

Creating your ORCID

ORCID – Open Researcher and Contributor ID – is an initiative to solve the author/contributor name ambiguity problem in scholarly communications, by creating a central registry of persistent, unique identifiers for individual researchers. More and more funders and publishers will ask for your ORCID.

You have to create your own ORCID and you can link this ORCID ID to publications in ResearcherID and to your Author ID in Scopus.

Creating your ORCID

- Go to <http://orcid.org/>
- Click the link **Register Now!** behind REGISTER
- Fill in the form
- Click the button **Register**.
- Your ORCID will have 16 digits (xxxx-xxxx-xxxx-xxxx)
- You can add personal information, like names (behind Also known as), keywords and websites (for example your Google Scholar Citations profile).
- You will receive an e-mail from ORCID to verify your email address.

Adding works to your ORCID

You can add publications in different ways to your ORCID. In this manual we show you how to add publications

- from ResearcherID – to link your publications in Web of Science
- from Scopus—to link your publications in Scopus
- from ISNI – to add works with a ISBN
- from a BibTeX file (for example downloaded from Google Scholar Citations or from a reference manager).
- manually.


Please note: items with the same DOI or other identifier will be combined into one listing. You can select your preferred version for display.



Adding publications from your ResearcherID

- Click behind the header Works the button + **Add Works** – and choose **Search & Link**.



- You will see the list of member organizations of ORCID.
- Choose **ResearcherID**
- **Authorize** the access to your ORCID Record by ResearcherID

ResearcherID  has asked for the following access to your ORCID Record

Add a person identifier
 Read items in your ORCID record
 Read your biographical information

This application will not be able to see your ORCID password, or other private info in your ORCID Record. [Privacy Policy](#).

Deny

- Enter your ResearcherID credentials - when you are already logged in, this step will be invisible.
- Choose the data you want to exchange: Profile data, ResearcherID publications to ORCID and ORCID publications to ResearcherID.
- Click the button **Go** behind Profile data to send your name and ResearcherID to ORCID. **Authorize** ResearcherID to send this data to ORCID. You will see a message 'ORCID profile data has been updated'.
- Return to your ORCID, choose ResearcherID and now click the button **Go** behind **Send ResearcherID publications to my ORCID account**.

ORCID

You have an ORCID associated with your ResearcherID. Data can be exchanged between your ORCID and ResearcherID accounts. [More information](#)


What data would you like to exchange between ResearcherID and ORCID?


Profile data

Send ResearcherID publications to my ORCID account

Retrieve ORCID publications into my ResearcherID account

- Mark the publications and click the button **Send**
- **Authorize** ResearcherID to send the publications to ORCID

ResearcherID  has asked for the following access to your ORCID Record




Add works

This application will not be able to see your ORCID password, or other private info in your ORCID Record. [Privacy Policy](#).




Deny

Adding publications from Scopus

- Click behind the header Works the button + **Add Works** – and choose **Search & Link**.
- In the list of member organizations, click **Scopus to ORCID**
- **Authorize** the access to your ORCID Record by Scopus to ORCID

Scopus to ORCID 

has asked for the following access to your ORCID Record

Read your ORCID record
Add a person identifier
Update your works
Add works


Allow this permission until I revoke it.
*You may revoke permissions on your account settings page.
Unchecking this box will grant permission this time only.*

This application will not be able to see your ORCID password, or other private info in your ORCID Record. [Privacy Policy](#).



- Scopus performs an Author search, based on your ORCID name. You can add name variants (to broaden the search) and affiliation (to narrow the search).
- Mark your Scopus profile(s) and click **Next**
- Choose your profile name and click **Next**
- Delete publications not authored by you and use the **search for missing documents** at the bottom of the publication list to add missing documents. Click **Next** when the list is complete.
- Review the Scopus profile. Click **Next** when the profile complete.
- Enter your e-mail address and click **Send Author ID**
- You will now be prompted by the Scopus to ORCID wizard for permission to also send your publication list. If you wish to send your list, click on **Send my publication list**.
- Your list will now be imported from Scopus and you will receive a confirmation notice in the Scopus to ORCID wizard. From here, click on return to ORCID in order to review your updated profile and publication list.

Adding publications from ISNI

- ISNI— International Standard Name Identifier—is an identifier used by libraries, among others. You can find more information on <http://isni.org>
- Click behind the header Works the button + **Add Works** – and choose **Search & Link**.
- In the list of member organizations, click **ISNI2ORCID search and link**
- **Authorize** the access to your ORCID by ISNI2ORCID

ISNI2ORCID search and link 

has asked for the following access to your ORCID Record

Add a person identifier
 Add works
 Read your ORCID record

Allow this permission until I revoke it.
*You may revoke permissions on your account settings page.
 Unchecking this box will grant permission this time only.*


This application will not be able to see your ORCID password, or other private info in your ORCID Record. [Privacy Policy](#).

[Deny](#) [Authorize](#)


- A search is performed with the name(s) in your ORCID. You can also search manually—in that case use 'last name, first initial'
- Click the ISNI link to check the ISNI-record
- Click **YES, THIS IS ME - ADD TO ORCID** to add your ISNI(s)
- When you have publications with an ISBN you can add them in the next step: click **YES, THIS IS MY WORK – ADD TO ORCID**

Adding publications in a BibTeX file

Google Scholar Citations, reference management tools and other tools offer the option to download a list of publications in a BibTeX file. This file can be uploaded to ORCID.

- Click **Add Works** and choose **Import BibTeX**
- Click the button **Choose File** and browse to your saved BibTeX file
- To add a work in your file, click the button **Save** behind the title
- By default, these works are only visible to you – the 'only me' option is selected: 
- You can change the privacy settings per title or use the **Bulk edit** option

Adding publications manually

- Click the button **+ Add Works** and choose **Add manually**
- Fill in the form. Work category, work type (for example journal article or book) and Title are required. The DOI identifier is highly recommended as well!
- When you have entered all necessary fields, click the button **Add to list**
- By default, these works are only visible to you – the 'only me' option is selected: 
- You can change the privacy settings per title.

More information?

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