eFaculty QuickTip: Using ORCID to Import Material

Faculty Services is proud to announce that faculty will be able to import material from ORCID directly into the Activities section of eFaculty. The steps below will guide you through the process. Please note that while this process will expedite eFaculty data entry, it is not complete. Faculty should expect to review and edit the imported material to ensure all information is provided (e.g., co-authors, volume, issue, DOIs, etc.).

1. To enable ORCID integration in eFaculty, open eFaculty and navigate to “Vitas & Biosketches”.

2. Next, open “Vita/Profile Systems”.

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**Diagram**

- Open eFaculty
- Navigate to “Vitas & Biosketches”
- Select “Vita/Profile Systems”
3. On the far right of the ORCID Registry Row, select Authorize Access.

4. You will be redirected to the ORCID website. Sign In (or Register a New Account).
5. After signing in, select Authorize access.

6. You will then be redirected back to eFaculty. You will be able to revoke access later if needed. Select Import.

7. Select the items you wish to add to your eFaculty archive, then choose Import Selected.
8. To finalize the import, you will need to "date stamp" each item. Then, scroll down and select "Save".

9. All imported material will be found in the "Activities" area of eFaculty. Once you are in that area, scroll down and expand “Research, Scholarship, and Creative Activity (RSCA)” to find the newly imported material.
10. Look for "ORCID" in the Origin column.

11. All imported material may be edited as needed.

For example, co-authors, volume, issue, DOIs, etc.