

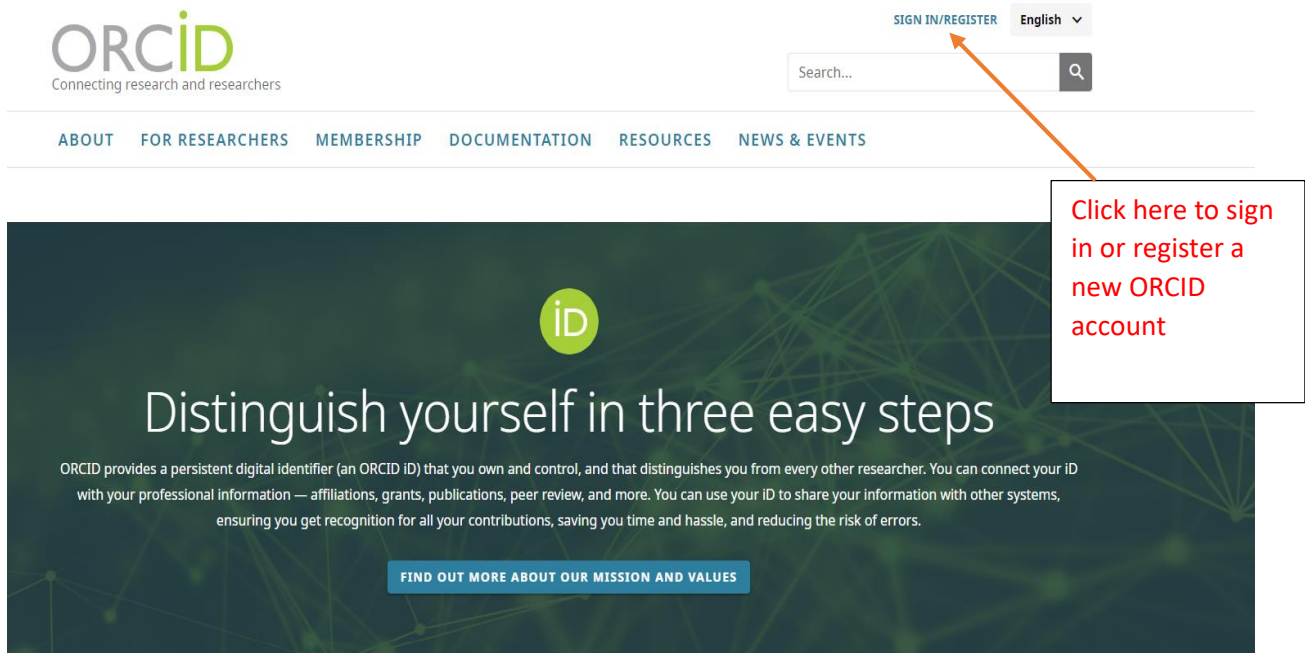
CREATING A RESEARCHER IDENTIFIER USING



ORCID means Open Researcher and Contributor Identifier. **ORCID** is a digital identifier that distinguishes authors and scholars from each other especially if they have similar names. It is a 16 digit number that enables researchers and content contributors to get a free and persistent identifier as scholars. When a researcher's **ORCID** is searched on the web, it links the researcher to their research publications. It also collects other information like research grants, special awards, affiliations, employment records, education background, and professional engagements like what normally appears on a resume or CV. Today, more and more publishing houses demand for the **ORCID** from an author before accepting to publish their manuscripts.

This guide illustrates steps on how to create an **ORCID**.

1. Open the URL for **ORCID** <https://orcid.org/> using any browser of your choice. A screen like the one below will open. Click on **SIGN IN/REGISTER**



2. Fill in your e-mail address and password if you have an account to [SIGN IN](#), otherwise, select [Register now](#) on the screen that appears to register for a new **ORCID** account.

ORCID

Connecting research and researchers

Search...

[ABOUT](#) [FOR RESEARCHERS](#) [MEMBERSHIP](#) [DOCUMENTATION](#) [RESOURCES](#) [NEWS & EVENTS](#)

Sign in


Email or 16-digit ORCID ID
burosta@gmail.com
example@email.com or 0000-0001-2345-6789


Password
.....


SIGN IN

[Forgot your password or ORCID ID?](#)
Don't have an ORCID ID yet? [Register now](#)

or

 **Access through your institution**

 **Sign in with Google**

 **Sign in with Facebook**

Fill in your email and password here to sign in

Click here to register a new ORCID account

3. After you have clicked on [Register now](#), a form will appear where you can fill in your information as required.



1

Personal data

2

Security and notifications

3

Visibility and terms

Create your ORCID iD

This is step 1 of 3

Per ORCID's **terms of use**, you may only register for an ORCID iD for yourself. Already have an ORCID iD? [Sign In](#)

First name



Please enter your first/given name

Last name (Optional)

Primary email

Confirm primary email

Additional email (Optional)



[+ Add another email](#)



4. In case ORCID identifies similarities in the names, it may prompt you to confirm whether your name already exists in their database or not. If you did not previously have an account, click on **NONE OF THESE ARE ME, CONTINUE WITH RESISTRATION**

Could this be you?

We found some accounts with your name, which means you may have already created an ORCID ID using a different email address. Before creating an account, please confirm that none of these records belong to you. Not sure if any of these are you? [Contact us.](#)

First Name	Last Name	Affiliations	View Record
Persis	Kwagala	Kampala International University	View Record
Persis	Commissariat	Joslin Diabetes Center, Mailman Center for Child Development, New York University, Yeshiva University Ferkauf Graduate School of Psychology	View Record
Persis	Driver	Dominican University, University of Illinois at Chicago	View Record
Persis			View Record
PERSIS	VOOLA	ADIKAVI NANNAYA UNIVERSITY	View Record

[I ALREADY HAVE AN ID, GO BACK TO SIGN IN](#)
NONE OF THESE ARE ME, CONTINUE WITH REGISTRATION

5. The security notification is the second stage where you have to create a password that you will be using to login into your ORCID account. You are supposed to create a password with a minimum of eight alpha-numeric characters





Personal data



Security and notifications



Visibility and terms

Create your ORCID iD

This is step 2 of 3

Password



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

Confirm password

Notification settings

ORCID sends email notifications about items related to your account, security, and privacy, including requests from ORCID member organizations for permission to update your record, and changes made to your record by those organizations.

You can also choose to receive emails from us about new features and tips for making the most of your ORCID record.

- Please send me quarterly emails about new ORCID features and tips. *To receive these emails, you will also need to verify your primary email address.*



6. The last stage of registration is setting parameters for visibility. Here you can select one of the three options provided: **Everyone**; **Trusted organizations**; or **Only me**. After setting the visibility, check the box against the Terms of use which you consent to and then click on **REGISTER** at the bottom of the screen


Create your ORCID iD


This is step 3 of 3


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.](#)

I'm not a robot 
reCAPTCHA
Privacy - Terms

[GO BACK](#) **REGISTER**



7. A verification code will be sent to your email address which you have to click on. Follow the prompts until you finally activate your account. You may proceed to use your email address and the password associated with your ORCID to **SIGN IN**.

ORCID

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Search...

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Sign in

Email or 16-digit ORCID ID

example@email.com or 0000-0001-2345-6789


Password


SIGN IN


[Forgot your password or ORCID ID?](#)

Don't have an ORCID ID yet? [Register now](#)

or

 **Access through your institution**

 **Sign in with Google**

 **Sign in with Facebook**

8. Once you sign in, your name and ORCID will appear on the home page. You can populate your ORCID account with the relevant relevant information, i.e. employment records, Website, social contacts and biography. The information can be updated by clicking on the edit icon and the changes will be saved.



The image shows a screenshot of an ORCID iD profile for Robert Stalone Buwule. The profile is divided into several sections:

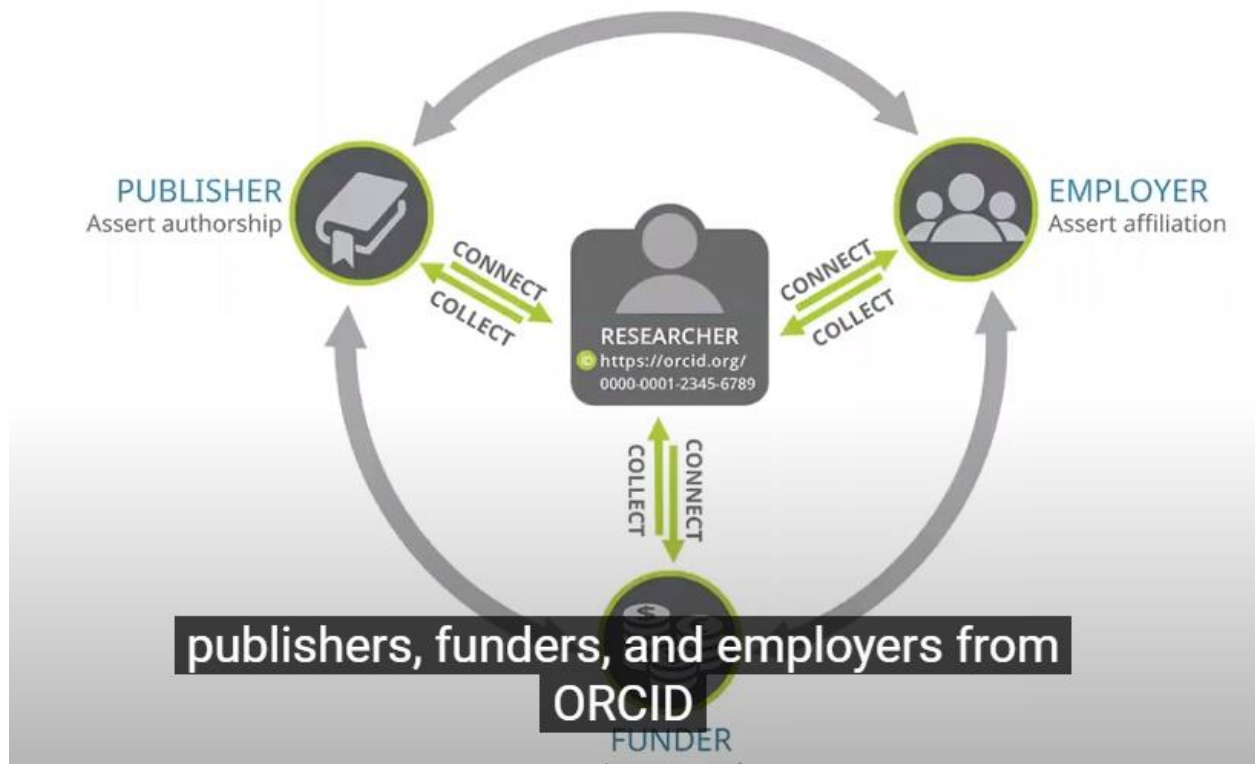
- Header:** ORCID logo with the tagline "Connecting research and researchers". The user's name "Robert Stalone Buwule" and language "English" are displayed in the top right.
- Profile Card:** A green-bordered box containing the ORCID iD: <https://orcid.org/0000-0003-1233-1053> and a link to "Preview public record".
- Left Sidebar:** A list of categories for editing: Emails, Websites & social links, Other IDs, Keywords, and Countries. Each category has an edit icon.
- Main Content Area:**
 - Names:** Shows the "Published name" as "Robert Stalone Buwule". A callout box points to the edit icon and says "Edit your personal details by clicking here".
 - Biography:** A section for the user's biography with an edit icon.
 - Activities:** A section titled "Employment (2)" with an "Add" button and a "Sort" dropdown. One activity is listed for "Kyambogo University: Kampala, Kampala, UG" from "2010-10-03 to present" as a "Senior Assistant Librarian (Library)". A callout box points to the "Other IDs" field in the sidebar and says "ORCID captures your other IDs like Scopus and ISNI".

Important tip:

Instead of always filling forms or updating your CV to send to the different organizations you are dealing with, simply send your **ORCID** and the interested parties will be able to access your professional information. Further still, the participating institutions can share that themselves that information seamlessly amongst themselves. For example, the researcher can concurrently share their **ORCID** information with their employer, publisher and funder.



INTEROPERABILITY ENTER ONCE REUSE OFTEN



Note: Please endeavor to complete all the necessary information in your profile if you are to benefit fully from the use of your **ORCID**.

