

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.
- If you previously registered for an ORCID iD, please email your ORCID iD to 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.

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3

Personal dataSecurity and notificationsVisibility 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)

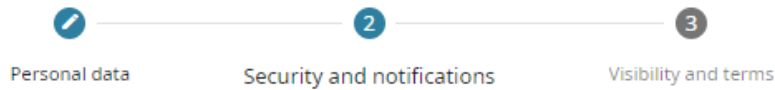
?

+ 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



A password is required

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

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*.

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Personal data

Security and notifications

Visibility and terms


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.](#)

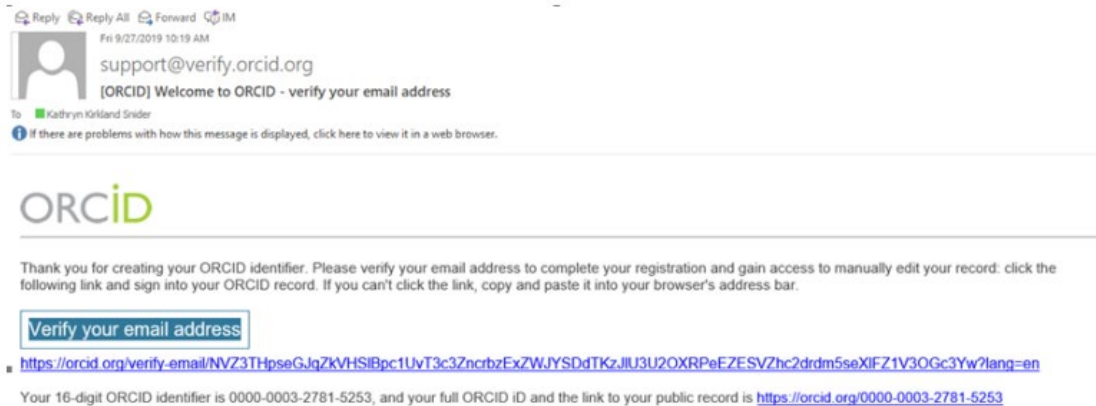
To continue creating your ORCID iD you must accept the [terms of use](#) and consent to your data being processed in the United States.

☐ I'm not a robot 

Please check the recaptcha box

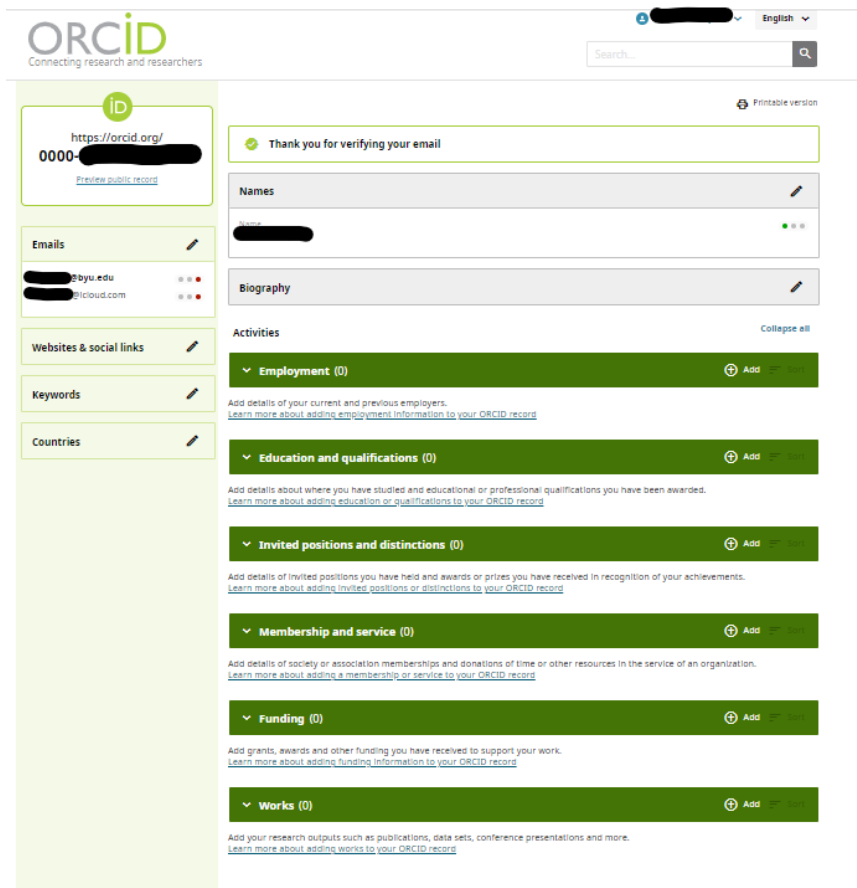
[GO BACK](#) [REGISTER](#)

3. Follow emailed verification instructions



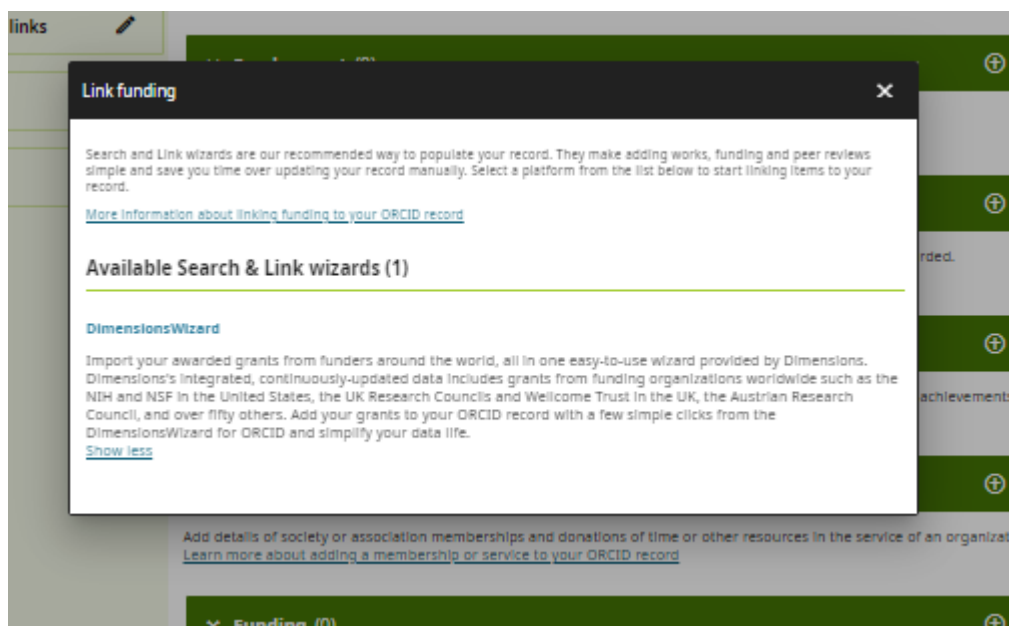
4. Send your new ORCID ID to rao@byu.edu.

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

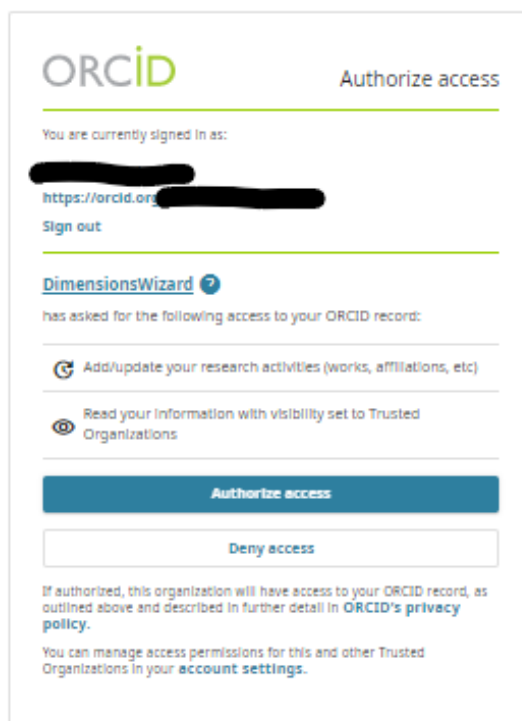


- a) Add your biography by clicking on the pencil icon to the right of *Biography* and then copy and paste it in.

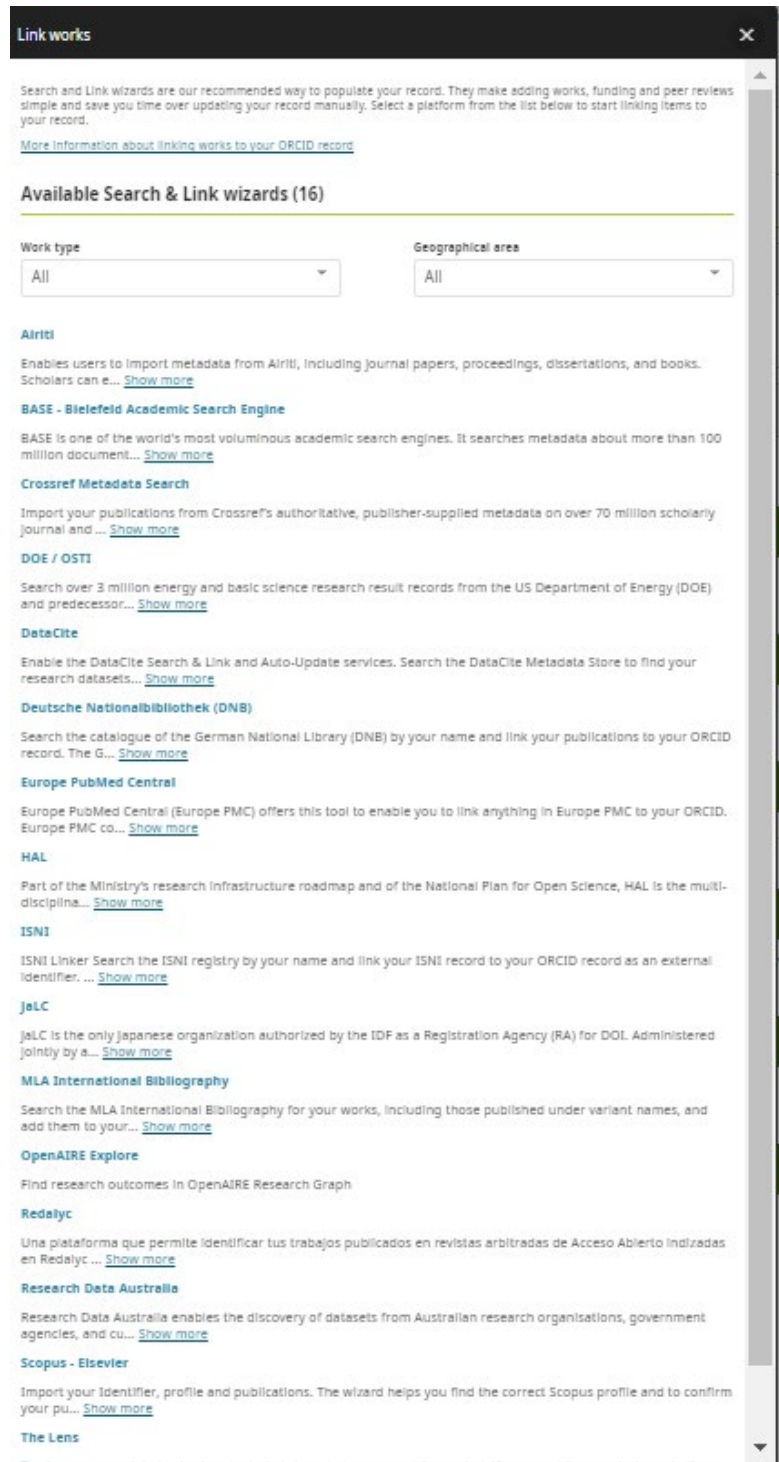
- b) Complete the six green sections [*Employment, Education and qualifications, Invited positions and distinctions, Membership and service, Funding, and Works*] by clicking *Add*. Be sure to save changes as you complete each section. The first four sections must be manually entered. The funding and 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



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

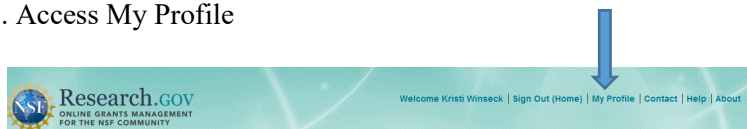
The image shows two side-by-side screenshots. The left screenshot is the 'Personal Profile' page in eRA Commons, showing user information for Jessica Rowell and a 'Create or Connect your ORCID ID' link. The right screenshot is the ORCID authorization page for Kathryn Snider, with an 'Authorize' button. A text box with arrows points from the 'Create or Connect your ORCID ID' link to the 'Authorize' button.

On the left sidebar, follow the link to connect your ORCID and authorize the access.

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 image shows the 'My Profile' page for NSF ID 000731226. It includes sections for Personal Information, NSF Account Information, and Demographic Information. A 'Your profile has been updated successfully' message is at the top. An 'Edit' button is at the bottom left.

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

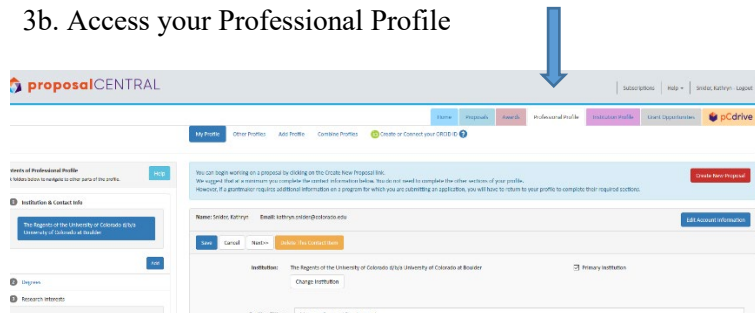
id

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.