How to assign delegate on my ORCID record

1. Sign in to your ORCID account. Go to “Account Setting.”

2. Scroll down to “Trusted Individuals.” Search for ORCID users to add as trusted individuals. If you assign a person as a trusted individual, the person have permission to update your ORCID record on your behalf. The person must be an ORCID user.

3. Search the designated person with her/his ORCID iD. Click “Search.”

4. Click “Add” to add the person as a trusted individual.
5. Click “Add” to add the person as a trusted individual.

6. Now John Doe has a trusted individual, Dong Joon Lee.

7. Dong Joon Lee is now able to manage John Doe’s ORCID record. Click “Switch account.”

8. Click “John Doe.”

9. Dong Joon Lee is managing John Doe’s record.