

<p>Guide on ORCID Registration and Updating Records SUTD Library Version 1.1</p>

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Version Control

Revision History

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28 March 2021	1.0	Xu Cong	First paper release
1 April 2021	1.1	Xu Cong	Add steps for: add trusted individual how to automatically claim papers

Review Record

Date	Version	Name	Designation
1 April 2021	1.0	Juay Puay Yong Vijaya Lakshimi d/o Selliah	Senior Manager, SUTD Library Manager, SUTD Library
5 May 2021	1.1	Juay Puay Yong Judy Teo	Senior Manager, SUTD Library University Librarian, SUTD Library

This a step-by-step guide to show how you can register and claim papers under ORCID your profile. All contents are extracted from ORCID website, and for demonstration purpose and internal use only. You may not copy or re-distribute this material in whole or in part without written consent. Please contact the SUTD Library (library@sutd.edu.sg) for further enquiries.

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i. What is ORCID and ORCID iD?

ORCID (Open Researcher and Contributor ID) is a worldwide, not-for-profit organization striving to create a world where all who participate in research, scholarship, and innovation are uniquely identified and connected to their contributions across disciplines, borders, and time. It is sustained by fees from its member organizations¹.

The ORCID iD is a unique, persistent digital identifier free of charge to researchers. It uniquely identifies authors and contributors of scholarly communication. The ORCID's website and services allow users to look up authors and their works and other user information (e.g. education and qualifications, employment, invited positions and distinctions, etc.)

ii. Why Uses ORCID?

a) Funder requirements

Many grant funders including National Research Foundation (NRF) makes ORCID iD a mandate and they require ORCID iDs during the grant application process. This helps researchers to cutting down the time to fill in data during applications. When applying for research grants through Singapore's local Integrated Grant Management System (IGMS), it requires authorization to access grant applicant's ORCID record to correctly identify the grant applicants.

b) Publisher requirements

Attributing authorship correctly is a major issue for publishers. Many publishers (e.g. Springer Nature, Cambridge University Press, IEEE, Wiley, American Chemical Society, Frontiers, etc.) have incorporated ORCID iD into their manuscript submission systems and peer reviewing processes. Researchers' ORCID profile can be automatically updated by the publisher once their manuscripts are accepted and then later published. You can take a look at [the list of publishers and journals](#) that signed open letters and commit to requiring ORCID iDs that follows specific implementation standards.

c) Researchers will benefit from using ORCID iD²

ORCID iD is a free, unique, persistent identifier that researchers can own and control permanently. By using ORCID iDs, researchers can

- distinguish from every other researcher, even researchers who share the same name;
- be correctly attributed to for research outputs and activities;
- connect contributions and affiliations reliably and easily;
- save time when filling out forms;
- enjoy improved discoverability or citations;

- connect records to a growing number of institutions, funders, and publishers; etc.

iii. How to Register an ORCID and Add Works to ORCID ID?

a) Register

- Sign up at <https://orcid.org/register>
- Fill in all the fields, and click on “Next”. (*Refer to explanatory notes below on the description for each of the fields.*)

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](#)

1 First name 

2 Last name (Optional)

3 Primary email

3 Confirm primary email

3 Additional email (Optional) 

5

Password

.....



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

5

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.

6

- 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.*

After you've registered, you can change your notification settings at any time in the account settings section of your ORCID record.

[GO BACK](#)

[NEXT](#)

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.

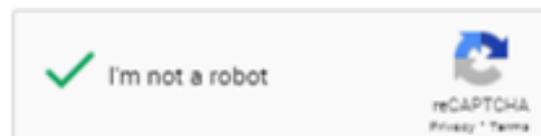
By default, what visibility should be given to new items added to your ORCID Record?

- 7  **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

- 7 I consent to the [privacy policy](#) and [terms of use](#) including agreeing to my data being processed in the US and being publicly accessible where marked as "visible to Everyone".



[GO BACK](#)

[REGISTER](#)

Explanatory Notes³:

- 1) **First name:** Your given or first name.
If you are more widely known by your middle name, put your middle name in this name field; and if you always use both your first and middle names together, put both in this field.
- 2) **Last name:** Your family or last name.
- 3) **Email:** Your email address, entered twice for confirmation.
You will use your email address to log into the ORCID registry. You may include additional emails addresses in your account. If you have already registered for an ORCID ID with the email you provided, a red warning message will appear. You are

unable to create a second account using the same email address, but you can log in using that email address.

- 4) If there are researchers with the same name as you having registered ORCID iD, you will be prompted with the list of those researchers, requesting you to verify whether you are one of them. If no, click on “NONE OF THESE ARE ME, CONTINUE WITH REGISTRATION”.

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	Date Created	View Record
Cong	Xu	Huazhong University of Science and Technology, Dalian Institute of Chemical Physics, Columbia University	2017-02-16 UTC	View Record
Cong	Xu		2019-09-26 UTC	View Record
cong	xu		2015-10-15 UTC	View Record
Cong	Xu		2015-12-16 UTC	View Record
Cong	Xu	Lanzhou University, Suzhou Jinhong Gas Co., Ltd.	2019-11-28 UTC	View Record
CONG	XU		2015-11-27 UTC	View Record

I ALREADY HAVE AN ID, GO BACK TO SIGN IN

NONE OF THESE ARE ME, CONTINUE WITH REGISTRATION

- 5) **Password:** A password of your choice, enter twice for confirmation. Passwords must be at least 8 characters long and contain both a number and an alpha character or symbol.
- 6) Tick the box if you want to receive emails from ORCID for new features and tips in the future. Once done, click on “Next”.
- 7) Complete your visibility settings and tick the box to agree the terms of use. Once done, click on “Register”.
- 8) You will receive an email from ORCID requiring you to verify your email address to complete your registration. Click on “Verify your email address” or copy and paste the URL into your browser’s address bar.
- 9) **Populate your profile:** It is recommended adding at least some basic minimum information such as country, affiliated institution and a few keywords that describe your research areas for others to identify you. Adding a personal email address will also help you to maintain your record if you change affiliated institutions. You can enter a biography with details of your education and employment, add links to websites, and add details of your funding awards and publications.



Cong Xu

ORCID iD
<https://orcid.org/0000-0002-3320-7951>
 View public version

Display your ID on other sites
 Public record print view
 Get a QR Code for your ID
 Also known as
 Country
 Keywords
 Websites & Social Links
 Other IDs
 Emails
 cong_xu@sutd.edu.sg
 xucong19901108@gmail.com

Biography

Employment (0) + Add employment || Sort
 Employment lists organizations where you have been professionally affiliated. [Add employer.](#)

Education and qualifications (0) + Add qualification + Add education || Sort
 Education lists the organizations where you were educated. [Add education or add qualification.](#)

Invited positions and distinctions (0) + Add invited position + Add distinction || Sort
 An invited position is an invited non-employment affiliation. A distinction is an honorary or other award, distinction, or prize. [Add invited position or add distinction.](#)

Membership and service (0) + Add service + Add membership || Sort
 Membership is membership in any society or organization. Service is a dedication of time, money, or other resources. [Add membership or add service.](#)

Funding (0) + Add funding || Sort
 Funding captures grants and other awards you have received to support your research. [Add funding.](#)

Works (0 of 0) + Add works || Sort
 Works captures your research outputs, e.g. publications, conference presentations, data sets, and more. [Add works.](#)

b) Add Works to Your ORCID Record

The maximum number of works you can add to your ORCID iD is 10,000. There are several ways to add works to your ORCID iD:

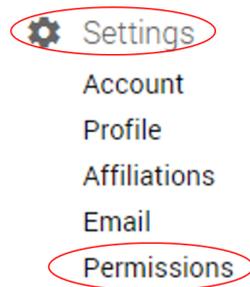
- 1) Add works by direct import from other systems. This is the recommended process because it reduces or eliminates errors, and enables a reliable connection between your ORCID iD and your works. Watch this short video about [how to add works to your ORCID record using a Search & Link wizard](#).
- 2) Add works using an identifier: please see the guide [here](#).
- 3) Importing works from a BibTeX file: please see the guide [here](#).
- 4) Add works manually: please see the guide [here](#).

iv. How to Link ORCID to Other Systems?

a) Web of Science ResearcherID and Publons

You can link your Publons or Web of Science ResearcherID with your ORCID iD. To do so, please follow steps as below:

- 1) Login in [Publons](#).
- 2) Under "Settings", click on "Permissions".



3) Click "Create or connect your ORCID iD".

ORCID Settings

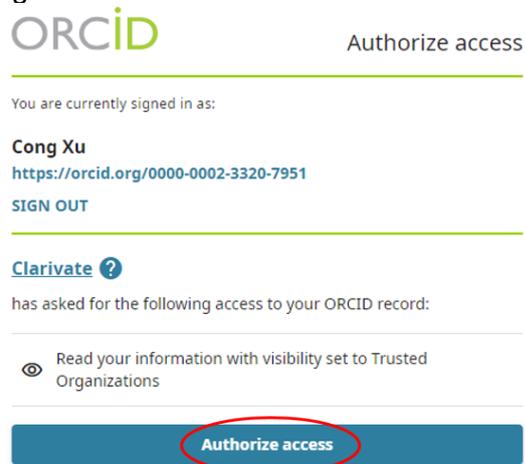
 Create or connect your ORCID iD to enable data sharing with Publons.

SAVE CHANGES

4) Click on "Connect" at ORCID row.



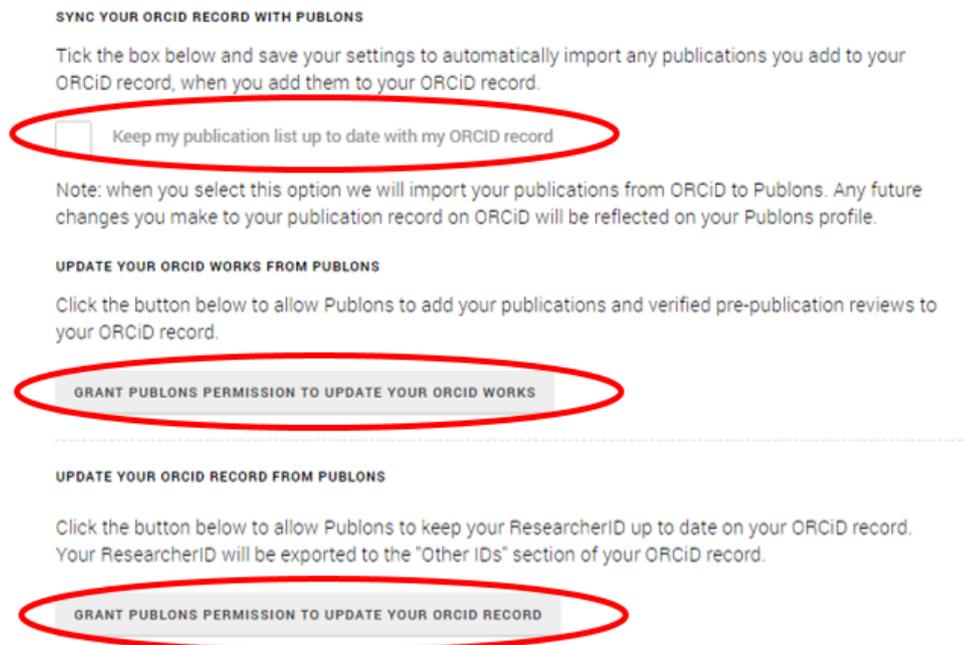
5) Sign in ORCID and click on "Authorize access".



- 6) Now you should be able to see your ORCID is linked to Publons under “Connected Accounts”. You can remove the linking anytime by clicking on “Remove”.



- 7) Navigate back to permissions settings page,
- Tick the box “Keep my publication list up to date with my ORCID record” if you want your records from ORCID to be imported to Publons automatically in the future.
 - Select “GRANT PUBLONS PERMISSION TO UPDATE YOUR ORCID WORKS” if you want to update your ORCID works from Publons.
 - Select “GRANT PUBLONS PERMISSION TO UPDATE YOUR ORCID RECORD” if you want to update your ORCID record from Publons.



- 8) Click on “Save changes” once done.



- 9) You can now see Clarivate (Publons parent company) as a trusted organization under your ORCID profile. You can remove the connection by clicking on the trash can icon.

Trusted organizations[®]

Trusted organization	Approval date	Access type
Clarivate https://www.clarivate.com/	2021-03-30	Read your information with visibility set to Trusted Parties 

b) Google Scholar

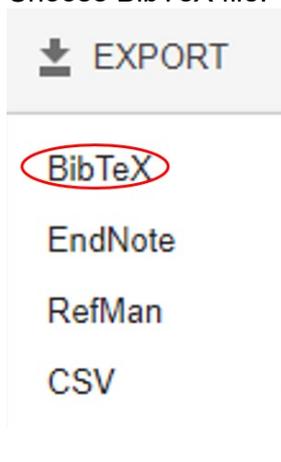
There is no direct way to sync Google Scholar records with ORCID iD currently but researchers can export citations from Google Scholar and import them into ORCID iD.

Please follow these steps:

- 1) Login in [Google Scholar Citations Profile](#)
- 2) Under your profile, tick the box for all titles and click on “Export”.



- 3) Choose BibTeX file.



- 4) Login in ORCID iD, under “Works” section, click “+Add works” and then “Import BibTeX”. Please see the guide [here](#) for detailed steps.

v. FAQ

- a) When I register, why do I see the warning message “This email already exists in our system” and asks me to sign in my account?

Each email address can only be linked to one ORCID iD. If an ORCID iD with the email address you are registering with exists, you will see an error messaging asking you to sign into your account instead.

Primary email

cong_xu@sutd.edu.sg

This email already exists in our system. Would you like to sign in?

Even if an ORCID iD is deactivated, a new record cannot be created using the same email address. For such cases, you will need to contact [ORCID support](#) to get your previous ORCID iD reactivated.

- b) Do I need to pay for ORCID account? What if I leave my current organization?**
All individuals who participate in research, scholarship, or innovation can register an ORCID iD free of charge. Even if the researcher's name changes or the researcher move to a different organization, they can use the same iD throughout the whole career.
- c) Why does the system tell me there is an unclaimed profile by me?**
An institution may have already created an ORCID iD on your behalf, and you will need to claim it. To resend the message to claim a record created by your institution, enter your email address at <https://orcid.org/resend-claim>. SUTD does not create any records on the behalf of faculty or researchers but a previous institution where you have worked may have done so.
- d) How to merge multiple or duplicated records?**
If you have more than one record in the ORCID registry, [contact support](#). ORCID will verify that both records and then to mark one ORCID iD as a primary one, and the other iD as deprecated. The record associated with a deprecated iD contains only a pointer to the primary record. For more, see What if I have two ORCID iDs?
- e) How to automatically update ORCID records?**
You can do so by linking Publons account to ORCID iD and grant Publons access to automatically update your ORCID records. Please refer to Section v (a) in this guide.
- f) How long does it take to sync Publons records to ORCID?**
When you export the publications from Publons to ORCID, it will get added immediately. Web of Science receives feed daily from ORCID so it will take 1-2 days for the ORCID to appear in WoS records. However, ORCID will take 5 business days to get associated with the Author Set in Web of Science, meaning able to search.
- g) How long does it take to sync records from other system & database, or manually added records to ORCID?**
The records will be added in ORCID records immediately. However, for those publications manually added or exported from other sources, it will take 2 days for the RID or ORCID to get added in WoS record provided the publications are indexed in WoS and DOI is correctly added to imported or manually keyed publications.
- h) Can I authorize others (e.g. research assistant) to update my ORCID records?**

Yes, you can do that by adding other(s) as trusted individual. A trusted individual must have an ORCID iD. Please refer to the [steps](#) here on how to add a trusted individual to your account.

For more FAQ about ORCID, please click [here](#) .

Reference:

1. ORCID (n.d.). About ORCID. <https://info.orcid.org/what-is-orcid/>
2. ORCID (n.d.). Benefits for Researchers. <https://info.orcid.org/benefits-for-researchers/>
3. ORCID (n.d.). Register your ORCID iD. <https://support.orcid.org/hc/en-us/articles/360006897454>