

## **ORCID Instructions**

The Research Administration Office (RAO) has pulled together and highlighted information about ORCID in an effort to assist BYU's research community. If you have questions or need assistance, please contact your RDO or RAO administrator for your college.

### **What is ORCID?**

#### **Open Researcher and Contributor IDentifier**

ORCID is a “non-profit, community-driven effort to create and maintain a registry of unique researcher identifiers and a transparent method of linking research activities and outputs to these identifiers”

(<http://ORCID.org/content/initiative>).

### **Why ORCID?**

It is currently very difficult to:

- Track different forms of an individual researcher's name across systems;
- Distinguish between different researchers with the same name;
- Identify all scholarly works associated with a particular researcher.
- These difficulties may lead to faculty not receiving attribution for the full range of their scholarly contributions. ORCID attempts to solve this problem by creating unique faculty ids that can be linked to existing identifiers as well as things like journal publisher manuscript submission systems, funding agency grant application workflows, and other tools.
- Unlike other identifier systems, ORCID is open and community-driven, and reaches across disciplines, geographic regions, and types of content held by publishers, journals, and funding agencies to include all types of scholarly works (e.g., articles, books, data sets, grants, software, etc.).

### **Who is using ORCID?**

ORCID has been adopted and integrated by hundreds of universities, funding agencies, publishers, data repositories, and others. Required ORCID registration was phased in by NIH in October 2019, starting with institutional research training, career development and other research education awards. NSF will require ScienCV-built Biosketches effective October 2023. ScienCV is designed to use ORCID to populate most of the required fields.

### **Signing up for ORCID?**

- If you are a current faculty member needing an ORCID iD, please register for an ORCID iD using your byu.edu email address at <https://ORCID.org/register>.
- When you have received your new ORCID iD, please send it to [rao@byu.edu](mailto:rao@byu.edu).
- If you previously registered for an ORCID iD, please email your ORCID iD to [rao@byu.edu](mailto:rao@byu.edu)

## Step-by-step registration and account setup

1. An ORCID iD is a 16 digit unique identifier, for example, 0000-0002-1825-0097. If you think you've registered for ORCID, but don't remember your ID or user name, try the following steps to find your ORCID iD.
  - a) Look up your name in the search bar on the main page of the ORCID website (or use the advanced search functionality at <https://orcid.org/orcid-search/search>). If your profile is in any way populated and the information is set to visible - you will be able to identify yourself and see your ORCID iD.
  - b) Go to <https://orcid.org/signin> and enter the email address you think might be associated with your ORCID account, and select the "Forgotten your password? Reset it here" option. ORCID will send an email to that address with either a link to reset the password, or notification that the email address is not registered
2. If you don't have an existing ID, register through the ORCID website, <https://ORCID.org/register> , or if you're already registered, login at <https://ORCID.org/signin>
  - a) Fill in your name and list your byu.edu email as your primary address.

1 ————— 2 ————— 3

Personal data                      Security and notifications                      Visibility and terms

### Create your ORCID iD

This is step 1 of 3

Per ORCID's [terms of use](#), you may only register for an ORCID iD for yourself. Already have an ORCID iD? [Sign In](#)

First name  ?

Please enter your first/given name

Last name (Optional)

Primary email

An email is required

Confirm primary email

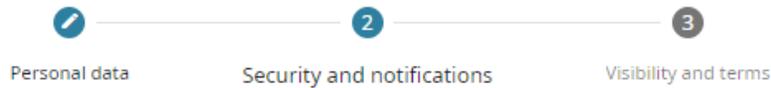
Please confirm your email

Additional email (Optional)  ?

+ Add another email

GO BACK                      NEXT

- b) After filling out the first page on the ORCID website, A pop up box appears which lists names that might be you. If you have already created an account you will see it on this list and can view the record and then click on *I Already Have an ID, Go Back to Sign In*. If your name is not listed along with your institution then click *None of These Are Me, Continue with Registration*.
- c) Create a password. If you choose to receive quarterly emails from ORCID, you'll need to verify your email address.



### Create your ORCID iD

This is step 2 of 3

Password ?

A password is required

- 8 or more characters
- 1 letter or symbol
- 1 number

Confirm password

Retype your password

#### 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.

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- d) Before your ORCID ID is created you have to choose your visibility settings. Pick either *Everyone* or *Trusted Organizations*. Then, consent to the terms and conditions, verify that you are not a robot and click *Register*.



### Create your ORCID iD

This is step 3 of 3

#### 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.

By default, what visibility should be given to new items added to your ORCID Record?

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

#### More information on visibility settings

#### Terms of Use

I consent to the [privacy policy](#) and [terms of use](#) and agree to my data being publicly accessible where marked as "Visible to Everyone".

I consent to my data being processed in the United States.

[More information on how ORCID process your data.](#)

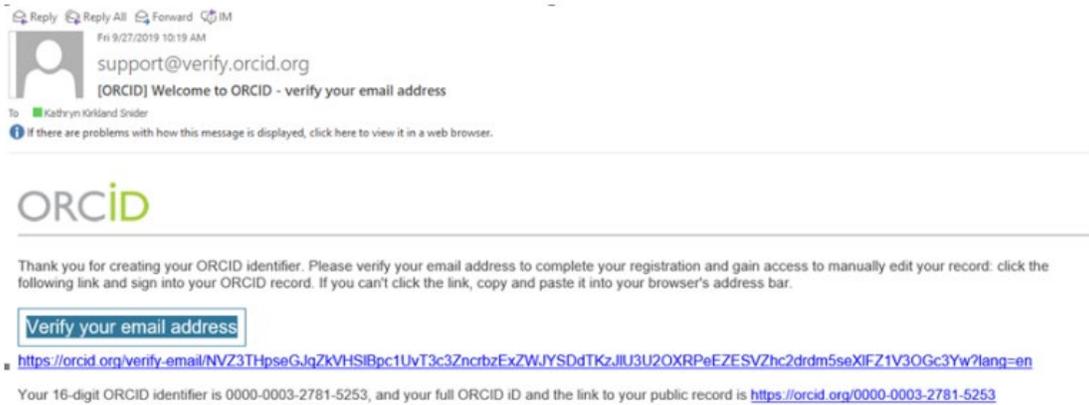
To continue creating your ORCID iD you must accept the terms of use and consent to your data being processed in the United States.

I'm not a robot reCAPTCHA  
Privacy · Terms

Please check the recaptcha box

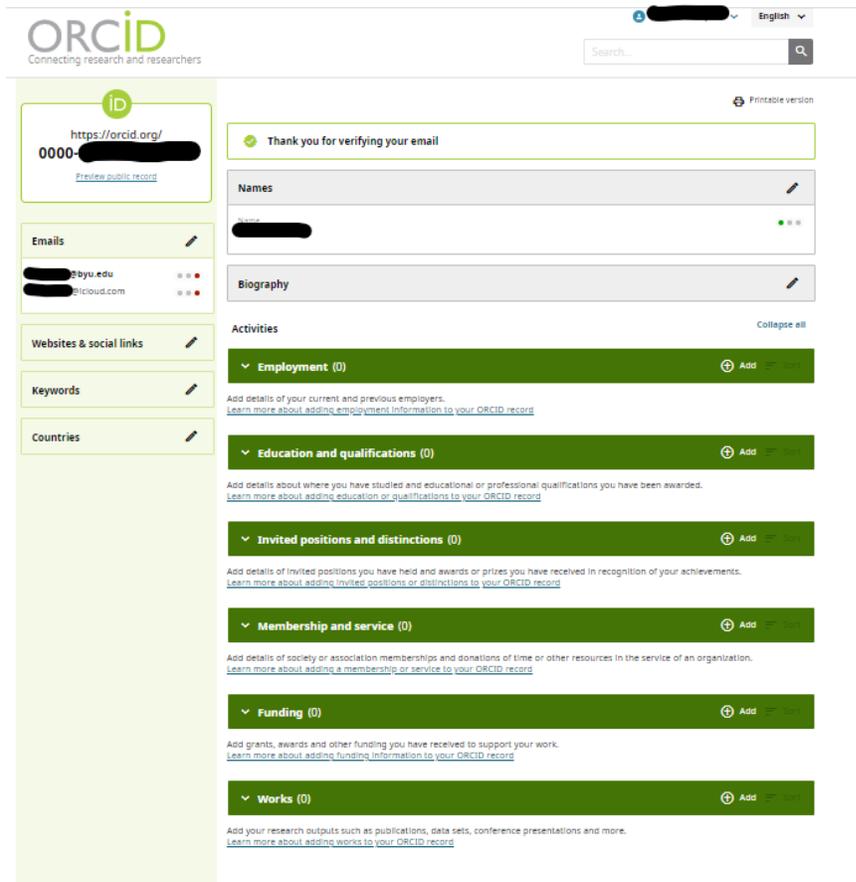
[GO BACK](#) **REGISTER**

3. Follow emailed verification instructions



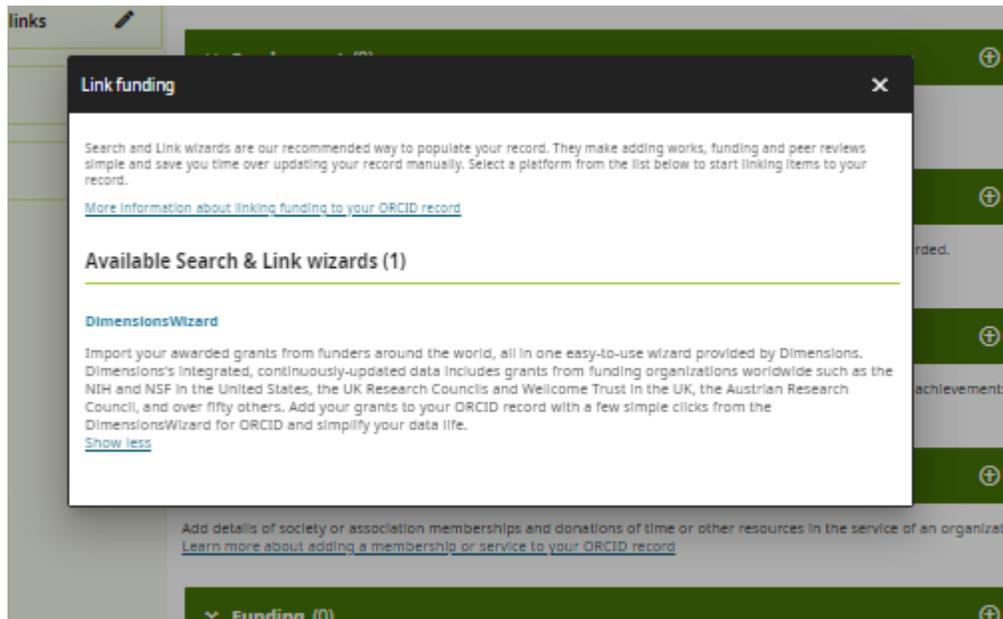
4. Send your new ORCID ID to [rao@byu.edu](mailto:rao@byu.edu).

5. After verifying your email address you'll be taken to this page.

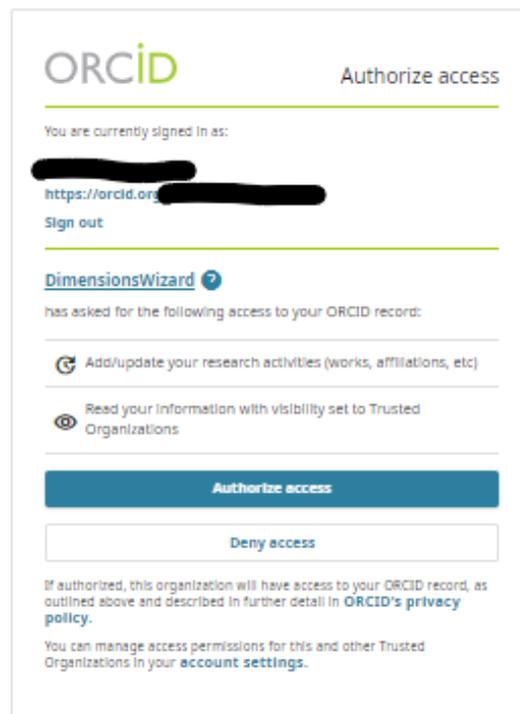


- a) Add your biography by clicking on the pencil icon to the right of *Biography* and then copy and paste it in.

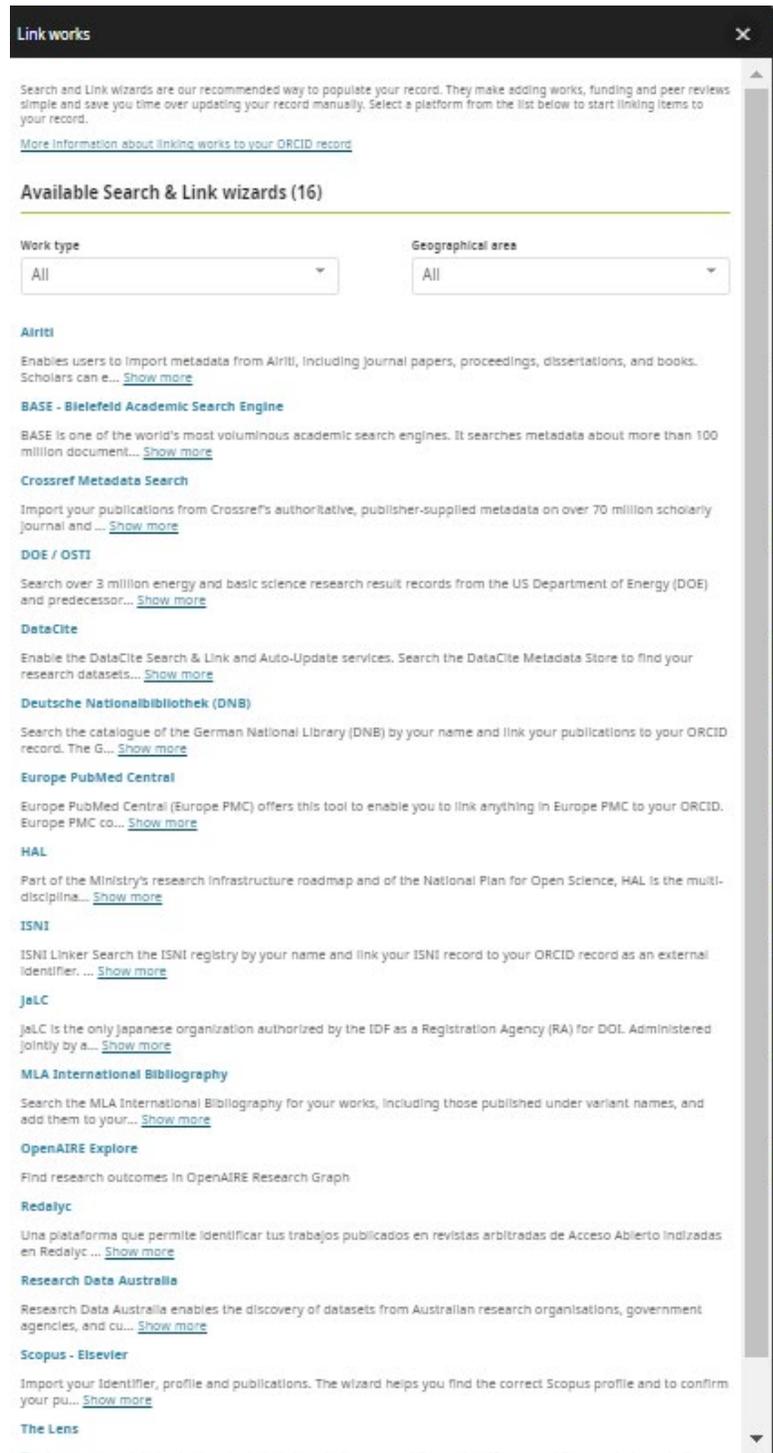
- b) Complete the six green sections [*Employment, Education and qualifications, Invited positions and distinctions, Membership and service, Funding, and Works*] by clicking *Add*. Be sure to save changes as you complete each section. The first four sections must be manually entered. The funding and works sections can be linked.
- i. Funding section: Use the DimensionsWizard to link funding. Once you click on *DimensionsWizard* you will be prompted to authorize it access to your information.



Select *Authorize access* or manually enter funding yourself.



- ii. Works section: You can add your works using several methods
- Select a wizard to link it for you (see below image)
  - Enter the DOI for each article
  - Add your PubMed ID
  - Import BibTex through Google Scholar
  - Enter all your works manually



**Link works**

Search and Link wizards are our recommended way to populate your record. They make adding works, funding and peer reviews simple and save you time over updating your record manually. Select a platform from the list below to start linking items to your record.

[More information about linking works to your ORCID record](#)

**Available Search & Link wizards (16)**

Work type: All | Geographical area: All

**Airiti**  
Enables users to import metadata from Airiti, including journal papers, proceedings, dissertations, and books. Scholars can e... [Show more](#)

**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 document... [Show more](#)

**Crossref Metadata Search**  
Import your publications from Crossref's authoritative, publisher-supplied metadata on over 70 million scholarly journal and ... [Show more](#)

**DOE / OSTI**  
Search over 3 million energy and basic science research result records from the US Department of Energy (DOE) and predecessor... [Show more](#)

**DataCite**  
Enable the DataCite Search & Link and Auto-Update services. Search the DataCite Metadata Store to find your research datasets... [Show more](#)

**Deutsche Nationalbibliothek (DNB)**  
Search the catalogue of the German National Library (DNB) by your name and link your publications to your ORCID record. The G... [Show more](#)

**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 co... [Show more](#)

**HAL**  
Part of the Ministry's research infrastructure roadmap and of the National Plan for Open Science, HAL is the multi-disciplina... [Show more](#)

**ISNI**  
ISNI Linker Search the ISNI registry by your name and link your ISNI record to your ORCID record as an external identifier. ... [Show more](#)

**JaLC**  
JaLC is the only Japanese organization authorized by the IDF as a Registration Agency (RA) for DOI. Administered jointly by e... [Show more](#)

**MLA International Bibliography**  
Search the MLA International Bibliography for your works, including those published under variant names, and add them to your... [Show more](#)

**OpenAIRE Explore**  
Find research outcomes in OpenAIRE Research Graph

**Redalyc**  
Una plataforma que permite identificar tus trabajos publicados en revistas arbitradas de Acceso Abierto Indexadas en Redalyc ... [Show more](#)

**Research Data Australia**  
Research Data Australia enables the discovery of datasets from Australian research organisations, government agencies, and cu... [Show more](#)

**Scopus - Elsevier**  
Import your Identifier, profile and publications. The wizard helps you find the correct Scopus profile and to confirm your pu... [Show more](#)

**The Lens**

# Associate your Sponsor-specific ID with ORCID

## 1. NIH

1a. Sign in: <https://public.era.nih.gov/commons/public/login.do>

## 1b. Access your Personal Profile



## 1c. Connect to ORCID

The screenshot shows the NIH Personal Profile page. On the left, the 'Personal Profile' section shows the user's name (Jessica Rowell) and roles (AO - Administrative Official, SO - Signing Official). Below this is a 'Personal Profile Summary' section with expandable items: Name and ID, Demographics, and Employment. A blue arrow points from the 'Create or Connect your ORCID ID' link in the Personal Profile section to a central dialog box. The dialog box contains the text: 'On the left sidebar, follow the link to connect your ORCID and authorize the access.' A blue arrow points from the dialog box to the 'Authorize' button on the right. The right side of the screenshot shows the ORCID authorization dialog, which includes the user's name (Kathryn Snider), the ORCID ID (https://orcid.org/0000-0003-2781-5253), and a message from 'National Institutes of Health - eRA Commons' asking for access to the ORCID record. There are 'Authorize' and 'Deny' buttons at the bottom.

## 2. NSF (Research.gov)

2a. Sign in: <https://www.research.gov/research-web/>

## 2b. Access My Profile



## 2c.

### My Profile

For NSF ID 000731226

The screenshot shows the NSF My Profile page. At the top, there is a green notification box stating 'Your profile has been updated successfully.' Below this is a blue notification box stating 'Demographic Information has moved from FastLane to Research.gov, so you can manage your profile data in one location. The information you add and update here replaces the PI Demographical Information under PI Information in FastLane.' Below these notifications is a section titled 'This is your information for your NSF account. If you need to change your contact information at one of your organizations, you can do so on the View My Roles page.' The main content area is divided into several sections: 'Personal Information' (Name: Kristi L Winseck, Alternate Name, Phone Number: (303) 735-7821, ORCID ID), 'NSF Account Information' (Primary Email: kristi.winseck@colorado.edu, Secondary Email, Password), and 'Demographic Information' (Gender, Race, Ethnicity, Disability). At the bottom left, there is an 'Edit' button. A blue arrow points from the 'Edit' button to a central dialog box.

Select Edit, enter your ORCID iD, and select Save at the bottom of the screen.

\* Required

### Personal Information

Prefix

Select Prefix

\* First Name

Kristi

Middle Name/Initial

L

Suffix

Select Suffix

Alternate Name(s)

Phone Number

(303) 735-7821

Extension

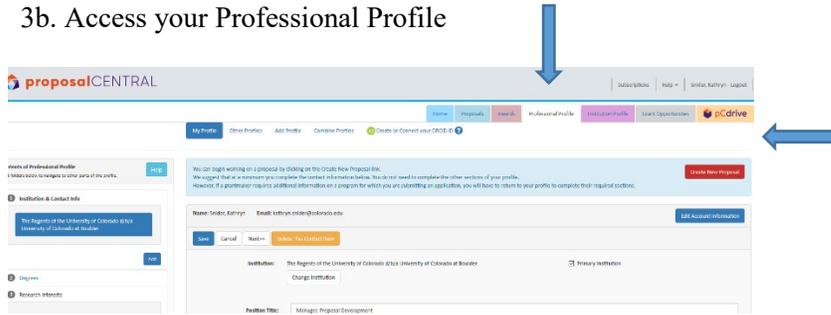
ORCID ID

### 3. Proposal Central

Note that to import your ORCID information to Proposal Central, your ORCID visibility settings need to be **set to Everyone**

3a. Sign in: <https://proposalcentral.com/default.asp>

3b. Access your Professional Profile



Then **follow the link** to connect your ORCID iD and authorize the access. See the NIH section above for authorization instructions.

3c. Select which information you want to import from ORCID

After you've chosen the sections to add, **select Save All.**

**Choose either the sections you want updated from ORCID or Select All.**

