12.01.2024

Tutorial:
Link your ORCID profile with KOPS
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Start in KOPS: https://kops.uni-konstanz.de/

Log in with your university account:

![User login interface](image)

Call your own user account in KOPS:

![User account interface](image)

If you already have a researcher profile, you will see this view:

![Researcher profile interface](image)
If you do not yet have a researcher profile in KOPS, you will see this view:

Click on "Create new":

![Create new button](image1)

Your researcher profile will be created.

Then click on "View":

![View button](image2)
Link to ORCID: Click the green ORCID icon in your researcher profile:

Select „Connect to ORCID ID“:

You can log in with your existing ORCID account OR register with ORCID from scratch:
When you are logged into ORCID:

Grant KOPS the status of "Trusted Organization" to link your profile with KOPS.

Advantages:

- You can send publication data from KOPS to ORCID
- KOPS is allowed to store your ORCID ID
Export publications from KOPS to ORCID:

- Go to ORCID settings in your KOPS profile (click on green ORCID icon).
- Set "Publication preferences" to "All publications"
- Click on "Update settings"
- Send publications in the "Registry Queue" to ORCID by clicking on + sign

Afterwards, your publications can be found in your ORCID profile.

Optionally, an automated export of publications from KOPS to ORCID is also possible:

- Change "Synchronization mode" to "Batch". Overnight, all your publications will be exported from KOPS to ORCID.
- New publications entered in KOPS will also be exported automatically.
- Recommendation: Use the batch export only if there are still few or no publications in your ORCID profile.

Any Questions? Contact us at: kops.kim@uni-konstanz.de