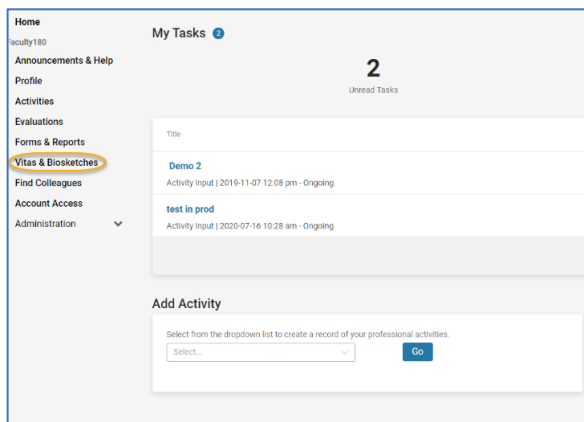


ORCID and Your Faculty 180 Account

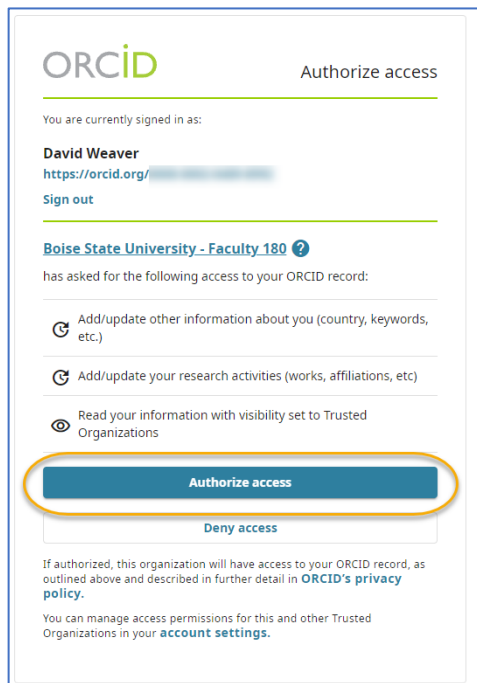
Last updated October 2021

Establishing an ORCID account

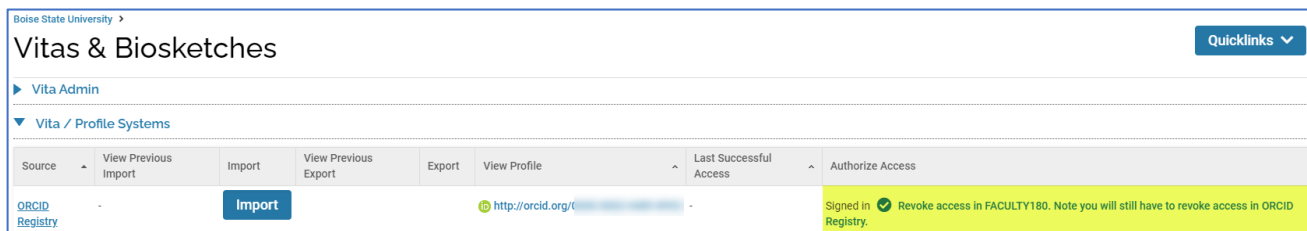
1. Be sure you have an ORCID and that is associated with the University. To do so, follow [these instructions](#) provided by Albertsons Library. (For additional help on that end, contact Elisabeth Shook (elisabethshook@boisestate.edu)).
2. Log in to Faculty 180 at <http://www.data180.com/faculty180/boisestate>
3. Click on *Vitas & Biosketches*



4. Click **Create or Connect your ORCID ID**; on the resulting screen, click **Authorize access**



5. You should now see that ORCID is linked from within Faculty 180 under the *Authorize Access* column, where it should now say “Signed In”.



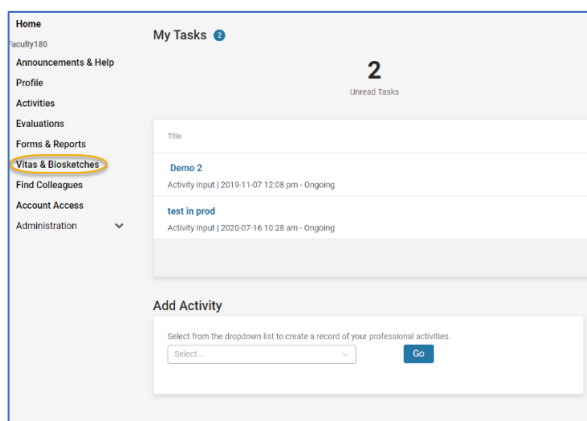
Importing ORCID records to Faculty 180

*Important notes before proceeding:

- Due to customization of Boise State’s Faculty 180 system, you will definitely not be able to import ORCID data from the following ORCID areas:
 - Employment
 - Education and qualifications
- You may not be able to import from the following sections:
 - Invited positions and distinctions
 - Membership and service
- Funding (in ORCID):
 - If you have recorded any grants in your ORCID account that you know are processed through Boise State’s *Office of Sponsored Programs (OSP)*, do not import these record to Faculty 180.
 - The Office of Institutional Research loads OSP grant records (and updates them) every month.
 - Non-OSP grants *may* be imported from ORCID, however.

Importing intellectual works and presentations

1. Log in to Faculty 180 at <http://www.data180.com/faculty180/boisestate>
2. Click on *Vitas & Biosketches*



3. Click on the **Import** button

Boise State University > Vitas & Biosketches Quicklinks ▾

Vita Admin

Vita / Profile Systems

Source	View Previous Import	Import	View Previous Export	Export	View Profile	Last Successful Access	Authorize Access
ORCID Registry		Import			http://orcid.org/		Signed in Revoke access in FACULTY180. Note you will still have to revoke access in ORCID Registry.

4. In the resulting list, under *Works*, check the box(es) next to the item(s) you wish to import; then click **Import Selected**.

Boise State University > Vitas & Biosketches Quicklinks ▾

Import from ORCID

A Works

<input type="checkbox"/>	Type	Title	Published	Visibility	Source
<input checked="" type="checkbox"/>	Journal Publication	Revisiting the Protest Paradigm	2013	Public	David Weaver

B Funding

<input type="checkbox"/>	Type	Title	Start Date	End Date	Funding Organization	Organization Address	Visibility	Source
No data available in table								

C Education

<input type="checkbox"/>	Organization	Department	Degree	Start Date	End Date	Visibility	Source
<input type="checkbox"/>	University of California	Political Science	Ph.D	2005/09/01	2011/03/01	Public	David Weaver
<input type="checkbox"/>	University of North Carolina	School of Journalism and Mass Communication	M.A. Mass Communication	2003/08/01	2005/05/01	Public	David Weaver
<input type="checkbox"/>	University of Oregon		B.S.	1998/09/01	2003/06/01	Public	David Weaver

D Employment

<input type="checkbox"/>	Organization	Department	Role	Start Date	End Date	Visibility	Source
No data available in table							

Import Selected

Cancel

5. The screen will refresh – the selected records will now ask for you to indicate what term and year the item was published/presented. In the example below, the default is the Summer of the publication year, so it was then changed to Spring.
- Click **Save**

Boise State University > Vitas & Biosketches Quicklinks ▾

Import from ORCID

A Works

Type	Title	Published	Visibility	Semester	Year
Journal Publication	Revisiting the Protest Paradigm	2013	Public	Spring ▾	2013 ▾

B Funding

Type	Title	Start Date	End Date	Visibility	Status	Semester	Year
No data available in table							

C Education

Organization	Department	Degree	Start Date	End Date	Visibility
No data available in table					

D Employment

Organization	Department	Role	Start Date	End Date	Visibility
No data available in table					

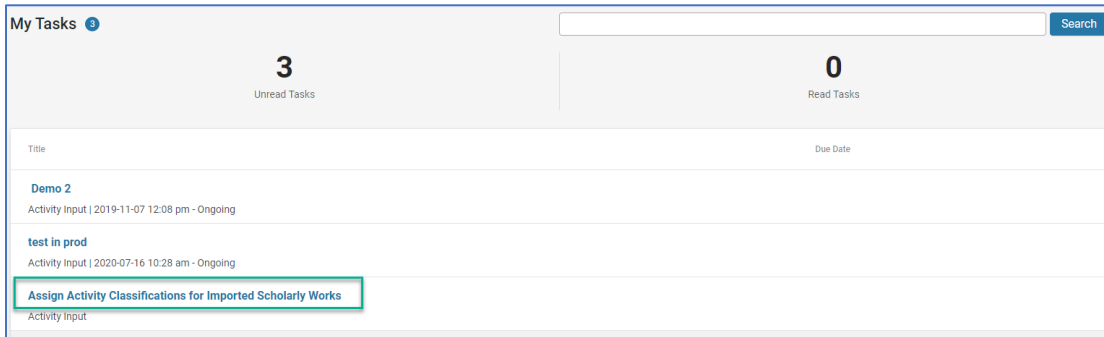
Save

Cancel

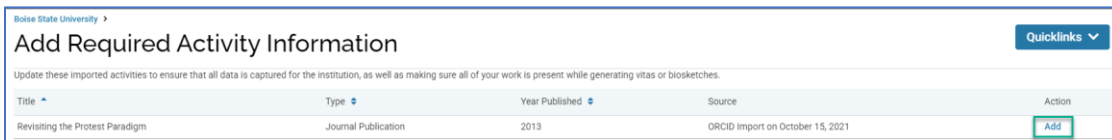
6. The system should then confirm which records were successfully added. We recommend you do not click “Go back”, but rather click elsewhere in your account to leave this area:



7. Upon successful import, these works still need to have Activity Classifications completed. The system should show you an item on the *My Tasks* list (“Assign Activity Classifications for Imported Scholarly Works”). Click on it.



8. In the next screen, click **Add**



9. A pop-up window will appear; completed all required fields marked with an asterisk (*), plus any others that are relevant to your record, and click **Save**.

Add Required Information

Sponsoring organization

Intellectual Contributions: Review Type* Blind Peer Reviewed

Is this project a community partnership? No

Name of community partner(s) (if applicable)

Synergistic Activity Select

COVID-19 Impact* No impact due to COVID-19

Boyer Type - Primary* N/A

Boyer Type - Secondary N/A

Save Cancel

10. Repeat Step 9 as needed; when complete, the list will be empty; click elsewhere in your account to leave the list.

Boise State University >

Add Required Activity Information

Quicklinks ▾

Update these imported activities to ensure that all data is captured for the institution, as well as making sure all of your work is present while generating vitas or biosketches.

Title	Type	Year Published	Source	Action
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11. FINAL suggestion: Import of scholarly works and presentations will not be perfect – we recommend that you click into each newly important record and review to ensure that bibliographic information is correct.

- You should also remember to use the “faculty picker” to indicate co-authors, if any.
- If co-author(s) is at Boise State, we **highly** recommend coordinating with that person or persons to ensure that no one else creates a record and tags you as a co-author. This helps reduce the number of duplicate records in the system for accounting purposes