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.
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.
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](image)

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](image)
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
1. NIH
   1b. Access your Personal Profile
   1c. Connect to ORCID

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

2. NSF (Research.gov)
   2b. Access My Profile
   2c. Select Edit, enter your ORCID iD, and select Save at the bottom of the screen.
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

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.

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

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