Load your ORCID onto Wits HR System

Why would you want to do this? The cool thing is that this simple step will create a Staff Profile page for you on the Wits website that will not require you to do any maintenance. Why? Because it will be drawn from your ORCID profile.

In fact increasingly funders and publishers will require you to have an up-to-date and public ORCID profile.

How do you load you ORCID into your HR record? Follow these three steps.

Step 1. Go to the Wits intranet
When on campus visit http://intranet.wits.ac.za and click on the Self-service / iWits button shown below.

Step 2. Sign into Self-Service
Sign into Self-Service by entering your staff number and normal password. By normal password I mean the one the use to log into your computer every morning.

Step 3. Update your personal profile
Look on the left hand side of the page for a heading called Main Menu.

Click on the ‘+’ sign next to the Wits Employee Self Service

Click on Personal Information, you should see something like this
Look under Basic Details if the ORCID field is completed (see the big red arrow). If not then ...

Click on Update

Select Enter New information because of a real change to the current details (e.g. because of a change in marital status)

Click on Next

Under the heading, Name, add your ORCID (only 16 digits); for example: 0000-0002-2906-605X

Click on Next

Click on Submit

Click on Log Out

And then you are done!