

## **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?**

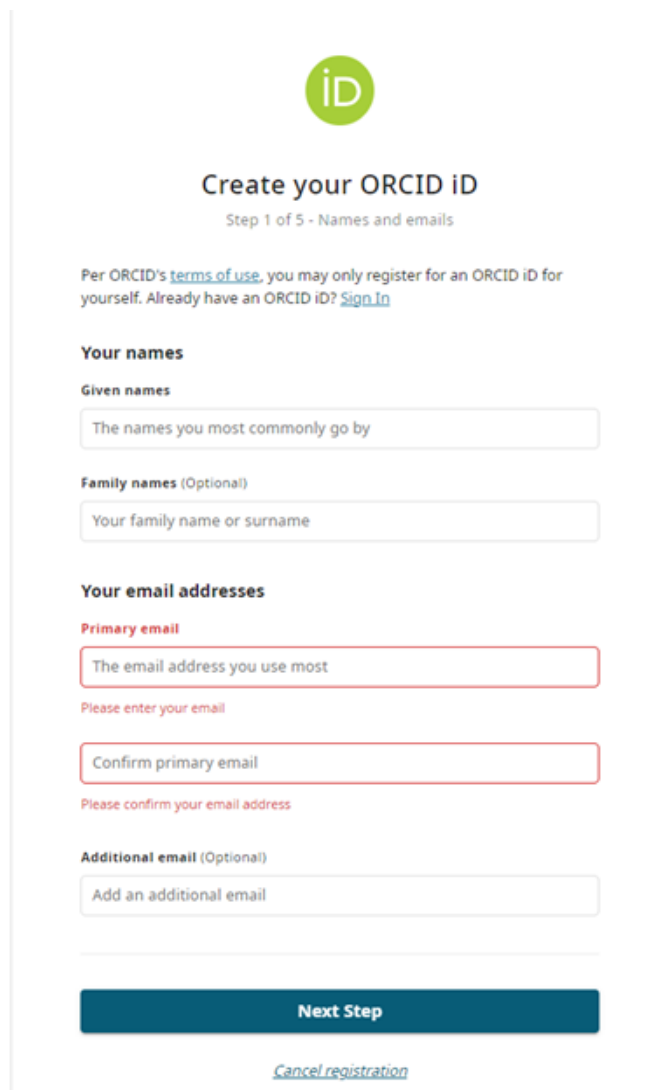
ORCID has been adopted and integrated by hundreds of universities, funding agencies, publishers, data repositories, and others. Required ORCID registration was phased in by NIH in October 2019, starting with institutional research training, career development and other research education awards. NSF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



The screenshot shows the ORCID iD registration form. At the top is the ORCID iD logo (a green circle with 'iD' in white). Below it is the heading 'Create your ORCID iD' and the sub-heading 'Step 1 of 5 - Names and emails'. A note states: 'Per ORCID's [terms of use](#), you may only register for an ORCID iD for yourself. Already have an ORCID iD? [Sign In](#)'. The form is divided into three main sections: 'Your names', 'Your email addresses', and 'Additional email (Optional)'. Under 'Your names', there are two input fields: 'Given names' (with placeholder text 'The names you most commonly go by') and 'Family names (Optional)' (with placeholder text 'Your family name or surname'). Under 'Your email addresses', there are three input fields: 'Primary email' (with placeholder text 'The email address you use most'), 'Confirm primary email' (with placeholder text 'Confirm primary email'), and 'Additional email (Optional)' (with placeholder text 'Add an additional email'). At the bottom of the form is a dark blue 'Next Step' button and a link for 'Cancel registration'.

- 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.



## Create your ORCID iD

Step 2 of 5 - Password

### Your password

Password

Confirm your password

Your password has:

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

[Next Step](#)

[Previous Step](#)

d) Input your employment information. Search "Brigham Young University" in the Organization bar, and BYU should appear for you to select. You can also enter your department, role/job title, and start date.



## Create your ORCID iD

Step 3 of 5 - Current employment

Adding a current employment affiliation helps distinguish you from other researchers with a similar name.

### Current employment

**Organization**

**Department** (Optional)

**Role/Job title** (Optional)

**Start date** (Optional)


▼ /

▼

**Next Step**

[Skip this step without adding an affiliation](#)

- e) Before your ORCID ID is created you have to choose your visibility settings. Pick either *Everyone* or *Trusted Organizations*.






## Create your ORCID iD

Step 4 of 5 - Visibility

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.

### Visibility settings

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

-  **Everyone** (87% of users choose this)  
Everyone can see these items
-  **Trusted parties** (5% of users choose this)  
Only people and organizations you've given permission
-  **Only me** (8% of users choose this)  
Items are private and only visible to you

[More information on visibility settings](#)

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**Next Step**

[Previous Step](#)

f) Indicate if you would like to receive the "Tips & features email", consent to the terms of use, verify the CAPTCHA , and click "Complete Registration"



## Create your ORCID iD

Step 5 of 5 - Terms and conditions

### Tips & features email


We occasionally send out an email with information on new features and tips for getting the best out of your ORCID record.

I'd like to receive the ORCID tips & features email

### 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".

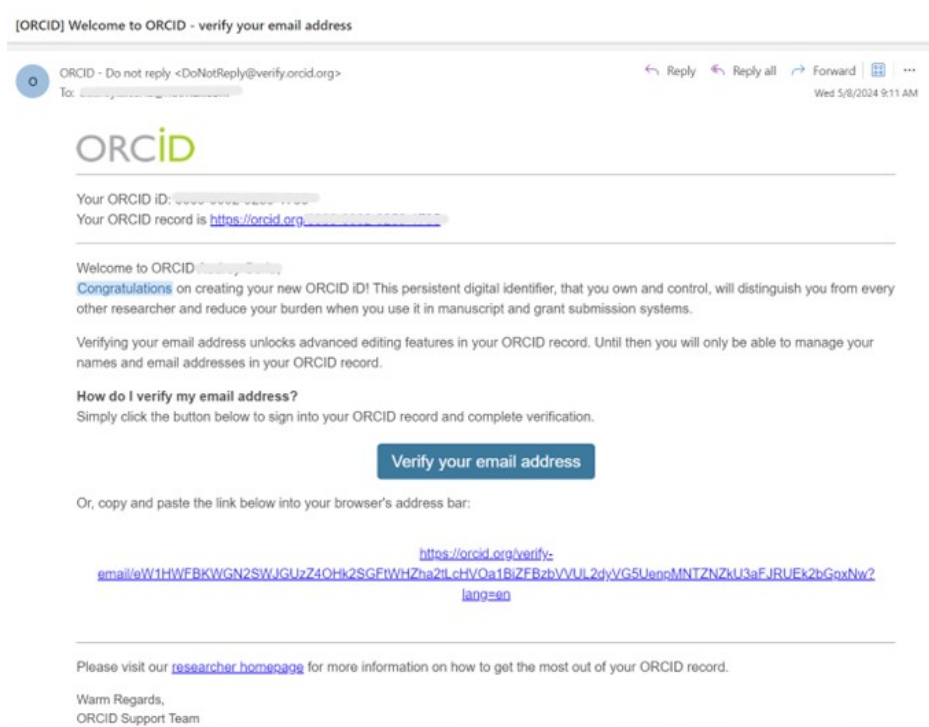
I consent to my data being processed in the United States. [More information on how ORCID process your data.](#)

I'm not a robot  reCAPTCHA  
Privacy - Terms

**Complete registration**

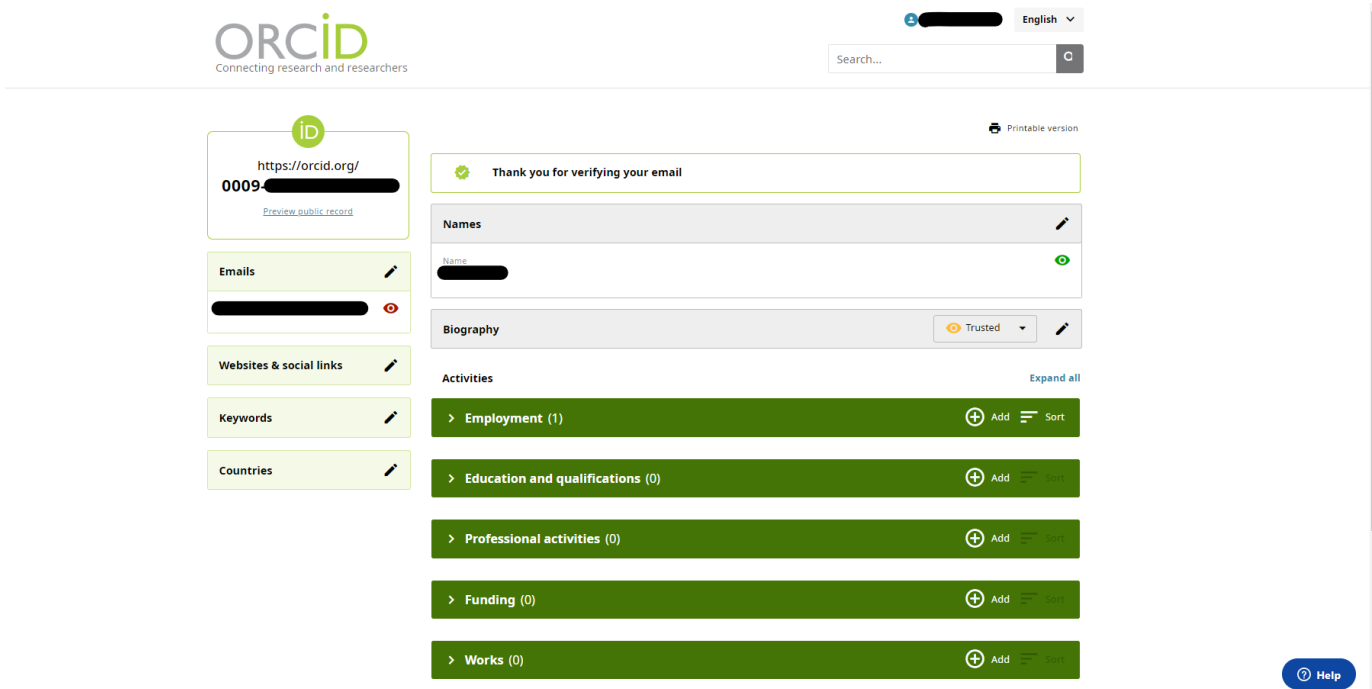
[Previous Step](#)

3. Follow emailed verification instructions



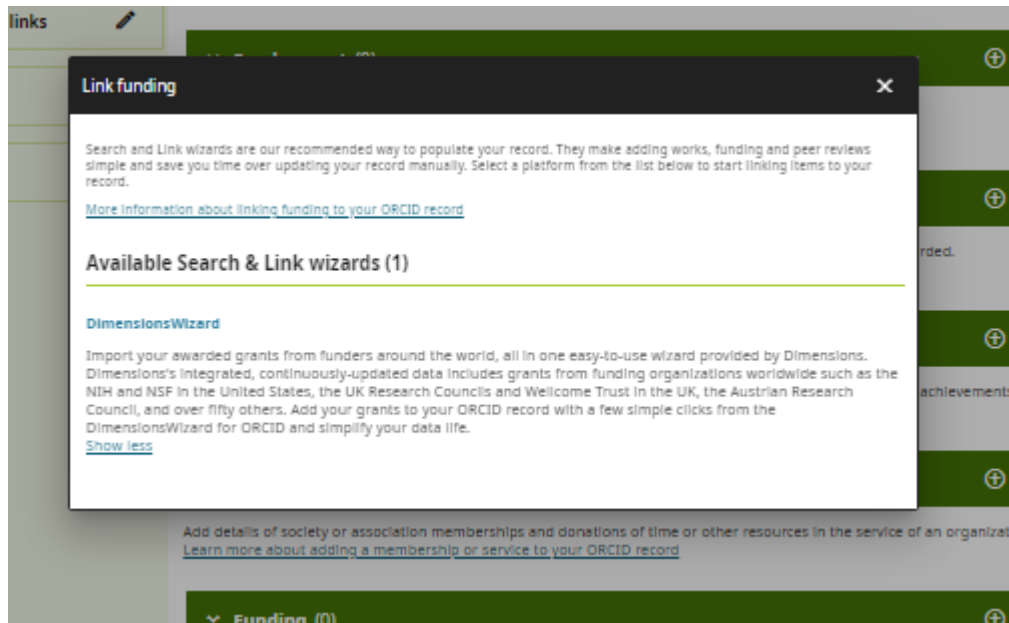
4. Send your new ORCID ID to [rao@byu.edu](mailto:rao@byu.edu).

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

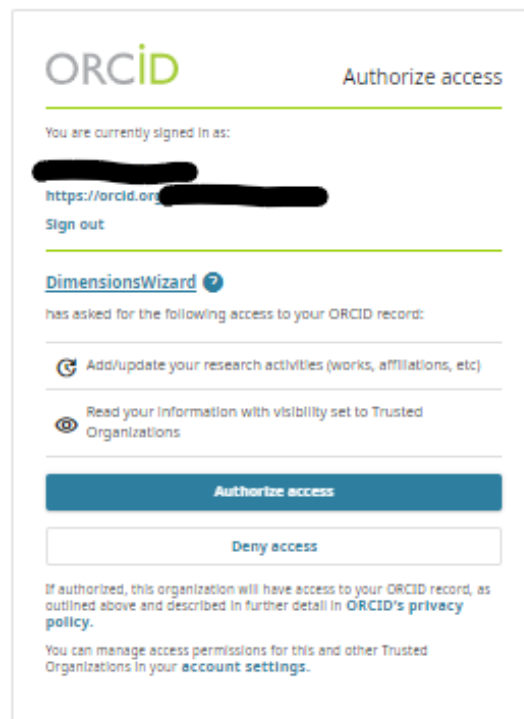


- a) Add your biography by clicking on the pencil icon to the right of *Biography* and then copy and paste it in.

- 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

The screenshot shows a window titled "Link works" with a close button in the top right corner. Below the title bar, there is a paragraph of introductory text: "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." Below this text is a link: "More information about linking works to your ORCID record".

The main section is titled "Available Search & Link wizards (16)". Below this title are two dropdown menus: "Work type" (set to "All") and "Geographical area" (set to "All").

The list of wizards includes:

- 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



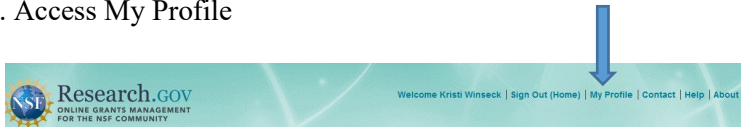
## 1c. Connect to ORCID

The screenshot shows the NIH Personal Profile page. On the left, the 'Personal Profile' section shows the user's name (Jessica Rowell), roles (AO - Administrative Official, SO - Signing Official), and ORCID ID (Unavailable). A link to 'Create or Connect your ORCID ID' is visible. On the right, an ORCID connection dialog box is open, showing the user's ORCID ID (Kathryn Snider) and a message from 'National Institutes of Health - eRA Commons' asking for access to the user's ORCID record. The dialog box has 'Authorize' and 'Deny' buttons. A text box in the center says: 'On the left sidebar, follow the link to connect your ORCID and authorize the access.' Blue arrows point from this text box to the 'Create or Connect your ORCID ID' link and the 'Authorize' button.

## 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. The 'Personal Information' section is expanded, showing fields for Name (Kristi L Winseck), Alternate Name, Phone Number ((303) 735-7821), and ORCID ID. Below this, there are sections for 'NSF Account Information' (Primary Email, Secondary Email, Password) and 'Demographic Information' (Gender, Race, Ethnicity, Disability). A blue arrow points from the 'Edit' button at the bottom left to the next step.

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

\* Required

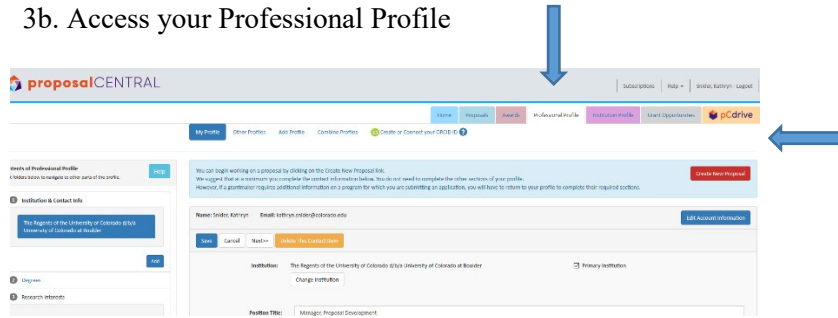
The screenshot shows the NSF Personal Information form. It includes fields for Prefix (Select Prefix), First Name (Kristi), Middle Name/Initial (L), Suffix (Select Suffix), Alternate Name(s), Phone Number ((303) 735-7821), Extension, and ORCID ID. A blue arrow points from the 'Edit' button in the previous screenshot to this form.

### 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.**

