

# To edit your ORCID profile visibility settings

## Click the “edit” icon

The screenshot shows the ORCID profile page for a user. The page is divided into a header, a navigation bar, and a main content area. The header includes the ORCID logo and the tagline "Connecting Research and Researchers". The navigation bar has tabs for "FOR RESEARCHERS", "FOR ORGANIZATIONS", "ABOUT", "HELP", and "SIGN OUT". Below the navigation bar, there are links for "MY ORCID RECORD", "INBOX", "ACCOUNT SETTINGS", "DEVELOPER TOOLS", and "LEARN MORE". The main content area is titled "Biography" and features a profile picture with an edit icon (callout 1). The profile information includes the ORCID ID, a public record print view, and a QR code. The "Employment" section is expanded, showing a record for the University of Hong Kong. The "Education and qualifications", "Invited positions and distinctions", "Membership and service", "Funding", and "Works" sections are all collapsed and show prompts to add information. The "Emails" section is also collapsed and shows an email address. A callout box (callout 2) highlights the edit icon for the email address. A third callout box (callout 3) highlights the edit icon for the profile picture. The footer contains links for "Contact us", "Privacy Policy", "Terms of Use", and "Open Source Project".

1

2

3

ORCID  
Connecting Research and Researchers

Search English

FOR RESEARCHERS FOR ORGANIZATIONS ABOUT HELP SIGN OUT

MY ORCID RECORD INBOX ACCOUNT SETTINGS DEVELOPER TOOLS LEARN MORE

5,494,159 ORCID IDs and counting. See more...

Biography

ORCID ID  
https://orcid.org/0000-0...  
View public version

Display your iD on other sites  
Public record print view  
Get a QR Code for your iD

Also known as

Country  
Hong Kong SAR China

Keywords

Websites

Other IDs  
HKU ResearcherPage: rpt

Emails  
@hku.hk

Employment (1)  
+ Add employment Sort

University of Hong Kong: Hong Kong, HK, CN  
to present  
Employment  
Source: University of Hong Kong Preferred source

Education and qualifications (0)  
+ Add qualification + Add education Sort

You haven't added information to this section yet; add an education or a qualification now

Invited positions and distinctions (0)  
+ Add invited position + Add distinction Sort

You haven't added information to this section yet; add a distinction or an invited position now

Membership and service (0)  
+ Add service + Add membership Sort

You haven't added information to this section yet; add a membership or a service now

Funding (0)  
+ Add funding Sort

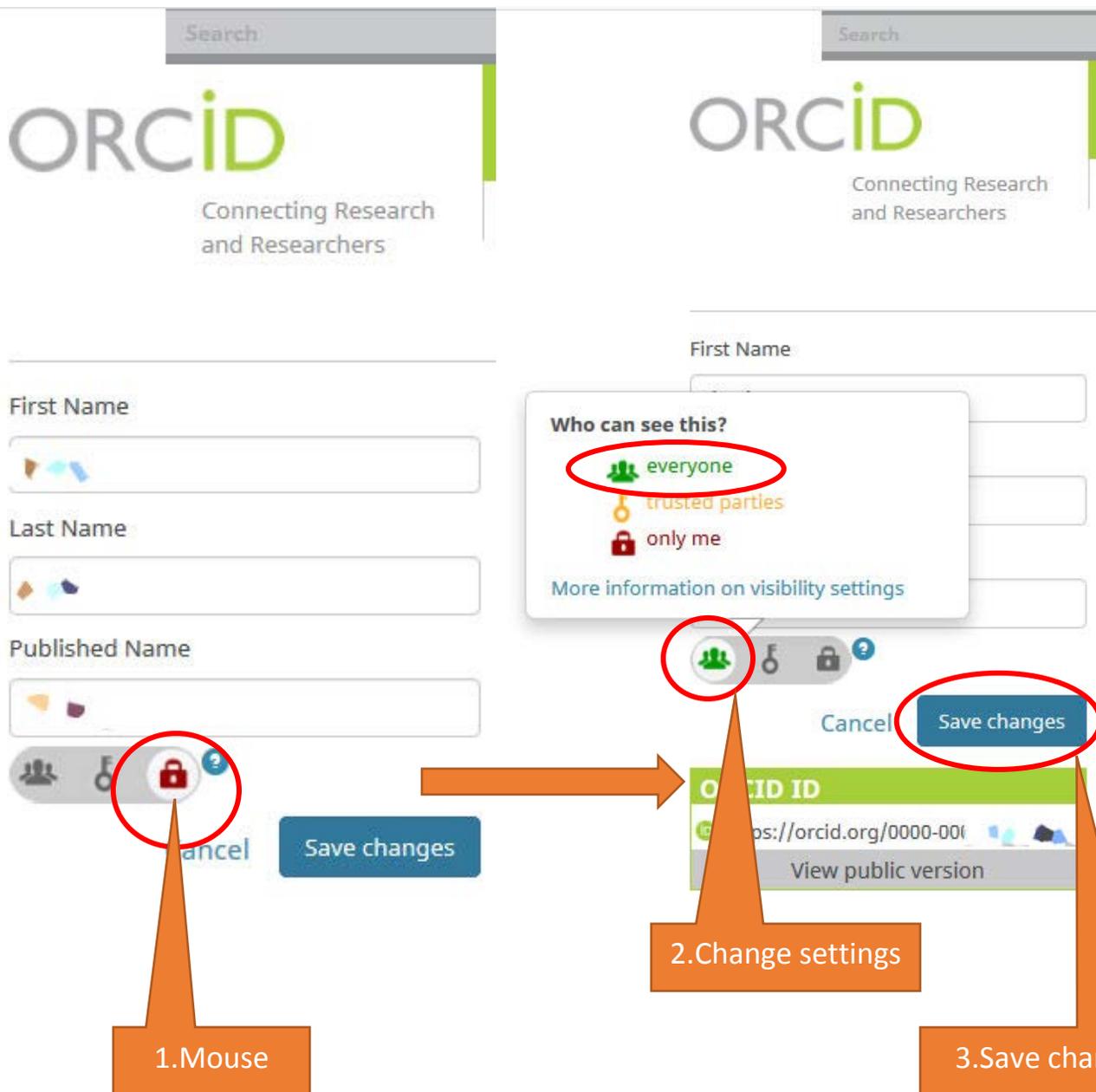
You haven't added any funding, add some now

Works (0 of 0)  
+ Add works Sort

You haven't added any works, add some now

Contact us | Privacy Policy | Terms of Use | Open Source Project

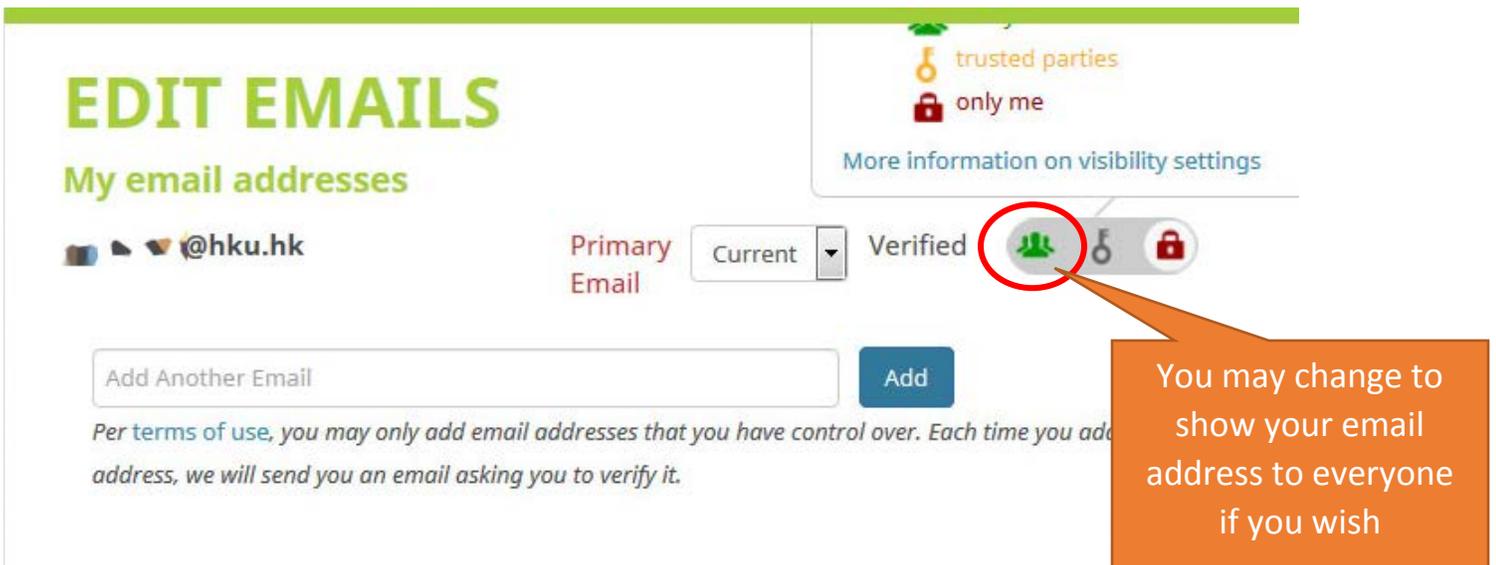
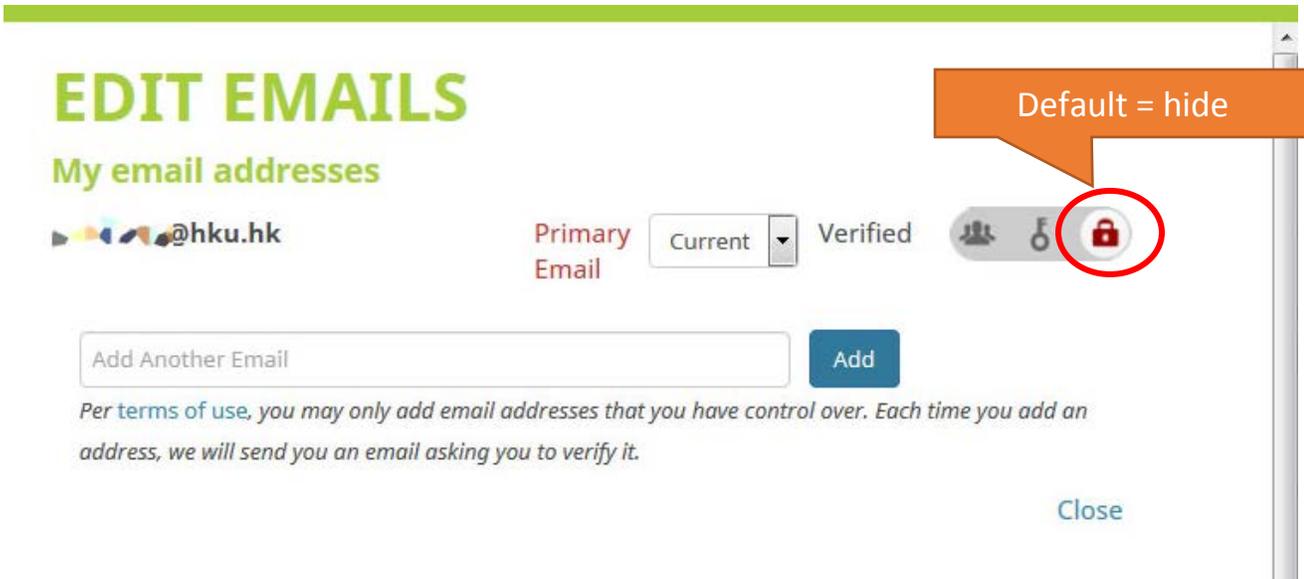
1. To show or hide your name on ORCID Profile:



## 2. To show or hide your email address:

The screenshot shows the ORCID iD Biography page. The top navigation bar includes 'Search', 'English', and menu items: 'FOR RESEARCHERS', 'FOR ORGANIZATIONS', 'ABOUT', 'HELP', and 'SIGN OUT'. Below this are sub-menu items: 'MY ORCID RECORD', 'INBOX', 'ACCOUNT SETTINGS', 'DEVELOPER TOOLS', and 'LEARN MORE'. A status bar indicates '5,494,159 ORCID IDs and counting. See more...'. The main content area is titled 'Biography' and features several sections: 'ORCID ID' with a URL and 'View public version' button; 'Display your iD on other sites', 'Public record print view', and 'Get a QR Code for your iD'; 'Also known as'; 'Country' (Hong Kong SAR China); 'Keywords'; 'Websites'; and 'Other IDs' (HKU ResearcherPage: rpt). The 'Emails' section is circled in red, showing an email address '@hku.hk' and an edit icon. An orange callout box with the text 'Click the "edit" icon' points to the edit icon. The Biography section includes expandable categories: 'Employment (1)', 'Education and qualifications (0)', 'Invited positions and distinctions (0)', 'Membership and service (0)', 'Funding (0)', and 'Works (0 of 0)'. Each category has '+ Add' and 'Sort' buttons. The footer contains 'Contact us | Privacy Policy | Terms of Use | Open Source Project'.

2. To show or hide your email address:



### 3. To add your Biography:

Search English

**ORCID**  
Connecting Research and Researchers

FOR RESEARCHERS FOR ORGANIZATIONS ABOUT HELP SIGN OUT

MY ORCID RECORD INBOX ACCOUNT SETTINGS DEVELOPER TOOLS LEARN MORE

5,494,159 ORCID [See more...](#)

[Edit biography](#)

Click the "edit" icon

First Name

Last Name

Published Name

[Cancel](#) [Save changes](#)

**ORCID ID**  
<https://orcid.org/0000>  
[View public version](#)

[Display your iD on other sites](#)

[Public record print view](#)

[Get a QR Code for your iD](#)

**Also known as**

**Country**  
Hong Kong SAR China

**Keywords**

**Websites**

**Other IDs**  
HKU ResearcherPage: rpt

**Biography**

**Employment (1)** [+ Add employment](#) [Sort](#)

University of Hong Kong: Hong Kong, HK, CN  
to present  
Employment  
Source: University of Hong Kong [Preferred source](#)

**Education and qualifications (0)** [+ Add qualification](#) [+ Add education](#) [Sort](#)

You haven't added information to this section yet; [add an education or a qualification now](#)

**Invited positions and distinctions (0)** [+ Add invited position](#) [+ Add distinction](#) [Sort](#)

You haven't added information to this section yet; [add a distinction or an invited position now](#)

**Membership and service (0)** [+ Add service](#) [+ Add membership](#) [Sort](#)

You haven't added information to this section yet; [add a membership or a service now](#)

**Funding (0)** [+ Add funding](#) [Sort](#)

You haven't added any funding, [add some now](#)

**Works (0 of 0)** [+ Add works](#) [Sort](#)

You haven't added any works, [add some now](#)

### 3. To add your Biography:

The screenshot shows the ORCID profile page with the Biography section highlighted. Three callout boxes provide instructions: '1. Copy and paste your bio here' points to the empty text area; '2. Change to show your bio' points to the visibility settings (everyone, trusted parties, only me); '3. Save' points to the 'Save changes' button. The 'Save changes' button is circled in red. The page also shows the 'Employment' section with one entry: 'University of Hong Kong: Hong Kong, HK, CN'.

ORCID  
Connecting Research and Researchers

FOR RESEARCHERS FOR ORGANIZATIONS ABOUT HELP

MY ORCID RECORD INBOX ACCOUNT SETTINGS DEVELOPER TOOLS LEARN MORE

5,494,159 C

Who can see this?  
everyone  
trusted parties  
only me  
More information on visibility setting

1. Copy and paste your bio here

2. Change to show your bio

3. Save

Cancel Save changes

ORCID ID  
https://orcid.org/0000  
View public version

Display your iD on other sites  
Public record print view  
Get a QR Code for your iD

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Other IDs  
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Employment (1)  
+ Add employment Sort

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to present  
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You haven't added information to this section yet; add an education or a qualification now

Invited positions and distinctions (0)  
+ Add invited position + Add distinction Sort

You haven't added information to this section yet; add a distinction or an invited position now

Membership and service (0)  
+ Add service + Add membership Sort

You haven't added information to this section yet; add a membership or a service now

Funding (0)  
+ Add funding Sort

You haven't added any funding, add some now

Works (0 of 0)  
+ Add works Sort

You haven't added any works, add some now