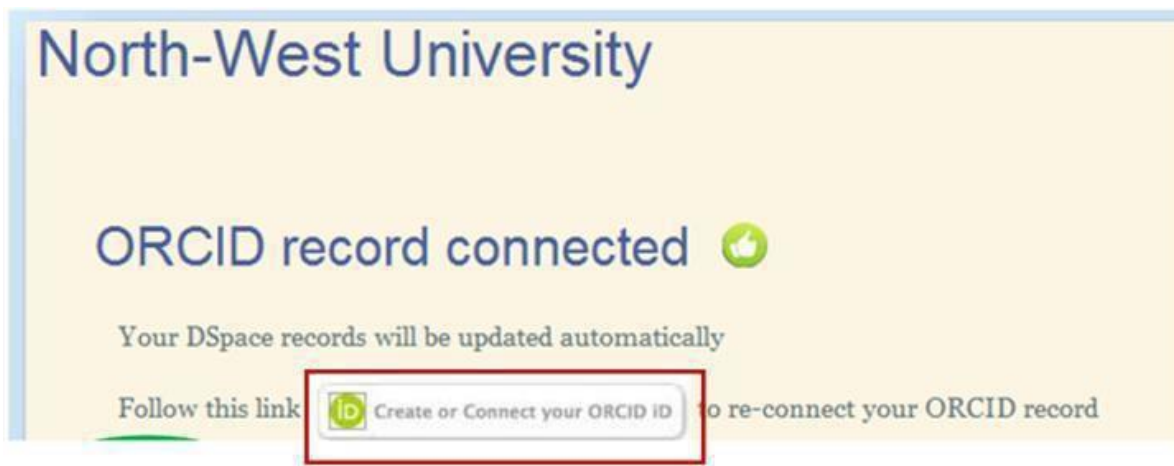
Authorize access

Deny access

If authorized, this organization will have access to your ORCID record, as outlined above and described in further detail in [ORCID's privacy policy](#).

You can manage access permissions for this and other Trusted Organizations in your [account settings](#).

3.2 Once you have authorized access, you will have connected your ORCID to the Manuscript system. A similar page as shown below is what you should see when your ORCID is connected.



Please note that it can take 24 to 48 hrs for your ORCID profile to sync successfully to the manuscript system.

View this link <http://library.nwu.ac.za/orcid> for more information on how you can populate your ORCID profile with your personal information.

For support: Contact our [Faculty Librarians](#).