

Research Identifiers Fact Sheet

ORCID®

This fact sheet is one of a series available that discusses how to create and manage an online academic profile. For research assistance contact the [Flinders University Library](#)

What is ORCID®?

ORCID® (Open Researcher and Contributor ID) provides a persistent digital identifier to researchers. This identifier is used to link a researcher to their research outputs and activities. It also assists others to find your research output.

ORCID is a not-for-profit organization.

Watch the video: [what is ORCID?](#)

An ORCID:

- Disambiguates authors
- Connects you to your research activities throughout your research career
- Is portable
- Is increasingly required in publication workflow by publishers such as Springer Nature, IEEE and Wiley. A list of publishers who require ORCID's can be found [here](#).
- Is encouraged or required by many funding bodies such as the [ARC or NHMRC](#).

[ORCID is now integrated into the ARC's grant application platform RMS.\(12 September 2018\)](#)

Create or link your ORCID to Flinders University (ResearchNow)

1. Login to ResearchNow
2. Select the *Personal overview page* option from the left-hand menu pane.
3. If ResearchNow already has your ORCID, it can be viewed, and an option to provide authorisation to export content to ORCID is shown. Select *Authorise export of content to ORCID* and proceed to **Step 7** to complete the process.
4. If ResearchNow does not have your ORCID, open your ResearchNow profile to link your existing ORCID or start creating one.
 - a. Select *Edit profile*. A pop-up appears. Scroll down to the ORCID section.
 - b. Select *Create or Connect your ORCID ID*. A pop-up appears.
 - c. Select *Proceed*. An ORCID login page opens.
5. To link to an existing ORCID account:
 - a. Ensure you are in the *Personal account* tab.
 - b. Complete the sign in details and select *Sign into ORCID*. Proceed to **Step 7** to complete the process.

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6. To create a new ORCID account:
 - a. Ensure you are in the *Personal account* tab.
 - b. Select *Register now*.
 - c. The registration page appears. Enter the required information.
 - d. Update the notifications setting.
 - e. Tick the box.
 - f. Agree to the Terms of Use.
 - g. Select *Register to submit*.
 7. A pop-up appears asking you to authorise Flinders University to access your ORCID account. Select *Authorize* to grant Flinders University this permission.
 8. Return to ResearchNow. Scroll to the bottom of the page and select *Save* to finalise.

Want to know more about ORCID? Contact ResearchLibrarians@flinders.edu.au or log a Service One query.

Note: ResearchNow does not autosave. You must always select *save* to finalise any entries or changes made. To ensure you receive email notifications from ORCID, verify your email address via your nominated ORCID email account.

Populate your publications and grants

Add Works

You can add works to your ORCID record in three ways:

- [Link works from another system](#), this is the recommend process for adding works. You are allowing trusted organisations to access your ORCID record. Examples of trusted organisations can be CrossRef, Scopus, DataCite, Web of Science.
- [Enter works manually](#)
- [Import Works from BibTeX Files](#)

ORCID has created partnerships with our members to allow users to import publications into their ORCID record from outside databases. The linking process can begin either on the ORCID site with the Search and link tool under Add works, or at the member's website and will require you to grant access to the member organization before the works are added.

Managing permissions

Once permission has been granted, you may revoke the access at any time by logging into your ORCID account, going to the [Account Settings](#) page, and selecting the *trash can* icon next to the item you wish to revoke.

Publications via CrossRef

CrossRef will now push information to your ORCID record automatically. What does this mean?

When your publication gets a DOI, your ORCID record will be updated automatically.

1. Log in to your ORCID record and navigate to **Works**, select + *Add works* and select *Search & link* from the dropdown. Scroll down list and select *CrossRef Metadata Search*.

2. Select *Authorize*

3. You can choose to **import works** at this point or simply close the window.

4. Go to **Account settings** to check that you've authorised 'write access'.

5. Scroll down the '**Trusted organizations list**' until you locate Crossref. Check the access is:

Add or update your research activities. Read your limited-access information

Trusted organizations

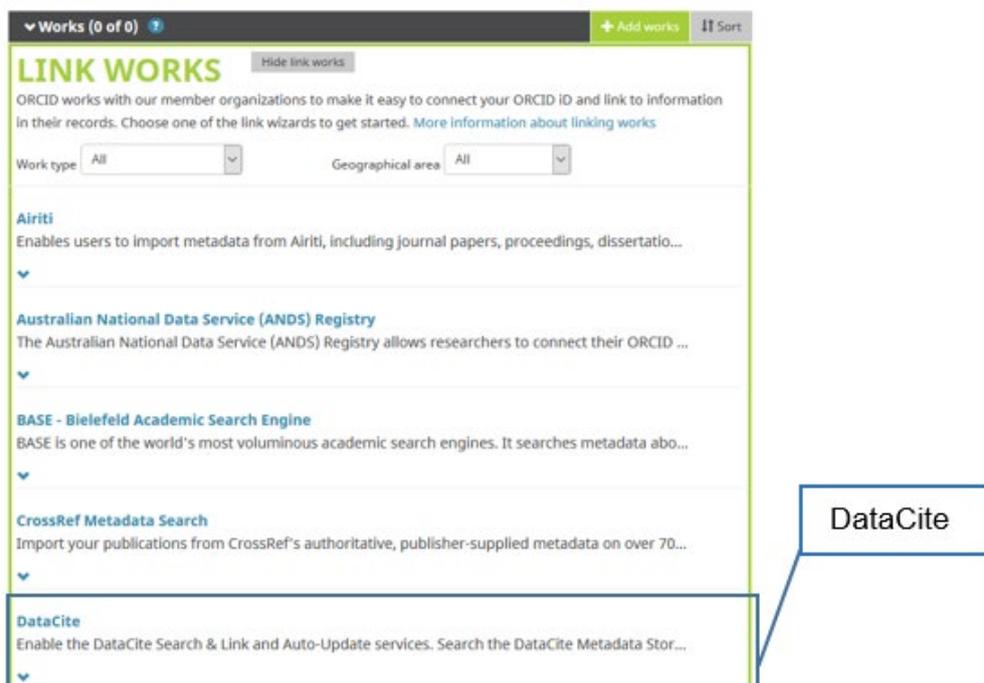
Trusted organization	Approval date	Access type
Flinders University https://research.flinders.edu.au	2018-05-30	Get your ORCID iD Add or update your research activities Read your limited-access information Add or
CrossRef Metadata Search https://search.crossref.org	2018-05-30	Add or update your research activities Read your limited-access information

Check access granted

Datasets via DataCite

DataCite will now push information to your ORCID record automatically. What does this mean?

1. Log in to your ORCID record and navigate to **Works**, select + *Add works* and select *Search & link* from the dropdown. Scroll down list and select *DataCite*.



2. Select *Authorize*.

3. You can choose to **search & import datasets** at this point or simply close the window.

4. Go to **Account settings** to check that you've authorised 'write access'.

5. Scroll down the '**Trusted Organizations**' list until you locate DataCite. Ensure DataCite has "write access" or specifically:

Add or update your research activities Read your limited-access information Add or update your biographical information

Grants via ÜberResearch

You can use the [ÜberResearch](#) search and link tool to populate awarded grants.

1. Log in to your ORCID record and navigate to **Funding**, click on + *Add funding* and select *Search & link* from the dropdown. Select on *ÜberWizard*

ORCID
Connecting Research and Researchers

FOR RESEARCHERS FOR ORGANIZATIONS ABOUT HELP SIGN OUT

MY ORCID RECORD INBOX (4) ACCOUNT SETTINGS DEVELOPER TOOLS LEARN MORE

5,256,478 ORCID IDs and counting. See more...

Shannon Brown

Biography

ORCID ID
https://orcid.org/0000-0002-1158-8132
View public version

Display your ID on other sites

Public record print view

Get a QR Code for your ID

Also known as

Country

Education (0) + Add education Sort

You haven't added any education, add some now

Employment (0) + Add employment Sort

You haven't added any employment, add some now

Funding (0) + Add funding Sort

You haven't added any funding, add some now

Works (0 of 0) + Add works Sort

You haven't added any works, add some now

Click on +Add funding

2. Select on *ÜberWizard*

3. This will open a new window. Enter *your name* and select *Find by name*

über WIZARD for ORCID

Easily import your grants from ÜberResearch into ORCID.

1 Select grants to submit 2 Verify & submit to ORCID

Find by name Find by grant title

Note: Name searches are not case sensitive. Also, an entry like 'M Smith' will not bring back 'Mike Smith' so please enter the name as it would have appeared. You may also use the "*" wildcard. For example, 'Mi*' will bring back 'Mike', 'Michael' etc. Only the first 1000 matching grants will be retrieved.

First name Last name Find by name

über RESEARCH more perspectives, better decisions

ABOUT US Website News

SYSTEM Acknowledgments Available Data

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Fill in your name and click Find my name

4. ÜberResearch will try to find all awarded grants that match your name.

5. Tick the grants that are yours on the results page and select *Next* (bottom right of page).

1 Select grants to submit

2 Verify & submit to ORCID

Find by name Find by grant title

Note: Name searches are not case sensitive. Also, an entry like 'M Smith' will not bring back 'Mike Smith' so please enter the name as it would have appeared. You may also use the "*" wildcard. For example, 'Mi*' will bring back 'Mike', 'Michael' etc. Only the first 1000 matching grants will be retrieved.

First name

Shannon

Last name

Brown

Find by name

5 grants found

0 grants selected

Select all

Can't find your grant?

See which grant sources are covered by us. If you would like your funder to be added, please contact us at uberwizard@uberresearch.com

National Institute of Mental Health

A Technology-Enhanced Approach for Implementing Evidence-Based Practices in Child

04/01/2013 - 12/31/2016 SHANNON RENEE SELF-BROWN - Georgia State University

Funding amount: USD 406,813

Natural Sciences and Engineering Research Council

The parameterization of a lagrangian-based model to improve scalar source/sink distribution predictions within plant canopies

04/01/2009 - 03/31/2010 Shannon Brown - University of Guelph

Funding amount: CAD 35,000

Natural Sciences and Engineering Research Council

The parameterization of a lagrangian-based model to improve scalar source/sink distribution predictions within plant canopies

04/01/2010 - 03/31/2011 Shannon Brown - University of Guelph

Funding amount: CAD 35,000

Natural Sciences and Engineering Research Council

The parameterization of a lagrangian-based model to improve scalar source/sink distribution predictions within plant canopies

04/01/2011 - 03/31/2012 Shannon Brown - University of Guelph

Funding amount: CAD 35,000

Social Sciences and Humanities Research Council

Remembering otherwise: the construction and control of left history in postwar Canada

04/01/2017 - 03/31/2018 Shannon Brown - Queen's University

Funding amount: CAD 17,500

NEXT >

5. You can now review the grants you have selected. If they are correct select *Submit to ORCID*

Connect your existing profiles to your ORCID record

Scopus-Elsevier Author ID

Update your ORCID record by importing profile details and your publication list from Scopus.

The wizard helps you find your correct author profile in Scopus and confirm the list of publications before it is sent to ORCID. Any changes you make here are also submitted as corrections to Scopus.

1. Find **+ Add works** and select *Search & link* from the dropdown. Select *Scopus-Elsevier*.

2. Select *Authorize*.

3. Select your *profile*.

Select your Scopus profiles

Please select all profiles that contain publications authored by you and click the next button to continue.

You searched for: Authorname (Tieman, Jennifer) edit		Sort by: Relevancy				
All <input type="checkbox"/>	Authors <input type="checkbox"/>	Documents <input type="checkbox"/>	Subject area	Affiliation	City	Country
1	<input type="checkbox"/> Tieman, Jennifer J. Tieman,	<input checked="" type="checkbox"/> 36	Medicine, Social Sciences, Arts and Humanities, Psychology, Health Professions, Nursing, Biochemistry, Genetics and Molecular Biology	Flinders University of South Australia	Adelaide	Australia
Show recent documents						
2	<input type="checkbox"/> Tieman, Jennifer	<input checked="" type="checkbox"/> 2	Nursing	Flinders University of South Australia	Adelaide	Australia
Show recent documents						

[back](#) | [Next](#)

4. Select your preferred *profile name*.

Select the preferred profile name

Please select the preferred name for the Scopus profile.

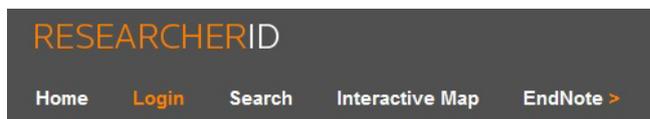
Profile name	Tieman, Jennifer J. <input type="button" value="v"/>	back Next
<ul style="list-style-type: none"> Please select Tieman, J. Tieman, Jen Tieman, Jennifer J Tieman, Jennifer Joy Tieman, J. Tieman, Tieman, Jennifer Tieman, Jennifer Tieman, Jennifer J 		
About Scopus What is Scopus Content coverage	Terms and Conditions Privacy Policy Cookie Policy	 <small>ELSEVIER</small>
<small>Copyright © 2015 Elsevier B.V. All rights reserved. Scopus® is a registered trademark of Elsevier B.V. Cookies are set by this site. To decline them or learn more, visit our cookie policy page.</small>		

5. Review your **authored publications**, unselect those that don't belong to you.
6. Review your **Scopus profile**, changes made here will update your Scopus profile.
7. Select *Send Author ID*
8. Go back to your ORCID record.

Web of Science Researcher ID

Connect your Researcher ID with your ORCID

1. Find **+ Add works** and select *Search & link* from the dropdown. Select *ResearcherID*
2. Select *Authorize*.
3. Log in to your **Researcher ID account**

The image shows a 'Login' form with a white background and a grey border. At the top, it says 'Enter your Researcher ID or your Email address.' Below this are two radio button options: 'Email address:' (selected) and 'Researcher ID:'. Each option has a corresponding text input field. Below these is a 'Password:' label and another text input field. At the bottom of the form are two buttons: 'Login' (blue) and 'Cancel' (grey). To the right of the 'Login' button are two links: 'Forgot Password' and 'Problems logging in?'.

New to ResearcherID? [Join Now It's Free](#)

4. A pop up screen will ask you if you want to associate an ORCID account with ResearcherID

The image shows a pop-up window titled 'ORCID' with a white background and a grey border. At the top left is the 'RESEARCHERID' logo, and at the top right is the 'THOMSON REUTERS' logo. Below the title bar, it asks 'Did you know you can associate your ORCID ID with your ResearcherID account?'. There are three radio button options: 'I would like to create an ORCID record.', 'I already have an ORCID record.' (selected), and 'No, thank you.'. To the right of these options is a text box containing information about ORCID and a link to 'Learn more about ORCID.'. At the bottom of the pop-up are two buttons: 'Continue' (blue) and 'Remind Me Later' (grey).

4. Select *I already have an ORCID* and *Continue*
5. Select *Authorize*
6. You can select what type of data exchange you want between ORCID.

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 [Go](#)

Send ResearcherID publications to my ORCID account [Go](#)

Retrieve ORCID publications into my ResearcherID account [Go](#)

[Back to My Researcher Profile](#)

6. For example select *Profile data* and *Go*

7. Select the bilateral or unilateral exchange you wish between ResearcherID and ORCID.

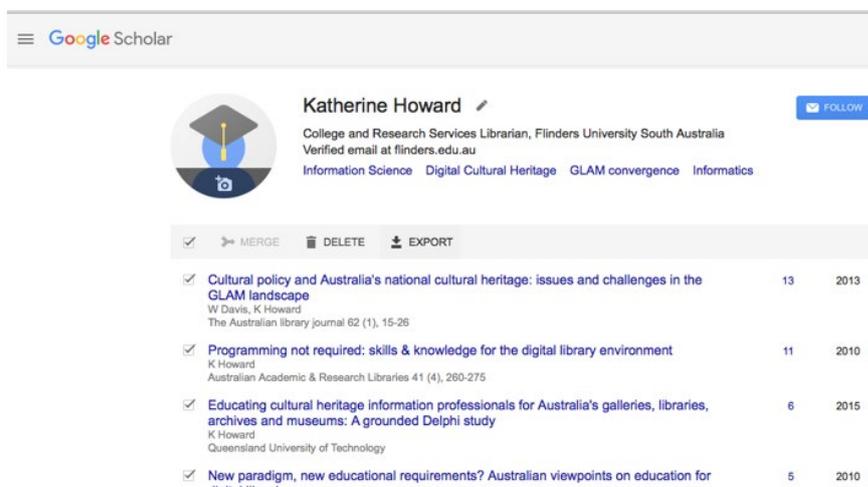
Watch the video: 5 minute Researcher ID (Thomson Reuters) [Integration Tutorial](#).

Google Scholar and exporting BibTeX files

At present there is no way to directly connect your Google Scholar profile with your ORCID. However, it is possible to export your citations from Google Scholar and import them into your ORCID. This is particularly useful if you have painstakingly curated your Google Scholar profile for accuracy and completeness. If you have a [Google Scholar Citations](#) profile, you can export a list of publications from your profile to a BibTeX file.

Note: ORCID does not maintain or provide support for Google Scholar. If you have questions about creating, accessing or managing your Google Scholar profile, see [Google Scholar Citations help documents](#) or [contact Google Scholar](#).

1. Visit <https://scholar.google.com> and select *My Citations*.
2. On your **My Citations** page, select articles to export by clicking the checkbox beside each article.
3. To select all articles in your **My Citations** list, click the checkbox at the top of the list.
4. Once you have selected the articles you'd like to export, select the *Export* button, then choose BibTeX.



The screenshot shows the Google Scholar profile for Katherine Howard. The profile includes a bio: "College and Research Services Librarian, Flinders University South Australia. Verified email at flinders.edu.au. Information Science Digital Cultural Heritage GLAM convergence Informatics". Below the bio is a list of citations with checkboxes for selection and buttons for MERGE, DELETE, and EXPORT. The citations listed are:

Article Title	Year
Cultural policy and Australia's national cultural heritage: issues and challenges in the GLAM landscape	2013
Programming not required: skills & knowledge for the digital library environment	2010
Educating cultural heritage information professionals for Australia's galleries, libraries, archives and museums: A grounded Delphi study	2015
New paradigm, new educational requirements? Australian viewpoints on education for...	2010

You will be redirected to a new webpage, which will display the articles in a simple text format.

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5. Right click anywhere on the page and select *Save page as* from the drop-down menu.
 6. In the **Save as window** choose the destination where you would like to send the file. Note that file name will auto populate to **citations** and you will need to rename it **citations.bib**.
 7. Select *save* and do not open

Importing BibTeX files into ORCID

1. Log into your ORCID record at <http://ORCID.org/signin>
2. In the **Works** section of your record select + *Add works* then *Import BibTeX*.
3. In the view that opens, select *Choose File*.
4. When your computer's file browser opens, select a *BibTeX (.bib)* file from your computer and *open*.
5. The publications from the file will appear in a list with **Save/Delete** icons beside them: Important! Your import is not complete until you have saved each of the publications that you wish to add to your ORCID record.
 - To Save a citation to your record, select the *Save* icon.
 - To Delete a citation from the import list, select the *Delete (trash can)* icon.
 - To Cancel the entire import, select the *Cancel* button above the list of citations.

Flinders University integration

Flinders University's ORCID implementation allows the University to push and pull information between Flinders publication management system RMIS and ORCID. To request this please contact: research.data@flinders.edu.au

Display and personalise your ORCID

Improve discoverability of your online identity by displaying your ORCID as broadly as possible.

- Express your 16-digit ORCID as a URL e.g. <http://ORCID.org/0000-0001-5375-981X>
- Have your ORCID printed on your Business Card
- Email signatory instructions:
- Your ORCID iD is displayed in RePortal as a result of your sign up. Copy the ORCID URL as displayed in RePortal (include the ORCID "iD" icon) and paste (hint: keep the source formatting so the link works) and save! If you're using Microsoft Outlook, open a new E-mail, select Signatures... [follow instructions above and save].
- Use your ORCID in manuscript submission, grant applications and professional society memberships. ORCID doesn't replace existing identifiers (Scopus Author ID, Researcher ID) or profiles (Staff web page, academia.edu, ResearchGate) but allows you to link them together by embedding your ORCID wherever possible.
- Authorise CrossRef (article DOIs) and DataCite (Dataset DOIs) to 'write' to your ORCID record automatically. Once authorised, CrossRef and DataCite will 'push' publication information to your ORCID record when you submit your ORCID iD during the manuscript submission process. Go to [Check It](#) for instructions.

Update your profile

- Flinders University Integration

Flinders University will be pushing your institutional affiliation to your ORCID record in the future. Can't bear to wait? Update your record manually in ORCID.

- Add Personal Information

You can update your personal information by clicking the pencil icons next to the field you want to edit. Fields that can have multiple entries will display a plus sign to add more information.

- Names

You can edit how your name appears on your ORCID record by clicking the pencil icon next to your name. The Published name field is the one that displays at the top of your ORCID record. The 'Also know as' field can be used to record other names you go by and other versions of you name.

For more about names see [Names in the ORCID Registry](#).

- Add other versions of your name

Adding additional names you are known by helps identify you. Click on the pencil icon next to your name to edit the name you registered with and enter a published name that will be included at the top of your ORCID record. Or click on the pencil icon next to Also known as to enter other names you have used, such as including your middle name, married names, and names in different character sets. [Find out more](#).

- Biography

The biography field can be used to provide a brief description of your professional career. It is limited to 1000 characters and can only be plain text.

- Country

This field is a drop-down list where you can select the country you currently work in.

- Keywords

Keywords are any words or phrases that describe your research activities and might help someone identify you. Multiple keywords can be entered, up to 256 characters total.

- Websites

Your ORCID record can be linked to multiple external webpages such as a personal website, department profile, Wikipedia page, or social media accounts such as Twitter, LinkedIn, Facebook, Google+, and others.

Under the Website section, enter information about the website into the Description and URL boxes.

- i. Enter a description of the website. This description is displayed as part of your record and should be kept brief.
- ii. Enter the full URL of the website you want to link to.

Saved websites display with the just the description, which links to the URL you provided. You can add an unlimited number of websites but each must have a unique URL, websites with the same URL as a previously added website will not save.

Managing profile access

Grant access to a trusted individual

Do you have administrative staff who manage your publications on your behalf? You can grant permission to another ORCID user to update your ORCID record on your behalf. You can revoke this permission at any time by visiting the account settings page. To grant access to a trusted individual (delegate) go to the [Account Setting](#) tab when you are logged into your ORCID record.

1. Under **Account Settings**, scroll down to the **Trusted Individuals** section.
2. In the search box, enter the *ORCID e-mail address*, or *name* of the person you want to make a trusted individual then select *search*. If you enter an email address or ORCID iD, a pop-up box will ask you to confirm adding that user as a trusted individual, select *Add*. A user must have an ORCID iD before you can make them a trusted individual.
3. If you search for a trusted individual by name, a list of matching ORCID records will be listed. Select the *Add* button next to the name of the user you wish to make a trusted individual or select the *user's name* to be taken to their ORCID record. If a user is already a trusted individual on your account, you can select the *trash can icon* to remove them.

Manage your trusted individual list

After you have added a trusted individual to your ORCID record, their name and ORCID iD will appear under the **Trusted Individual** section. To remove a trusted individual from your account, select the *trash can icon* next to the person you wish to remove.

Manage permissions with ease

1. Sign into your ORCID account, you will see a tab for **Account settings** at the top of the screen.
2. Select *Account settings* and scroll down to the **Trusted Organizations** section. To revoke permission simply select the *Trash can icon* and select *confirm*.

Trusted organizations

 Trusted organization	Approval date	Access type
Flinders University https://research.flinders.edu.au	2018-05-30	Get your ORCID iD Add or update your research activities Read your limited-access information Add or update your biographical information 
DataCite https://www.datacite.org	2018-06-04	Add or update your research activities Read your limited-access information Add or update your biographical information 

Write to another person's record

In order to write content to another person's ORCID profile, you must receive delegated write access through the **Trusted Individuals** permissions. Please see '**delegate write access of your ORCID profile**' for detailed instructions.

Once you have received Trusted Individual status, you may write to the person's ORCID iD.

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1. To write to this profile first log in to your own ORCID account and then select *Switch Account*.
 2. Select *Researcher* and start adding to the profile.
 3. See **Update your Profile** for instructions.

Who can see your ORCID record?

Anyone can see your ORCID record. By default, except for your email address, information in your ORCID record is publicly available. However, only your name and ORCID iD must be publicly available. You control access to any other information you add to your ORCID record.

You can choose among three levels of security:

- Public (anyone can see it)
- Limited (you authorize Trusted Parties to see it)
- Private (only you can see it.)

Simply [login](#) to ORCID and use the **icons** to the right of each item in your record to set the access control you want.

Flinders University recommends you follow the default ORCID privacy settings.

Team:	College & Research Library Services
Subject:	Research Identifiers
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Last Updated:	9 November 2020

