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 Privacy settings (Choosing Public ensures that others are able to search and see your profile)

Decide how often you would like to be notified of changes to your ORCID record

Tick I'm not a robot

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 ResearcherID (Web of Science) profile or Scopus Author ID, select ResearcherID or Scopus to ORCiD to import your publication list from existing profiles.

Note: If you prefer, you can also go to each database independently and export your records to ORCiD - this process is covered in sections 2 and 3 of this document.

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

For datasets, images and other works select Australian National Data Service (ANDS) Registry 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.