University of
Reading

CREATE YOUR ORCID iD

How to sign up for an ORCID iD

Register

You can register for an ORCID iD at https://orcid.org/register.
All of the information entered during registration can later be updated by updating your personal information on your ORCID record or under your account settings.

Registration Fields

1. **First name**: Your given or first name. You will be able to add your middle name, other names that you've been known by and the name that you would like to be published under after you have registered. For more information about names see Names and the ORCID Registry.

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. Once you have registered, 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.

   If you no longer remember your password go to https://orcid.org/reset-password. You will also see this red warning message if you previously closed an account with the email address you provided. In this case, contact support to reopen a closed account.

4. **Password**: A password of your choice, you must enter it twice to confirm it. Passwords must be at least 8 characters long and contain both a number and an alpha character or symbol. For more information about what can be included in a password click the question mark icon next to the password box. As you type a password, it will be given a rating. Only passwords rated as "Good" or "Strong" will be accepted by the system.

Register for an ORCID iD

ORCID provides a persistent digital identifier that distinguishes you from every other researcher and, through integration in key research workflows such as manuscript and grant submission, supports automated linkages between you and your professional activities ensuring that your work is recognized.

First name

Sofia ① *

Last name

Garcia ②

Email

s.garcia@orcid.org ③ *

Re-enter email

s.garcia@orcid.org *

Password

●●●●●●● ④ *

Confirm password

●●●●●●● *

Privacy and communication

Default privacy for new research activities (Works, Affiliations, Funding, etc)

Notification Email

☑ Send me notifications about changes to my ORCID Record.

☑ Send me information about events ORCID is sponsoring and ORCID news.

Terms of Use *

☑ I consent to the privacy policy and conditions of use, including public access and use of all my data that are marked Public.

Register

- **Default visibility for new research activities**: This determines the default visibility setting assigned to information you add or import to your ORCID record. You can update the default setting for individual items after they are in your record. For more information see ORCID visibility settings.
- **Notifications**: If you check this box, you will receive emails when an authorized third party adds or updates information to your record, such as adding publications or affiliations.
- **Updates**: If you check this box, you will receive occasional emails from our staff about ORCID news and events. Please note that you will receive service notifications, such as changes to the terms of service, privacy policy and the management of your account even if you opt not to receive news updates.
- **Terms of Use**: You must check this box indicating that you consent to ORCID's privacy policy and terms and conditions before you can register.

After completing these fields, click the Register button at the bottom of the page. In most cases you will be taken to your new ORCID record, but in some instances you will see a different screen or message. (see later section – Possible registration problems).

Populating your profile

You can add as much or as little information to your ORCID profile as you like.

Minimum information

So that your ORCID iD can be used by others to identify you, it is worth adding at least some basic minimum information such as your country, institution, a few keywords that describe your research interests and a link to your institutional webpage. Adding an additional secondary personal email address will also help you to maintain your record if you move institutions.

Additional information

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. If you want to fully populate your profile, see the handout *'Grow your ORCID iD'* for more help or take a look at the ORCID website - http://orcid.org/.

Possible Registration Problems

Existing email

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

Even if an ORCID record is deactivated, a new record cannot be created using the same email address. It is possible to remove additional or duplicate ORCID iDs; more information is available from ORCID support.

Is this you?

If your name already exists in the ORCID registry, you will see a screen asking if any of the other individuals with the same name are you. If you previously registered with ORCID you should click on that record to log in, rather than creating a new account. If you have not used ORCID before, then none of the listed individuals are you and you can click the 'None of these are me' button at the bottom of the screen.

An unclaimed profile already exists

If you see this message, an institution has already created an ORCID record for you, and you 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. The University of Reading has not created any records on the behalf of researchers but a previous institution that you have worked at may have done.

Duplicate records

If you think that you have more than one record in the ORCID registry, there is now a mechanism to clean up your ORCID record. As ORCID identifiers are designed to be persistent, obsolete or duplicate iDs will be deprecated and not completely deleted. Data on the deprecated account will be deleted and the iD will point to your primary record. Find out how to clean up duplicates.

Help and support

Karen Rowlett, Research Publications Adviser, can help you set up an ORCID and resolve most common registration problems.