Setting up your ORCiD ID, updating personal information and adding publications

ORCiD provides researchers with a free, permanent, unique identifier. This ORCiD ID links with other current researcher ID schemes such as those in Scopus (Author ID) and Web of Science (ResearcherID) in order to correctly attribute your research activities and output in one place.

Registration

Go to ORCiD at http://ORCiD.org

Click on Register now!

Enter your details

Set your preferred Visibility settings (Choosing Everyone ensures that others are able to search and see your profile)

Decide if you would like to be notified about new ORCiD features

Tick the box under Terms of Use

Click Register
You may be asked to verify that another similar name in the system is/is not you. You will be sent a verification email: Follow the instructions in the verification email. You will be taken to a Sign In screen. Enter your email address and password. In the resulting ORCiD Record screen, your 16-digit ORCiD number will be shown below your name.

**Add personal information and works to your ORCiD record**

From the MY ORCiD RECORD screen you can add details such as Education, Employment & Works.

Go to Works > Add works > Search & link to connect directly to a number of databases. Click on the title of the database you wish to import from and click Authorise. Follow the instructions for each Wizard.

If you have a Scopus Author ID, select Scopus to ORCiD to import your publication list from Scopus.

*Note: If you prefer, you can also go to each database independently and export your records to ORCiD. You will need to use this method for Publons/ResearcherID.*

To add journal articles, book chapters, conference papers or works that have a DOI, select CrossRef.

For datasets, images and other works select Research Data Australia or DataCite.

Go to Works > Add Works > Add manually if you’d like to add any other publications that haven’t been captured elsewhere.
When you have populated your Works list you can choose to adjust Privacy settings for each publication by using the tools beside each record. (Remember, choosing Public ensures that others are able to search for and see your profile)

Edit or Delete individual works by clicking on the pencil or trash icons.

**Using your ORCiD ID**

Once created, your ORCiD ID can be used wherever required. This might be in the submission process for a conference or journal article, or on a personal profile page.

It is recommended you display your ORCiD ID as a URL with hyphens between every 4th digit.

For example: ORCiD.org/0000-0001-8125-3795 OR http://ORCiD.org/0000-0001-8125-3795

**Enable proxy access**

You can grant permission to one or more trusted individuals (delegates) to update your ORCiD record on your behalf.

Nominated trusted individuals can access and edit your record, and make connections with external systems (such as CrossRef). However, they may not edit or add an email address, reset your password, or delete your account.

To grant access to a trusted individual:

1. Ensure the trusted individual has an ORCiD account
2. Go to [http://ORCiD.org/](http://ORCiD.org/) and login using your ORCiD credentials
3. Go to For Researchers > Account settings
4. Under Trusted Individual, enter either the ORCiD ID, email or names into the search box
5. Verify the individual’s details and click Add.