

# ORCID iD Guide for Researchers

This guide is intended for researchers interested in obtaining and using an ORCID iD.

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# 1. ORCID 101

## ORCID iDs

An ORCID iD is a unique, persistent identifier for individuals (often used by researchers) meant to uniquely identify you in various research-related systems. ORCID iDs remain persistent despite changes in name, the use of multiple names over time, or changes in affiliation. Individuals may register, maintain, and share their ORCID identifier and associated ORCID record data for free.

Example ORCID iD: <https://ORCID.org/0000-0002-9079-593X>

## ORCID



The ORCID organization is a global, community-led, non-profit organization supported by a membership model with an elected governance board. ORCID offers an open and independent registry intended to be a standard for uniquely identifying researchers in research systems used by publishers, funders, research organizations, and more.

For more information about their vision, mission, and values, please visit the [About ORCID page](#).

## ORCID Record

An ORCID record is the combination of the ORCID iD and all the information (name, email address, employment, affiliations, publications, funding, etc.) associated with your ORCID iD.

## ORCID Communities

ORCID offers free services for individuals (often researchers). You may register and obtain a free persistent digital identifier, an ORCID iD, to distinguish yourself from every other researcher. Once registered, you can maintain and share your ORCID iD and associated ORCID record data with trusted organizations. When you “trust” ORCID member organizations and services, you may receive updates to your ORCID record from the organizations and/or have your ORCID information pulled into other systems (such as proposal, grant reporting, human resources, or other organization systems) for reuse.

ORCID also offers services for member organizations. ORCID member organizations pay membership fees for access to ORCID APIs. With your permission, member organizations may update or pull information from an individual’s ORCID record for use in their systems (such as researcher profiles or populating proposal systems).

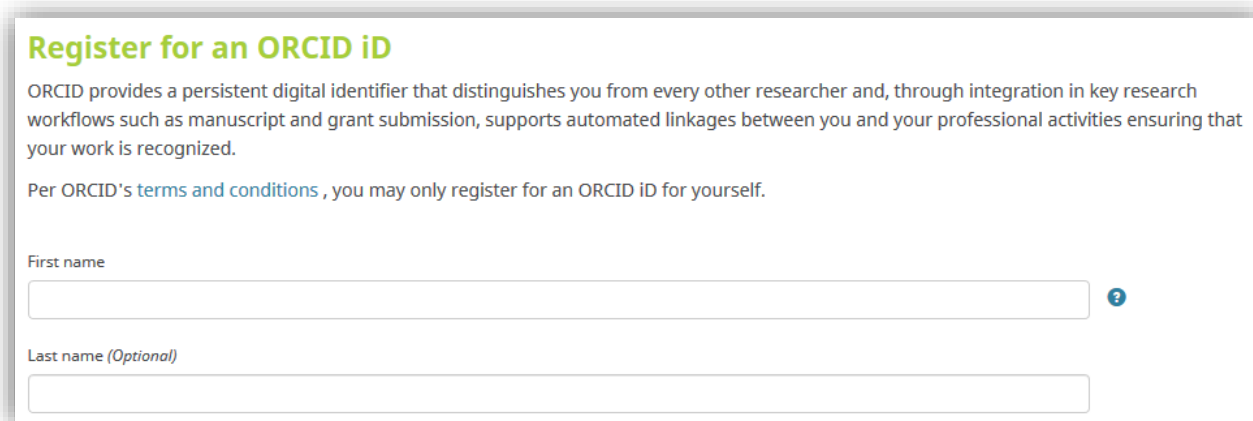
## Benefits of Using an ORCID iD

- Author disambiguation – by registering for and using your ORCID iD, you will be uniquely identified in systems where you associated your ORCID iD. This is particularly helpful if you have a common name or often use your initials for authorship.
- Increased potential of author recognition – with an ORCID iD, you can easily claim all of your research outputs and ensure your work is recognized.

- Improved discoverability of your research – with your ORCID iD, a fellow researcher can view your ORCID record where they can learn about your other research works, making them more discoverable.
- Management of your education, employment, research works, and research resources information from a centralized record that can be shared with other systems – ORCID provides a central environment to organize your work experience, research works, and accomplishments where it only has to be entered once and reused often by other systems.
- Full control over data and visibility of your ORCID record – you control who has permissions to view, edit, and interact with your ORCID record. Permissions can be removed at any time.
- Save time and administrative burden – with your permission, ORCID will share your information with other databases and systems, so you will not have to reenter your name, employment, funding, research works, etc.

For more information, we recommend viewing [What is ORCID?](#), a video demonstrating how ORCID iDs connect research to researchers.

## 2. Registering for an ORCID iD



**Register for an ORCID iD**

ORCID provides a persistent digital identifier that distinguishes you from every other researcher and, through integration in key research workflows such as manuscript and grant submission, supports automated linkages between you and your professional activities ensuring that your work is recognized.

Per ORCID's [terms and conditions](#), you may only register for an ORCID iD for yourself.

First name

Last name (Optional)

To obtain an ORCID iD, fill out the following [registration form at ORCID](#).

- For ORCID registration, first name, email address, password, [visibility settings](#), and consent to terms of use are required. Last name and additional emails are optional.
- After registration, you will receive an email from ORCID with a unique link to verify your email address. This process is often called email verification and improves the security of your ORCID account.
- Once verified, you can get started with your ORCID record.

## 3. Get Started using your ORCID Record

Once you have registered for an ORCID account and iD, you can begin to populate and use your ORCID record.

### ORCID Record Contents

An ORCID record contains information about you and your work, which may include:

- **General Information** – Names, keywords, websites, emails, other IDs, biography
- **Employment** – Affiliations, faculty or staff, postgraduate researcher, intern, society employee, or contractor
- **Education and qualifications** – Academic degree, certification, training program or other education
- **Invited positions and distinctions** – Honorary fellow, guest researcher, emeritus professor, trophies, or prizes

- **Membership and service** – Member of a society, association, trade, or industry or volunteer society officer, elected board position, or extension work
- **Funding** – Grants, awards, contracts, salary awards
- **Works** – Publications, datasets, patents, dissertations
- **Peer Review\*** – Recognition of peer service
- **Related Resources\*** – Infrastructure, collection, equipment, service

\*These contents can only be added by a trusted source which may include publishers, funders, user facilities, or other organizations. Trusted sources are often ORCID members. You must give permission for trusted sources/organizations to add these contents to your ORCID record.

You control the content of your ORCID record and who can view, edit, and interact with your ORCID record. Review the [visibility settings](#) and [trusted organizations](#) help provided by ORCID for more information.

## Adding to your ORCID Record

[Add general information.](#) This can include other associated names, country, and keywords about your research, websites, and email addresses to your ORCID record. If you give permission, trusted individuals, sources, or organizations may edit certain biographical information.

[Add your employment information.](#) This allows the addition of a formal employment affiliation between you and an organization. Each employment addition requires the organization name and location. You can also provide the start date, role, and URL.

### ADD EMPLOYMENT

Organization\*

City\*

State/region

Country\*  

Select a country

Department

Role/title

URL

Start date  

Year 
Month 
Day

End date (leave blank if current)  

Year 
Month 
Day

Set visibility:

Add to list Cancel

Sofia Maria Hernandez Garcia

ORCID iD

<https://orcid.org/0000-0001-5727-2427>

Print view

Also known as

S. M. Garcia, Sofia Maria Garcia

Websites & Social Links

Faculty profile webpage  
@sofiamhg

Country

United States

Other IDs

Profile system identifier: A-123456  
ResearcherID: L-8716-2018  
eScientist: 0000-0001-5727-2427

Email

s.garcia@orcid.org

[Add education information](#). Education information can include a degree from an academic program, certification, or training program. You can also [add a qualification](#) for a vocational accreditation or continuing education training.

### ADD EDUCATION

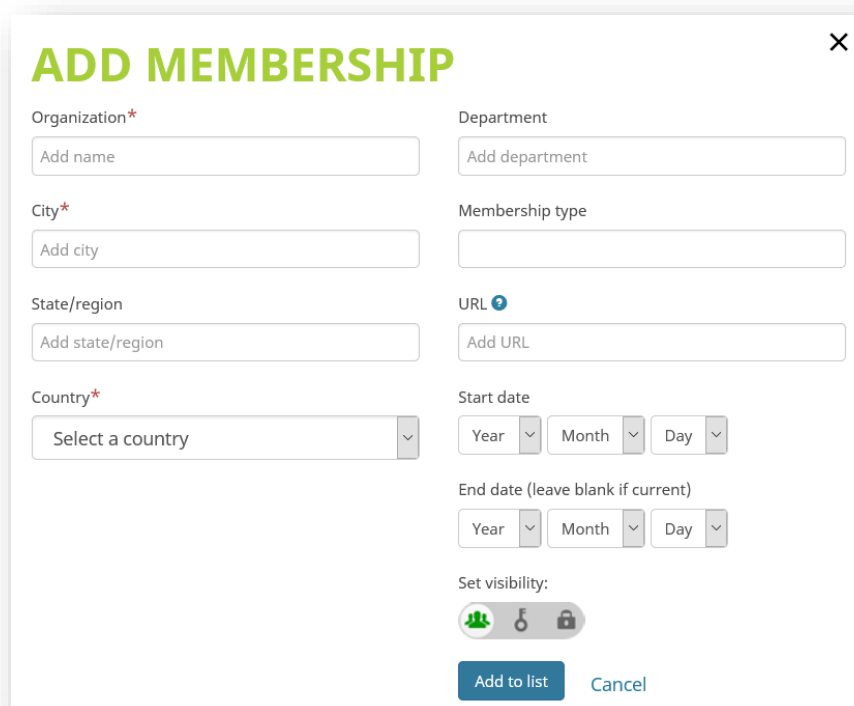
Organization*	Department
<input type="text" value="Add name"/>	<input type="text" value="Add department"/>
City*	Degree/title
<input type="text" value="Add city"/>	<input type="text"/>
State/region	URL
<input type="text" value="Add state/region"/>	<input type="text" value="Add URL"/>
Country*	Start date
<input type="text" value="Select a country"/>	Year <input type="text"/> Month <input type="text"/> Day <input type="text"/>
	End date (leave blank if current)
	Year <input type="text"/> Month <input type="text"/> Day <input type="text"/>
	Set visibility:
	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>
	<input type="button" value="Add to list"/> <input type="button" value="Cancel"/>

[Add invited positions and distinctions](#). These positions include formal relationships outside employment between you and an organization. They are referred as non-employment affiliations such as an honorary researcher, fellow, emeritus professor, or distinguished with an award, prize, or honorary degree in recognition of your achievements.

### ADD DISTINCTION

Awarding organization*	Department
<input type="text" value="Add name"/>	<input type="text" value="Add department"/>
City*	Distinction/award
<input type="text" value="Add city"/>	<input type="text"/>
State/region	URL ⓘ
<input type="text" value="Add state/region"/>	<input type="text" value="Add URL"/>
Country*	Date of distinction/award
<input type="text" value="Select a country"/>	Year <input type="text"/> Month <input type="text"/> Day <input type="text"/>
	Set visibility:
	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>
	<input type="button" value="Add to list"/> <input type="button" value="Cancel"/>

[Add membership and service.](#) These would include membership in a society, trade, industry, or association or significant donation of time, money, or other resource.



The screenshot shows a web form titled "ADD MEMBERSHIP" with a close button (X) in the top right corner. The form is organized into two columns. The left column contains fields for "Organization\*" (text input), "City\*" (text input), "State/region" (text input), and "Country\*" (dropdown menu). The right column contains fields for "Department" (text input), "Membership type" (text input), "URL" (text input with a help icon), "Start date" (Year, Month, Day dropdowns), and "End date (leave blank if current)" (Year, Month, Day dropdowns). Below these fields is a "Set visibility:" section with three icons: a green people icon, a key icon, and a lock icon. At the bottom right are two buttons: "Add to list" (blue) and "Cancel" (light blue).

[Add funding information.](#) This funding could grants, awards, and contracts supporting your research. You may add funding manually or use importing tools like the [DimensionsWizard](#) under the Search & link option. If you give permission, trusted organizations may also add or update your funding information. By allowing trusted organizations access to your ORCID record, your information may be with the trusted organization's systems. This sharing of information will decrease data entry errors and save time.

**Funding (2)**

**Assessment of the recruitment success of the main Portuguese populations of *P. marinus* through biotransformation, stress markers and ionic transport in juveniles during the trophic migration (RECRUIT)**

Foundation for Science and Technology (Lisbon, Portugal)

2010-06 to 2013-12 | Grant

Grant: [grant.Provided by PTCRIS: 103258](#)

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




<p><b>Funding subtype</b></p> <p>Funding sub-type</p>   <p><b>Total funding amount</b></p> <p>EUR 197,404</p>	<p><b>Translated title</b></p> <p>Assessment of the recruitment success of the main Portuguese populations of <i>P. marinus</i> through biotransformation, stress markers and ionic transport in juveniles during the trophic migration (RECRUIT) - English</p>  <p><b>Created</b></p> <p>2018-02-07</p>
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Source: ÜberWizard for ORCID

☒ Preferred source

[Add works](#). These can include publications, datasets, conference presentations, and any other research output. ORCID offers several ways to add works to your ORCID Record:

- [Directly import of research works from other trusted systems](#). Some ORCID member organizations have built-in [Search and link tools](#) to allow you to import information about your research works into your ORCID record from other systems. Search and link tools are ORCID's recommended way to add works to your record to easily and accurately enable a reliable connection between your ORCID iD and your works. When you begin the Search and link process, you will first be prompted to grant the ORCID member organization permission to interact with your ORCID record. You can then begin to add your works.

-  Add works
-  Search & link
-  Add ArXiv ID
-  Add DOI
-  Add PubMed ID
-  Import BibTeX
-  Add manually

▼ Works (0 of 0) ? + Add works

## LINK WORKS Hide link works

ORCID works with our member organizations to make it easy to connect your ORCID iD and link to information in their records. Choose one of the link wizards to get started. [More information about linking works](#)

Work type: All Geographical area: All

**Airiti**  
Enables users to import metadata from Airiti, including journal papers, proceedings, dissertations, and books. Scholars can easily collec...

▼

**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 documents fr...

▼

**Crossref Metadata Search**  
Import your publications from Crossref's authoritative, publisher-supplied metadata on over 70 million scholarly journal and conferenc...

▼

**DataCite**  
Enable the DataCite Search & Link and Auto-Update services. Search the DataCite Metadata Store to find your research datasets, image...

- [Use an identifier](#). Add individual research works to your record using an arXiv ID, DOI, or PubMed ID by entering the full URL or the identifier value to retrieve the metadata associated with the work.

## ADD WORK

**Add work from DOI**  
Type or paste the full DOI URL or just the identifier value

Retrieve work details Cancel

- [Import works from a BibTeX file](#). This is an option for adding works from systems without an ORCID connection such as Google Scholar. You will be listed as the source for works added using the BibTeX import tool, and you can manually edit these works after you have imported them.



▼ Works (0 of 0) ?
+ Add works
↑↓ Sort

**Import BibTeX**
Hide import BibTeX

Import citations from BibTeX (.bib) files, including files exported from Google Scholar. More information on importing BibTeX files.

Cancel
Choose file

- [Add works manually](#). This is an option for adding works that will prompt you to key in the research work information to your ORCID record through the web interface. See ORCID's [Metadata in the Works section article](#) for a description of all the fields you'll enter for each research work.

# ADD WORK

X

Work category

Pick a work category

Work type\*

Title\*

Add title

+ add translated title

Subtitle

Add subtitle

Journal title

Add journal title

Publication date

Year
Month
Day

CITATION

WORK IDENTIFIERS

Identifier type

Pick an identifier type. Start typing to see more options

Identifier value

Add ID

Identifier URL ?

Add URL

Relationship ?

☒ Self
☐ Part of
☐ Version of

+ Add other identifier

URL ?

Add URL

Language used in this form

Country of publication

## 4. Use your ORCID iD

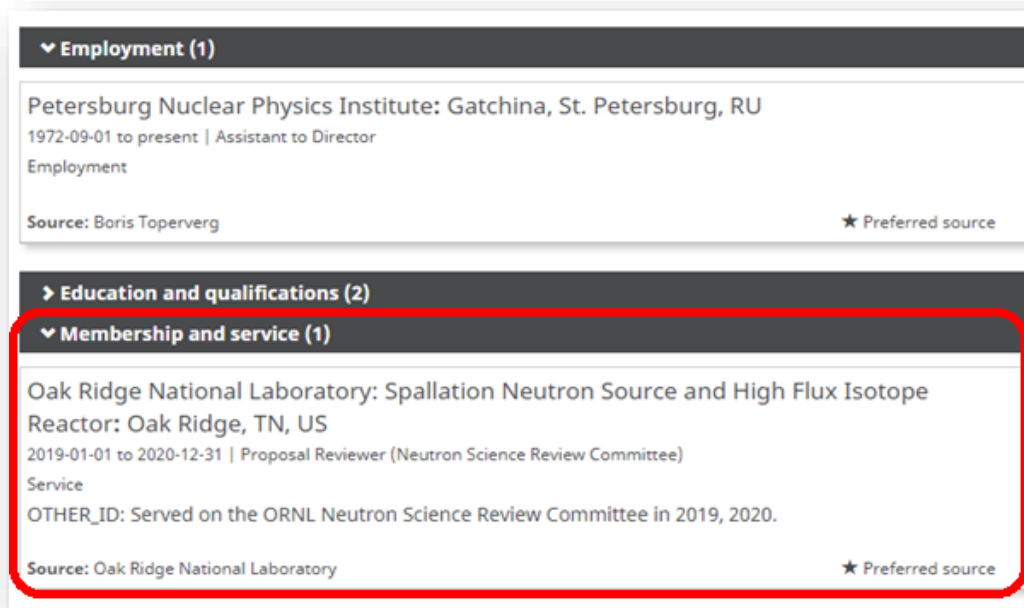
You can use your ORCID iD and record to:

- Provide an authenticated iD or a name to distinctively identify yourself, removing any confusion as to who you are and what information you want associated with yourself.
- Sign in to and populate various researcher systems such as researcher profiles, institutional repositories, journal article submission systems, grant application systems, and research information management systems to streamline information entry and eliminate duplicative efforts.

- Promote visibility, reuse, and collaboration by displaying your ORCID iD on your webpage or in your email signature allowing others to see the information in your ORCID record.
- Connect existing profiles to your ORCID record such as your [Web of Science Researcher ID](#) or [Scopus Author ID](#). With this connection, you share the contents of your ORCID record with these other systems, only having to enter information in one central location.
- Act as your resume. ORCID iDs are persistent and stay with you throughout your career. If you join a new organization, you can update your ORCID record to reflect your new employment while keeping a historical record of past employment, research works, and more.
- Authorize trusted ORCID member organizations, such as your institution, publishers, funders, user facilities, or repositories to read and write associated information to your ORCID record. This enables that information to then be used in other systems – research profiles, funding applications, research management systems, etc.

Examples:

- Authorize a user facility to add Service Awards to your ORCID record.



- Authorize a user facility to add Related Resources to your record, which can include infrastructure, collection, equipment, and services.

▼ Research resources (10 of 10)

**In situ TEM study of branched nanocrystal growth mechanism**  
 2019-10-01 to 2020-09-30  
 DOI: [10.25582/v01.proj.2019.51045](https://doi.org/10.25582/v01.proj.2019.51045)

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Environmental Molecular Sciences Laboratory (Richland, WA, US)

**Organization identifiers**  
 GRID: [grid.436923.9](https://www.grid.ac/institutes/grid.436923.9)  
 Environmental Molecular Sciences Laboratory: Richland, Washington, US  
<http://www.emsl.pnnl.gov/emslweb/>

**Other organization identifiers provided by GRID**  
 ISNI: 0000 0004 0373 6523  
 ORGREF: 19642725  
 ROR: <https://ror.org/04rc0xn13> (preferred)  
 WIKIDATA: Q5381141  
 WIKIPEDIA\_URL: [https://en.wikipedia.org/wiki/Environmental\\_Molecular\\_Sciences\\_Laboratory](https://en.wikipedia.org/wiki/Environmental_Molecular_Sciences_Laboratory) (preferred)

<b>Added</b> 2019-09-18	<b>Last modified</b> 2019-09-18
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Resource item	Type	
EMSL Facility	infrastructures	<a href="#">show details</a>

**Source:** Environmental Molecular Sciences Laboratory (EMSL) ★ Preferred source

- Use DOE's primary search tool for all DOE-funded research results, [OSTI.GOV](https://www.osti.gov), to add your research works to your ORCID record.


## ORCID Account Integration

ORCID provides a persistent digital identifier that distinguishes you from every other researcher and, through integration in key research workflows such as manuscript and grant submission, supports automated linkages between you and your professional activities ensuring that your work is recognized. [Find out more.](#)

If you have an ORCID iD, you have everything you need to authorize OSTI.GOV to add items to your ORCID Works. Once authorized, you will be able to browse OSTI.GOV search results for your documents and add them directly to your ORCID Works information.

You also have the option to authorize OSTI, if any records are submitted to OSTI via E-Link with your ORCID identification number, to automatically add them to your ORCID Works. To ensure you benefit from this service, please leave the authorization selection box *checked* on your ORCID account.

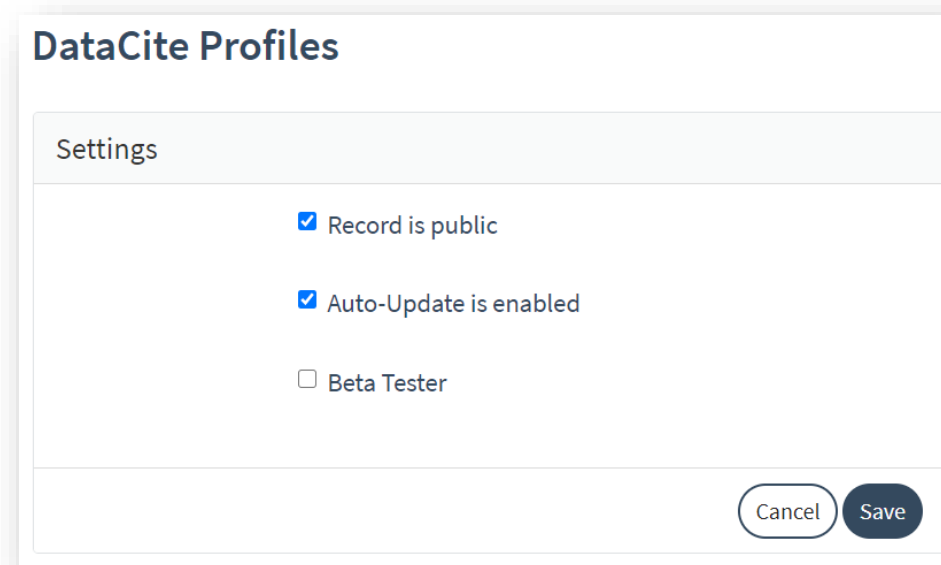
For more detailed information, please view our [ORCID FAQ](#).

 Create or connect your ORCID iD

ORCID is an independent non-profit effort to provide an open registry of unique researcher identifiers and open services to link research activities and organizations to these identifiers. Learn more at [orcid.org](https://orcid.org).

**ORCID** | Member Organization  
 Connecting Research and Researchers

- Authorize [Crossref](#) and/or [DataCite](#), the main DOI providers for research publications and datasets, to automatically add publications or datasets to your ORCID record.
  - When your ORCID iD is provided with the publication's metadata to [Crossref](#), they will email you asking your permission to become a trusted organization to update your ORCID record with the publication information. The email will prompt you to sign in to your ORCID account and authorize them to update your ORCID record. Crossref will continue to update your ORCID record with future publications unless you remove that permission. For more information, please visit [ORCID auto-update](#).
  - For DataCite, you can initiate DataCite's auto-update feature by creating a [DataCite profile](#) and enabling the ORCID Auto-Update functionality within your settings. Once the auto-update is enabled, your ORCID record will automatically update every time a work is published with your ORCID iD in the DataCite DOI metadata.



The screenshot shows a dialog box titled "DataCite Profiles". Inside, there is a section labeled "Settings". Under "Settings", there are three options, each with a checkbox: "Record is public" (checked), "Auto-Update is enabled" (checked), and "Beta Tester" (unchecked). At the bottom right of the dialog box, there are two buttons: "Cancel" and "Save".

- Crossref or DataCite will appear as the source of the information. Your record will often be updated before the article even publishes.

## 5. FAQs

### 1. [I forgot my ORCID iD. How do I recover it?](#)

To recover your ORCID iD, please visit [Password and ORCID iD Recovery](#). Choose Forgot ORCID iD and enter your email address associated with your ORCID iD. Then, select Recover Account Details and you will be directed to this screen and sent a recovery email.

### Password and ORCID iD Recovery

We have sent a message to [person@notify.orcid.org](mailto:person@notify.orcid.org) from [reset@notify.orcid.org](mailto:reset@notify.orcid.org). You can now [return to the login page](#).

If you do not receive a message within 10 minutes, please check your spam folder. If you still do not see a message, then [contact us](#).

Check your inbox for an ORCID email containing your ORCID iD.

The ORCID iD associated with [person@notify.orcid.org](mailto:person@notify.orcid.org) is:  
<https://orcid.org/0000-0001-5727-8386>

If you have any questions or need help, please [contact us](#).

Warm Regards,

The ORCID Team

<https://support.orcid.org/hc/en-us/requests/new>

#### 2. [How can I reset my password?](#)

To recover your password, please visit [Password and ORCID iD Recovery](#). Choose Forgot Password and enter your email address. Then, select Recover Account Details and look for an email from ORCID with additional guidance.

#### 3. [How can I access my ORCID record if I no longer have the email associated with it?](#)

If you no longer have access to the email address associated with your ORCID record, you can still access your ORCID record. Please do not create a new ORCID record.

- If you remember your ORCID password with your previous email address or ORCID iD, you can sign in to update your information.
- If you do not remember your ORCID password, please [contact ORCID](#) with your ORCID iD (if known) and the email address associated with your ORCID iD. ORCID will help you gain access to your ORCID record.

#### 4. [How do I edit my name on my ORCID record?](#)

Within your ORCID record next to your name, click on the pencil icon to edit your registered First Name, Last Name, or Published Name and then save your changes.

#### 5. [How do I remove my duplicate ORCID iD?](#)

You have 3 options:

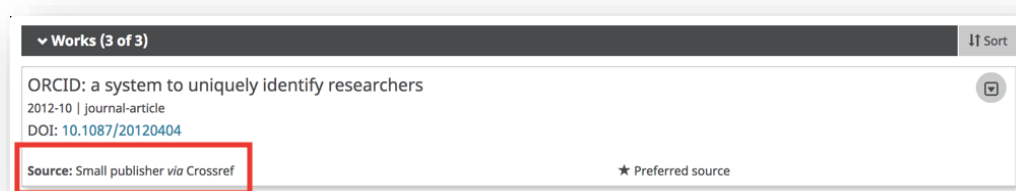
- If you still know your email and password for both accounts, you can remove the duplicate account on your own. To remove the duplicate account, log in to the ORCID account you want to keep, go to Account settings, and select Remove duplicate record. Enter the email address or ORCID iD, and password for the record you want to remove, then select Remove record.

- If you have forgotten the login password for the duplicate record, you can [reset your password](#) then remove the duplicate account. To remove the duplicate account, log into the ORCID account you want to keep, go to Account settings, and select Remove duplicate record. Enter the email address or ORCID iD, and password for the record you want to remove, then click Remove record.
- If you do not have access to the previous email address associated with the duplicate ORCID iD, you can [contact ORCID](#) from your current employer email address with your ORCID iD (if known) and the email address associated with your ORCID iD. ORCID will assist with removal of the duplicate account.

For more information, please visit [Removing your additional or duplicate ORCID iD](#).

6. [Where can I see the source of information on my ORCID record?](#)

The information within your ORCID record can be added by you or trusted sources (person/organization), with your permission. The source is the person or organization who added that information to your ORCID records. Within your ORCID record, the source is often the last line of information in each record.



7. [How often does ORCID hold community outreach meetings?](#)

At least once annually, ORCID will hold an outreach meeting for members and other interested parties to learn about new features, share information, and discuss plans and priorities. ORCID will also hold virtual regional town hall meetings in Asia-Pacific, Europe/Middle East/Africa, and all the Americas, where they report on the previous year's achievements and share plans for the future. All events are free for attendees. For more information on new and old meetings, see [ORCID's Event Listing](#).

For more FAQs, please visit [ORCID FAQs](#).