



My Details: Identifiers

Applicable to the following Staff Groups:

- ✓ University of Nottingham staff – staff in the Research & Teaching Job Family Only (hidden for all other staff)

This contains your HESA Staff Identifier and your ORCID for Research employees.

- Once submitted, any change made will be reflected in your Human Resources record immediately
- You are unable to amend your HESA Staff Identifier. This is for information only: in the event of you leaving the employment of the University to go to another UK University, you may be asked to provide your HESA Staff Identifier to them so please make a note of this prior to leaving.



Information

If you are a new member of staff coming from another UK University, the HESA Staff Identifier field may be blank for a short period of time.

How Do I Submit a Change to this Data?

1. Enter your ORCID by typing in the 16 digit ID – enter the numbers only (hyphens will be automatically added):

ORCID Identifier (numbers only)

2. Check that the details you have entered are correct.
3. Click 'Submit' (bottom, right) to submit your change. This will be reflected in your MyView record immediately: