

# Set up ORCID





## Register for an account.

1. Visit <https://orcid.org/>.
2. Click Register Now!
3. Fill out Registration information.
4. Select visibility settings. "Everyone" is the recommended setting because others can view your ORCID and the work that is attached to your ORCID number.

### Visibility settings

Your ORCID iD connects with your ORCID record that can contain links to your research activities, affiliations, awards, other versions of your name, and more. You control this content and who can see it. [More information on visibility settings.](#)

By default, who should be able to see information added to your ORCID Record?

-  **Everyone** (87% of users choose this) 
-  **Trusted parties** (5% of users choose this)
-  **Only me** (8% of users choose this)

### Notification settings

ORCID sends email notifications about items related to your account, security, and privacy, including requests from ORCID member organizations for permission to update your record, and changes made to your record by those organizations.

You can also choose to receive emails from us about new features and tips for making the most of your ORCID record.

**Please send me quarterly emails about new ORCID features and tips**  
*To receive these emails, you will also need to verify your primary email address.*

After you've registered, you can change your notification settings at any time in the account settings section of your ORCID record.

### Terms of Use

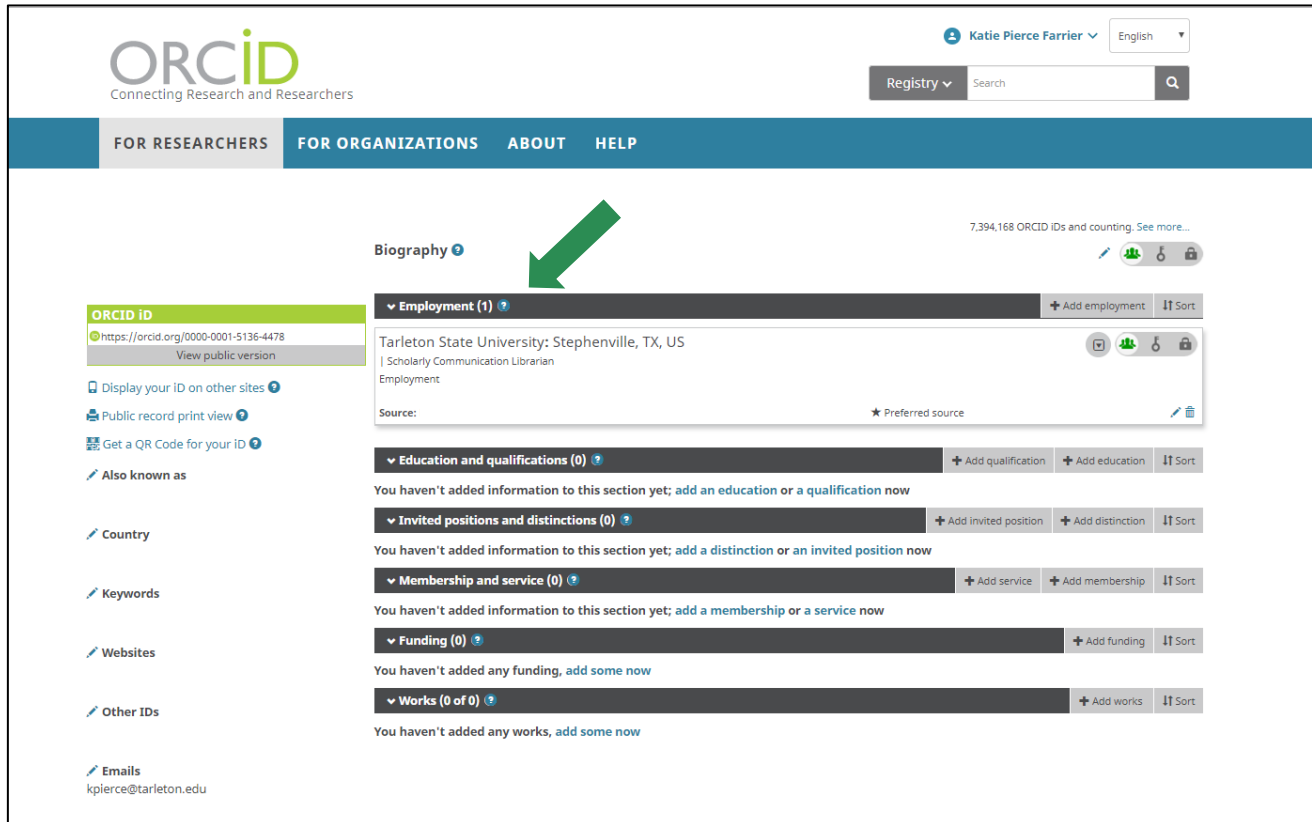
I consent to the [privacy policy](#) and [terms and conditions of use](#), including agreeing to my data being processed in the US and being publicly accessible where marked Public.

**You must accept the terms and conditions.**

5. An email will be sent to verify your account.

## Complete profile.

1. Enter Employment information.
2. Add Education, invited positions, distinctions, and membership. This information is optional, but the more information you add the easier it is to properly identify you and showcase your scholarship.



The screenshot shows the ORCID iD profile interface. At the top, the ORCID logo and navigation menu are visible. The user's name is Katie Pierce Farrier. The main content area is titled 'Biography' and features a green arrow pointing to the 'Employment (1)' section. This section is expanded to show a single entry: 'Tarleton State University: Stephenville, TX, US' with the role of 'Scholarly Communication Librarian'. Below this, several other sections are collapsed, including 'Education and qualifications (0)', 'Invited positions and distinctions (0)', 'Membership and service (0)', 'Funding (0)', and 'Works (0 of 0)'. A sidebar on the left contains various options like 'ORCID iD', 'Display your ID on other sites', and 'Emails'.

3. Add works to profile. This step is also optional, but it helps establish your identity and link future works back to you.

▼ Invited positions and distinctions (0) ?
+ Add invited position
+ Add distinction
⇅ Sort

You haven't added information to this section yet; [add a distinction or an invited position now](#)

▼ Membership and service (0) ?
+ Add service
+ Add membership
⇅ Sort

You haven't added information to this section yet; [add a membership or a service now](#)

▼ Funding (0) ?
+ Add funding
⇅ Sort

You haven't added any funding, [add some now](#)

▼ Works (0 of 0) ?
+ Add works
⇅ Sort

You haven't added any works, [add some now](#)

Search & link

Add ArXiv ID

Add DOI

Add PubMed ID

Import BibTeX

+ Add manually



4. Add works using a PubMedID, ArXivID, article DOI, or BibTeX.

5. Add works through Search & Link”.

You haven't added any funding, [add some now](#)

▼ Works (0 of 0) ?
+ Add works
⇅ Sort

### LINK WORKS

ORCID works with our member organizations to make it easy to connect your ORCID iD and link to information in their records. Check out our wizards to get started. [More information about linking works](#)

Work type:       Geographical area:

**Airiti**  
Enables users to import metadata from Airiti, including journal papers, proceedings, dissertations, and books. Scholars can easily collec...

▼

**BASE - Bielefeld Academic Search Engine**  
BASE is one of the world's most voluminous academic search engines. It searches metadata about more than 100 million documents fr...

▼

**Crossref Metadata Search**  
Import your publications from Crossref's authoritative, publisher-supplied metadata on over 70 million scholarly journal and conferenc...

▼

**DataCite**  
Enable the DataCite Search & Link and Auto-Update services. Search the DataCite Metadata Store to find your research datasets, image...

▼

**Deutsche Nationalbibliothek (DNB)**  
Search the catalogue of the German National Library (DNB) by your name and link your publications to your ORCID record. The Germa...

▼

**Europe PubMed Central**  
Europe PubMed Central (Europe PMC) offers this tool to enable you to link anything in Europe PMC to your ORCID. Europe PMC contain...

▼

**ISNI**  
ISNI Linker Search the ISNI registry by your name and link your ISNI record to your ORCID record as an external identifier. The Internati...

▼

**KoreaMed**

Search & link

Add ArXiv ID

Add DOI

Add PubMed ID

Import BibTeX

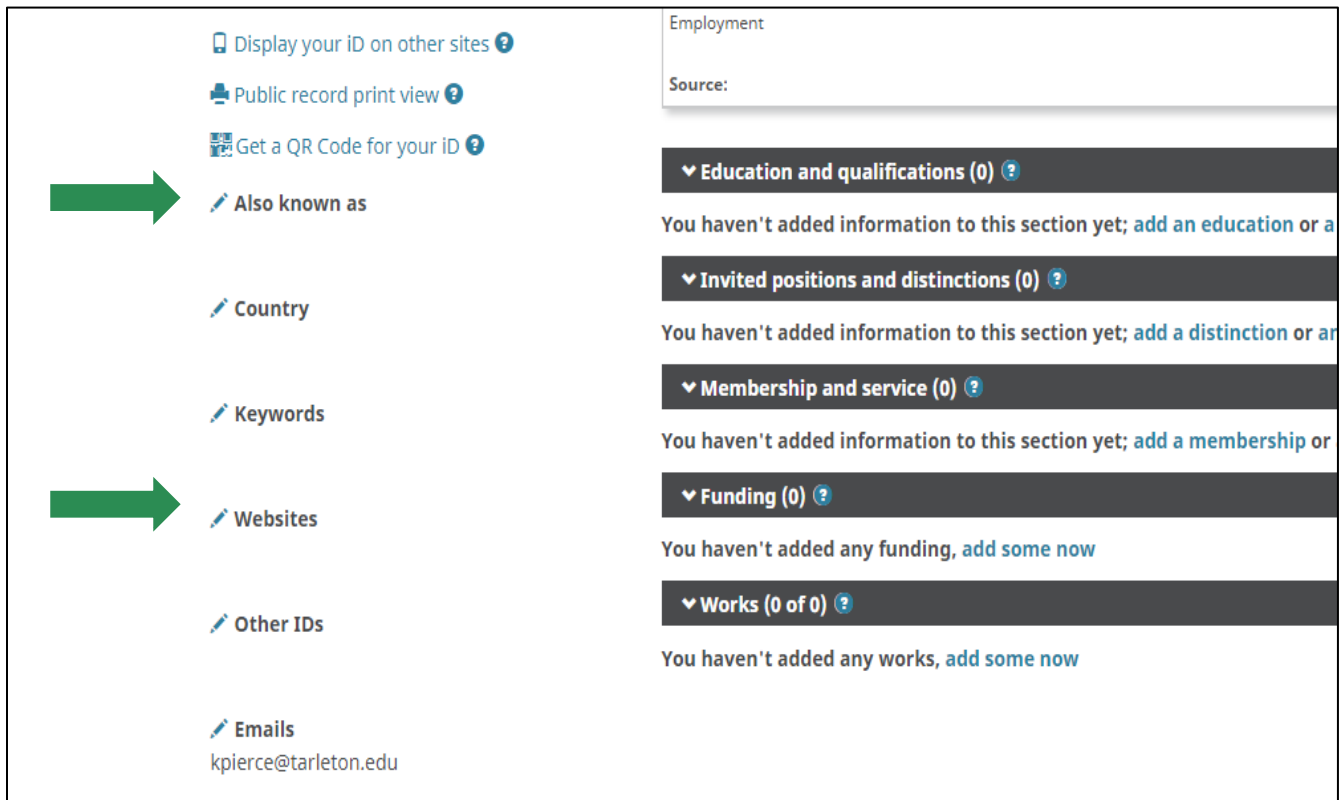
+ Add manually

6. Use the various links to find and begin linking your work.

7. Recommended links to begin with:

- a. MLA International Bibliography (Humanities and Arts )
- b. ResearcherID from Web of Science (STEM, social sciences, humanities )
- c. Scopus- Elsevier (Life, physical, health, and social sciences)
- d. Europe PubMed Central (Life and health sciences)
- e. CrossRef Metadata (Multiple disciplines)

8. By linking you numerous identifiers to ORCID, your profile will continue to accumulate your work. For example, if you set up your ORCID now and in a year publish an article found in Scopus, ORCID will be able to identify that work and link it back to you.
9. Add other profile information such as “Also known as” if you have published under other names, or “Websites” if you have a professional webpage.



The screenshot shows an ORCID profile interface. On the left, a list of profile sections is visible: 'Display your ID on other sites', 'Public record print view', 'Get a QR Code for your ID', 'Also known as', 'Country', 'Keywords', 'Websites', 'Other IDs', and 'Emails'. Two green arrows point to the 'Also known as' and 'Websites' sections. On the right, the 'Employment' section is partially visible, followed by several collapsed sections: 'Education and qualifications (0)', 'Invited positions and distinctions (0)', 'Membership and service (0)', 'Funding (0)', and 'Works (0 of 0)'. Each collapsed section includes a prompt to add information.

## Enter once. Reuse often.

1. Add your ORCID whenever possible.
  - a. Grant applications
  - b. Article submissions
  - c. Pivot
  - d. Wikipedia
  - e. ResearchGate
  - f. Mendeley
  - g. Websites
  - h. Social Media –Twitter, Facebook, LinkedIn
2. By adding your ORCID to these things, your work will be linked back to your ORCID profile.