

Creation of **CIÊNCIAVITAE** curriculum Demo Guide

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CIÊNCIAVITAE registration

1. Go to www.cienciavitae.pt;

2. Click on “REGISTER”;

You will be redirected to the CIÊNCIA ID platform, where you should follow the instructions to complete your registration.

Creation and management of CIÊNCIAVITAE

3. In “**Step 1 of 3**”, the system informs on the personal data that will be communicated by the CIÊNCIA ID platform to the **CIÊNCIAVITAE**:

a. Select the default **privacy level** (Public, Semi-public or Private) for new records in your curriculum;

The default privacy level can be changed later in the “Settings” area of your curriculum.

b. After agreeing to the terms of use, click on “CONFIRM”;

4. In “**Step 2 of 3**”, you have access to a set of 3 curricular management platforms on which you may have an account.

The FCT|SIGcv and DeGóis platforms will be discontinued soon. Please consult the websites of these platforms for more information.

Import data from DeGóis

Access to this platform is only possible at this stage. So, if you have a DeGóis account, you should import your data now

a. Click on “IMPORT DATA”;

b. Enter you access credentials on the “Connect to DeGóis” window:

i. DeGóis user;

ii. Password.

If necessary, you will be given the chance to recuperate your password.

Import data from FCT|SIGcv

- a. Click on “IMPORT DATA”;
- b. Enter your “FCT SIG-CV (J) user”;
If the email address with which you registered your CIÊNCIA ID account is different from the one you used to register your FCT|SIGcv account, the system will ask you additional information to confirm your identity.
- c. Click on “CONFIRM”;
- d. Navigate through the available functional areas and within each one select the information to be imported to your **CIÊNCIAVITAE** curriculum.

EDUCATION functional area (example)

- a. Select the information you want to import by ticking the respective record;
- b. Confirm the veracity and completeness of the information;
- c. Click on “IMPORT EDUCATION”.
If the system detects empty mandatory fields, you will need to register the missing information in order to proceed.
- d. After importing the FCT|SIGcv data, click on “FINISH AND PROCEED”.

ORCiD synchronization

*This step allows the synchronization of your **CIÊNCIAVITAE** curriculum with your ORCiD account. Thus, any change made to a synchronized record on one platform will be automatically propagated to the other platform. This process can be stopped in the “Settings” area of your curriculum.*

- a. Click on “SYNCHRONIZE DATA”;
- b. Select the “Sign-in” option on the pop-up window;
- c. Enter your access credentials:
 - i. Email or ORCID iD;

- ii. Password;
- d. Click on “Sign into ORCID”;
- e. Only two functional areas are available at the moment for synchronization: *OUTPUTS (works)* e *PROJECTS (funding)*.

PROJECTS functional area (example)

- a. Select the projects you want to synchronize by ticking the respective records;
- b. Click on “SYNCHRONIZE”;
- c. After synchronizing the ORCID data, click on “FINISH AND PROCEED”.

5. In “**Step 3 of 3**”, you have access to a set of 3 authoritative databases on which you can have curriculum information.

The information available on these databases may have been deposited by you or third parties (eg, data collected on the IPCTN).

Import data from RCAAP

- a. Click on “IMPORT DATA”;
- b. Select the “Search criteria” and insert the “Search term”;
For a more granular search, you can combine several search criteria by clicking on the available “@” button.
- c. Click on “SEARCH”;
- d. Select the outputs you want to import by ticking the respective records;
- e. Click on “IMPORT”;
If the system detects empty mandatory fields, you will need to register the missing information in order to proceed.
- f. After importing the RCAAP data, click on “FINISH”.

Import data from PRIES-DGEEC

- a. Click on “IMPORT DATA”;
- b. Select the “Search for” and insert the “Name to search”;
- c. Click on “SEARCH”;
- d. Select the information you want to import by ticking the respective records;
- e. Click on “CONTINUE”;
- f. Confirm the veracity and completeness of the information;
- g. Click on “IMPORT”;
If the system detects empty mandatory fields, you will need to register the missing information in order to proceed.
- h. Click on “RETURN”;
If you wish, you can do a new search.
- i. Click on “FINISH”.

Import data from RENATES-DGEEC

- a. Click on “IMPORT DATA”;
- b. Select the “Search for” and the “Search criteria” and insert the “Search term”;
- c. Click on “SEARCH”;
- d. Select the information you want to import by ticking the respective records;
- e. Click on “CONTINUE”;
- f. Confirm the veracity and completeness of the information;
- g. Click on “IMPORT”;
If the system detects empty mandatory fields, you will need to register the missing information in order to proceed.
- h. Click on “RETURN”;

If you wish, you can do a new search..

- i. Click on “FINISH”

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6. Click, one more time, on “FINISH AND PROCEED”.

Export **CIÊNCIAVITAE** curriculum

1. On the main menu, click on “Export curriculum”;
2. Select:
 - a. Export format;
 - b. Curriculum model;
 - c. Period;
 - d. Order of presentation;
 - e. Privacy level;

3. Click on “EXPORT”;

A file with the selected features will be downloaded.

Make your **CIÊNCIAVITAE** public

1. On the main area of your curriculum, click on “ Unpublished” available on the upper right corner;
2. Click on “CONFIRM”;

Within a maximum of 5 minutes, your curriculum with all records for which you have assigned the “Public” privacy level, will be available on the platform for consultation.

Find CVs

3. Go to www.cienciavitae.pt;
 4. Click on “Find CVs” available on the upper right corner;
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5. Under “Search term”, enter a name or CIÊNCIA ID;
 6. Click on “SEARCH”;
 7. Consult a curriculum by clicking on “View curriculum”..
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