1. **Why you need an ORCID ID**

**Ensure your work is recognized.**

* Quickly and unambiguously identify and attribute your work.
* Distinguish yourself from every other contributor, even those who share your name.
* Gain recognition of your peer reviewing activities.

**Maintain all your key information in one place**.

* ORCID is supported and increasingly required by major funders, publishers, societies, and research organizations.
* Save yourself time when applying for funding, jobs, and submitting research to online publication platforms.
* Increase discoverability of your research.

**ORCID is free, quick and easy to register and use.**

* ORCID is not for profit: your data is not tracked or sold.
* Own and control your own record: choose which information is private and which is shared.
* It takes seconds to associate your ORCID ID with an account.

**Challenges using author names to identify individuals**

**What's in a name?**

* Most names are not unique.
  + Many people have the same name.
  + Names change from marriage, divorce, gender transition, religious conversion, or other circumstances.
  + People use different versions of their name during their career.
  + Individuals use different alphabets, abbreviations, or naming conventions.
* Researchers are mobile.

**Author Disambiguation**

* Process that aims to find all publications that belong to a given author and distinguish them from publications of other authors who share the same name.
* A mere hundred surnames make up over 85% of China's 1.3 billion citizens.  The top three - Wang, Li, and Zhang - cover more than 20% of the population.

[ORCID 101 Video](https://youtu.be/G2Gl0rVq-Jg)

1. **How researchers and institutions benefit**

**Researchers**

* Improve recognition and discoverability of your research.
* Spend more time doing research, less time managing it.
* Control and manage a trusted and easily shareable record of your research activities and affiliations - for free.

**Institutions**

* Save time and reduce errors with automated information sharing and cross-system interoperability.
* Manage their organization name and their researchers' connections with it.
* Maintain links with their researchers - past, present, and future.

1. **Register for an ORCID**

To register for an ORCID ID, go to: [**https://orcid.org/register**](https://orcid.org/register)

You will be asked to enter:

* First and last name
* Primary email
* Additional email (optional)
* Password
* Visibility settings
* Notification settings
* Terms of use

[**Accidentally register two ORCID IDs? Remove the duplicate**](https://support.orcid.org/hc/en-us/articles/360006896634)**.**

**Has your name changed?  Watch** [**How to edit your name**](https://vimeo.com/album/4268215/video/236992341) on how to add other names that you are also known by in your ORCID record.

**Additional email:** The most common Help request to ORCID is from users who are unable to access their record because they have left an institution and their primary email address is no longer valid.  So including an additional email address is recommended.  See: [**Add an alternate sign-in account with Google, Facebook, or your institution.**](https://support.orcid.org/hc/en-us/articles/360006972693)

**Visibility settings**

­A screenshot of a white background

Description automatically generated

Watch a short video about [Registering for Your ORCID](https://vimeo.com/236778203)

1. **Build your ORCID Record**

**Tools for your ORCID record**

* **Display your ORCID ID on other sites** - Get HTML code that you can use to display your ORCID ID on other sites.
* **Public record print view** - Open a version of your ORCID record formatted for printing.  Only data that is visible to everyone will be printed.
* **Get a QR Code for your ORCID** **ID** - Get a QR Code that links your ORCID ID - a perfect addition to posters and other presentations.

**Add directory information to your ORCID record**

* Also known as
* Country
* Keywords
* Websites & Social links
* Other IDs
* Emails

1. **Add professional accomplishments to your ORCID record**

Context-sensitive help is available for each category.  While most information is often entered manually, information for Funding, Works, and Peer Review can be added using automated methods.

* Biography
* Employment
* Education and qualifications
* Invited positions and distinctions
* Membership and service
* Funding (1)
* Works (2)
* Peer review (3)

**Notes:**

**(1) Auto-import grant funding information:** After making Dimensions a trusted organization, use the DimensionsWizard to import grant funding information. Dimensions integrated, continuously-updated data includes grants from funding organizations worldwide such as the NIH and NSF in the United States, the Wellcome Trust in the UK, and over fifty others. Add your grants to your ORCID record with a few simple clicks from the DimensionsWizard for ORCID and simplify your data life.

(2) **Works** are your research outputs, including publications, data sets, conference presentations, and more. Please see page in this guide on how to "Add works (publications)” for details.

(3) **Peer review** is for information about your individual peer review contributions.   Peer reviews can only be added by trusted organizations, after getting your explicit permission.  You cannot manually enter them yourself.

**Watch a short video about** [**How to connect your ORCID ID with research systems**](https://vimeo.com/243936291)

## Learn more about building your ORCID record

**Short videos**

* [How to edit your name](https://vimeo.com/album/4268215/video/236992341)
* [How to add education information to your ORCID record](https://vimeo.com/album/4268215/video/244084703)
* [How to add an employment affiliation to your ORCID record](https://vimeo.com/showcase/4268215/video/237024597)
* [How to connect your ORCID ID with research systems](https://vimeo.com/243936291)

## Add works (publications)

**"Works** are your research outputs, including publications, data sets, conference presentations, and more. While it is possible to add works manually, we recommend that you permit [trusted organizations](https://support.orcid.org/hc/en-us/articles/360006894974) to add and update this information for you - look for the green ID icon next time you submit a paper, book chapter, or book (learn more about [auto-updates](https://support.orcid.org/hc/en-us/articles/360006896394)). Allowing trusted organizations to add information to your record ensures the data connected with your ORCID ID is authoritative and trustworthy, as well as saving you time entering information manually. The organization which added the work to your record will be listed as the source of the item. The maximum number of works you can add to your ORCID record is 10,000." (Source: [Add works to your ORCID record](https://support.orcid.org/hc/en-us/articles/360006973133).)

There are five methods to add a work to an ORCID record.

* **Auto-Update** from trusted organizations (e.g., publisher or third-party system)
* Add works by using **Search & Link** toolsto directly import citations from other systems (e.g., databases)
* Add works by using an **identifier**
* Import works from a **BibTeX file**
* Add works **manually**

When you add a duplicate citation for a work to your ORCID record you will be prompted to choose which source for the citation is preferred.  Learn more by viewing the short video [Grouping works on your ORCID record](https://vimeo.com/showcase/4268215/video/192585567).

If you include your ORCID ID when you submit a work for publication, you can authorize Crossref and DataCite to automatically update your record when the content is registered and has a DOI.

* For **CrossRef**, the auto-update system is activated by invitation from your [ORCID Inbox](https://support.orcid.org/hc/en-us/articles/360006972953).
* For **DataCite**, you must enable auto-update in your personal [DataCite profile](https://profiles.datacite.org/).

For more details, please see:

* [Auto-updates: time-saving and trust-building](https://support.orcid.org/hc/en-us/articles/360006896394-Auto-updates-time-saving-and-trust-building) 
  + [Auto-updates in third-party systems: Crossref](https://support.orcid.org/hc/en-us/articles/360006971293)
    - [ORCID inbox notifications and frequency settings](https://support.orcid.org/hc/en-us/articles/360006972953)
  + [Auto-updates in third-party systems: DataCite](https://support.orcid.org/hc/en-us/articles/360006894594-Auto-updates-in-third-party-systems-DataCite)

Thank you to [Stanford University](https://guides.library.stanford.edu/orcid/benefits) and ORCID for providing much of this helpful guidance to researchers.