

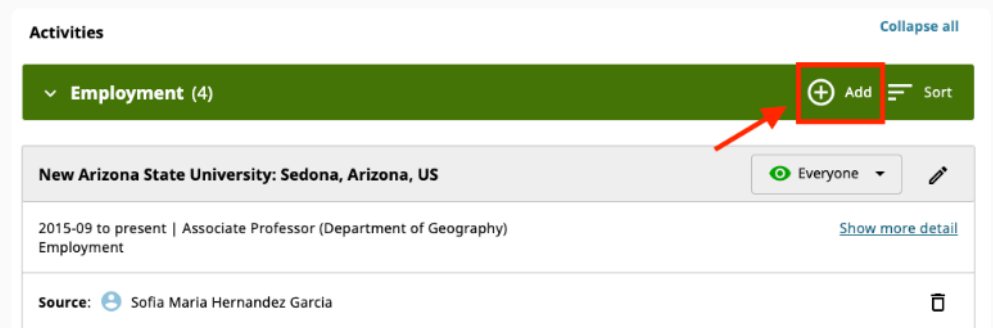
## How to get an ORCID ID

- ORCID ID stands for Open Researcher and Contributor Identifier ID
- Free, unique, internationally recognised, universal number for each researcher.
- Helpful in distinguishing between individuals with the same name.

To start: ORCID ID: <https://orcid.org/register>

- 1) Register for an ORCID ID
- 2) Verify your email address via the welcome email
- 3) Add your current affiliation, education, and qualifications

To add your employment affiliation, log into your [ORCID record page](#) and click on **+Add** on the **Employment** header.



The screenshot shows the 'Activities' section of an ORCID record. The 'Employment (4)' header is highlighted in green. A red box highlights the '+ Add' button, with a red arrow pointing to it. Below the header, there is a record for 'New Arizona State University: Sedona, Arizona, US' with a 'Show more detail' link and a 'Source' field.

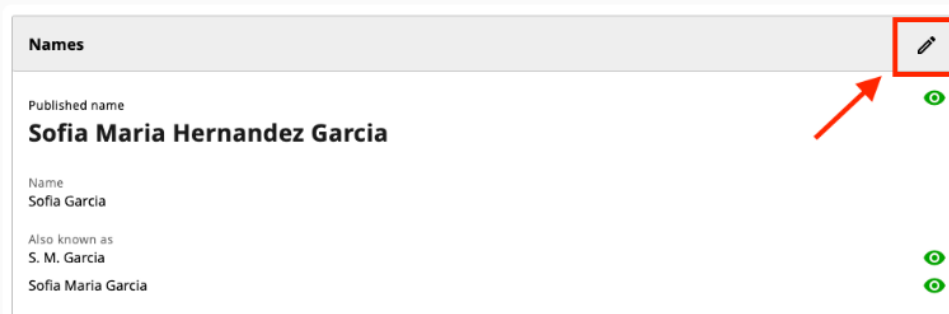
To add your education, click on **+Add** on the **Education and qualifications** header and select **Add Education**.



The screenshot shows the 'Education and qualifications (4)' header highlighted in green. A red box highlights the '+ Add' button, with a red arrow pointing to it. A dropdown menu is open, showing 'Add Education' and 'Add Qualification' options. Below the header, there is a record for 'London School of Physics: London, GB' with a 'Show more detail' link and a 'Source' field.

## 4) Add other versions of your name

Adding additional versions of your name helps identify you. On the **Names** section, click on the **pencil icon** to edit the name you registered with.



The screenshot shows the 'Names' section of an ORCID record. A red box highlights the pencil icon, with a red arrow pointing to it. The 'Published name' is 'Sofia Maria Hernandez Garcia'. Below it, there are 'Name' (Sofia Garcia) and 'Also known as' (S. M. Garcia and Sofia Maria Garcia) fields, each with a green eye icon.

You can also enter a **published name** — the name that you are most commonly known by. This is the name that will be displayed at the top of your ORCID record.

5) Add other email addresses – you can choose to make them not visible

1. On your record page, you'll find the **Emails & domains** section on the left column. Click on the **pencil icon** to add other email addresses.

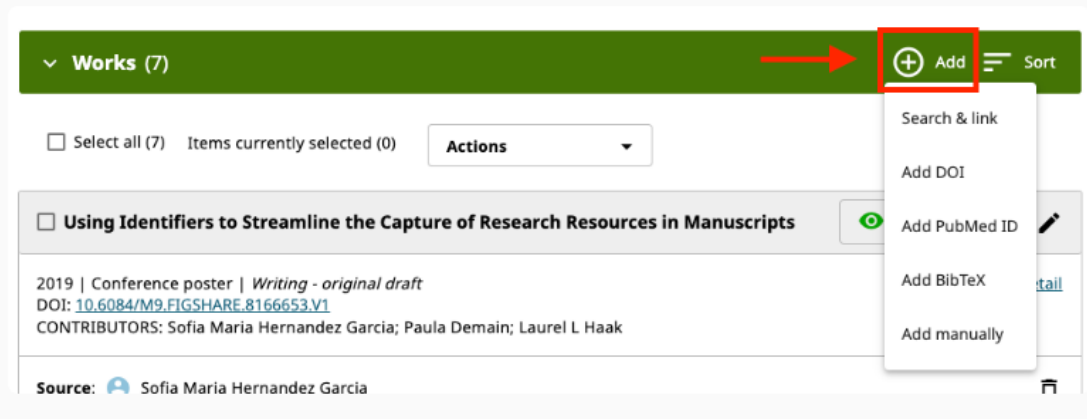
The screenshot shows the ORCID record page for Sofia Maria Hernandez Garcia. On the left, the 'Emails & domains' section is highlighted with a red box. It contains three sub-sections: 'Email addresses' with two entries (one active, one inactive), and 'Verified email domains' with one entry (orcid.org). A red arrow points to the pencil icon in the 'Emails & domains' header. The main content area shows the 'Names' section with the published name 'Sofia Maria Hernandez Garcia' and the 'Biography' section with the text 'Sofia Maria Hernandez Garcia is used for testing and demonstrating ORCID records.'

2. Click on **Add another email address** and enter any other email address that you actively use. Follow that same process to add more than one backup email address to your account.

The screenshot shows the 'Emails & domains' modal window. It has a title bar with a close button. The main content includes a heading 'Email addresses' and a list of email addresses. The first entry is 's.garcia@orcid.org' with a source of 'Sofia Maria Hernandez Garcia, Verified' and a visibility dropdown set to 'Everyone'. Below this, a red box highlights the '+ Add another email address' button, with a red arrow pointing to it. Underneath is the 'Verified email domains' section, which includes a heading, a paragraph of text, and a list of domains. The first entry is 'orcid.org' with a source of 'ORCID email validation, Verified' and a visibility dropdown set to 'Everyone'. At the bottom, there is an 'Email notifications' section with a heading, a paragraph of text, and a dropdown menu currently showing 's.garcia@orcid.org'. At the very bottom, there are two buttons: 'Save changes' and 'Cancel'.

- 6) Add works (publications, etc) to your account. You can do this in four ways:
- Search and Link (aka direct import from other systems, and ORCID's recommended method)
  - Add using an identifier (DOI, ArXiv, PubMed ID)
  - Import works from a BibTeX file – if you have a Google Scholar profile, you can do this
    - You must export a .bib file from Google Scholar first
    - Can only import up to 50 files at one time
  - Add works manually (last resort)

When you're signed into your ORCID account, you'll find these options by going to the **Works** section and clicking on **+Add** on the header.



ORCID has a great help site that will walk you through the import options. Some links to highlight:

- To start: <https://support.orcid.org/hc/en-us/articles/360006973133-Add-works-to-your-ORCID-record>
- To walk you through the systems you can import from directly: <https://support.orcid.org/hc/en-us/articles/360006973653-Importing-works-from-other-systems>
- To add works using an identifier: <https://support.orcid.org/hc/en-us/articles/360022298153-Add-works-using-an-identifier>
- For BibTeX imports, see <https://support.orcid.org/hc/en-us/articles/360006894794-Importing-works-from-a-BibTeX-file>
- To add works manually (only as a last resort): <https://support.orcid.org/hc/en-us/articles/360006896874-Add-works-manually>

**DOUBLE CHECK YOUR PUBLICATIONS IN ORCID.** Make sure the listed publications are yours and not someone else's, and that the information is correct!