

# Creation of **CIÊNCIAVITAE** curriculum Demo Guide

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## CIÊNCIAVITAE registration

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1. Go to [www.cienciavitae.pt](http://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

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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.*

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### 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*

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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.*

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## Import data from FCT|SIGcv

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- 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.

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## EDUCATION functional area (example)

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- 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”.

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## 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)*.

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#### PROJECTS functional area (example)

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- 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).*

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#### Import data from RCAAP

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- 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”.

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## Import data from PRIES-DGEEC

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- 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”.

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## Import data from RENATES-DGEEC

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- 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”;

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*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

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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.*

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## Make your **CIÊNCIAVITAE** public

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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.*

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## Find CVs

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3. Go to [www.cienciavitae.pt](http://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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