



ST. JOHN'S  
UNIVERSITY



**Discover**  
your colleague

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**Quick Start Guide**  
**Release v1.1**

February 15, 2024

- 1. Create or Copy your ORCID ID:** Visit [ORCID HERE](#). After creating an account (your name in ORCID MUST MATCH your name in Banner), adding your works, etc., copy your “ORCID ID” from your ORCID home screen in the top left. Your ORCID ID will be in the 0009-0005-3895-1234 format.
- 2. Visit DYC and Participate:** Visit [DYC HERE](#). Your first visit will require you to login via OKTA, as you do with other SJU resources. After authenticating, you will be guided to the “Participate” tab, which will request your ORCID ID. Paste your ORCID ID in the space provided and click submit.
- 3. Colleagues Tab:** Navigate to a known colleague (or validate your own) by selecting “Colleagues” on the left navigation pane and selecting an individual in the drop-down box (then click view). The screen will then populate with any publications or grants for the selected colleague, along with a clickable email address, their research interests (from ORCID) and a snapshot of their overall grants and publications by year.
- 4. Department Tab:** Selecting “Departments” on the left navigation pane changes the tool to view publications and grants by department. Select the division and department(s) (ctrl+a selects all) you would like to view and click view. Publications for all participating members of DYC in a department will be shown, along with any grants stored in Banner associated with the selected department(s). Lastly, some metrics are provided for the last five years to give users the ability to analyze trends.
- 5. Works and Grants:** Works and Grants are both searchable databases of all publications (of participating colleagues’, data from ORCID) and grants (from Banner) stored in easy-to-use tables. You can sort on columns (small up/down arrows next to the column headers), search on any topic, keyword, author, or subject which automatically shows the result, and even export all or the resulting data of your search. You can export by copying the data (similar to copy and paste) into a document or spreadsheet of your choice or by clicking the CSV or Excel buttons which will download the results to a file on your computer.



## CONTACTS AND SUPPORT

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[Institutional Effectiveness Home Page](#) – Service Organization

[Data Science and Analytics Team](#) – DYC Application Developers and Support Team

[Grants and Sponsored Research](#) – Any updates or corrections to grants

For requests, ideas on improvements and additional features or fixes, please fill out a “data request form” [HERE](#), and choose “Other” as the type of request and type “DYC”.