

# ORCID (Open Researcher and Contributor ID)- instructions

ORCID ID provides a digital identifier of research paper authors. It consists of 16 numbers divided into 4 equal segments and it is recorded in the following form: [orcid.org/numeric identifier](https://orcid.org/numeric-identifier).

1. ORCID ID can be registered here: <https://orcid.org/register>.

Already have an ORCID iD? [Sign In](#)

As per ORCID's [terms and conditions](#), you may only register for an ORCID iD for yourself.

First name  \* ?

Last name

Email  \*

Re-enter email  \*

Create an ORCID password  \* ?

Confirm ORCID password  \*

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, who should be able to see information added to your ORCID Record?

Public  Private  Locked ?

2. a) In the **First name** box, your name/names should be entered, while the **Last name** box requires your surname/surnames. Once the account is generated, you will be able to edit this data.

## 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.

As per ORCID's [terms and conditions](#), you may only register for an ORCID iD for yourself.



First name  \* ?

Last name

b) Once the account is created, you can add **Published Name**, i.e. first and last name that you wish to use for your publications.

### Name

← Building your ORCID record & connecting your ID

Watch our short video about [how to edit your name on your ORCID record](#)

- **First name** (required): Your given name, or the name you most commonly go by. If you have only one name you should record it in the First Name field. If you are more widely known by your middle name, record your middle name in this name field; and if you always use both your first and middle names together, record both in this field. "First name" is the only required field, as ORCID is a global service and supports all naming conventions including those without a last or family name. This field is limited to 150 characters.
- **Last name**: Your family name, surname, or last name. This field is limited to 150 characters.
- **Published name**: How you prefer your name to appear when credited. This is the name that appears at the top of your ORCID record. If you want to use an initial or second family name, include it in the "Published name" field.
- **Also known as / other names**: Additional names you may be known by. This can include an abbreviated first name, variants including middle name(s), former or alternate name(s), or name(s) in a different character set. Add each name as a single item. You can add as many other names as needed. You can change the order of display using the up and down buttons, and set the visibility of each individual name. [Trusted organizations](#) can also add/update also known as names.

First Name  
Sofia

Last Name  
Garcia

Published Name  
Sofia Maria Hernandez Garcia

Cancel Save changes

c) In the **Edit also known as** section, you can add any number of first and last names' versions (with e.g. initials, Polish characters, etc.). Each version is supposed to be entered separately. You can change their order with the use of black arrows, and specify which of them is to be visible (by using the grey button panel on the right).

- **Also known as / other names**: Additional names you may be known by. This can include an abbreviated first name, variants including middle name(s), former or alternate name(s), or name(s) in a different character set. Add each name as a single item. You can add as many other names as needed. You can change the order of display using the up and down buttons, and set the visibility of each individual name. [Trusted organizations](#) can also add/update also known as names.

### EDIT ALSO KNOWN AS

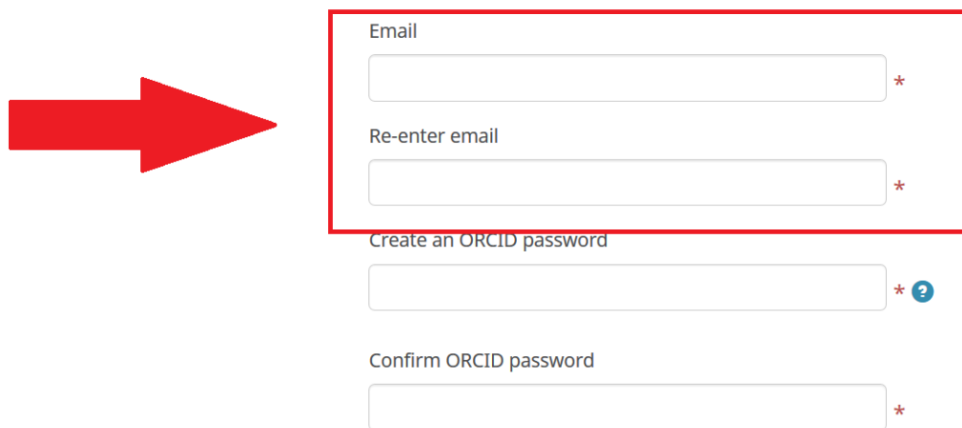
Edit all privacy settings

Edit individual privacy

S. M. Garcia  
Source: Sofia Maria Hernandez Garcia  
Created: 2015-1-27

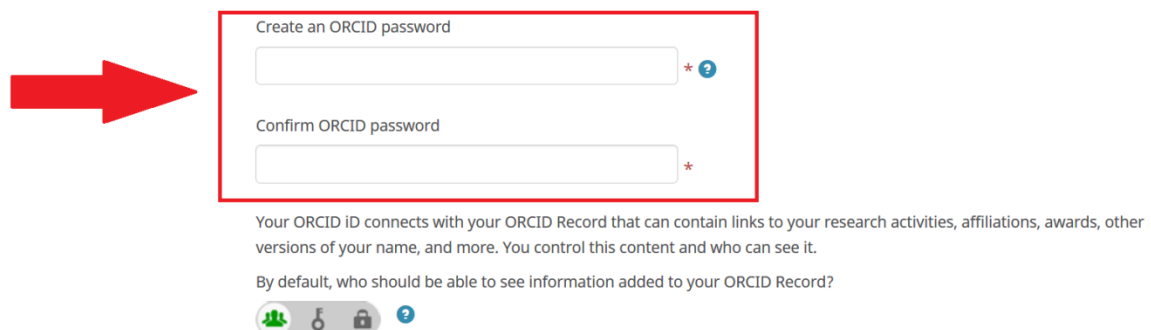
Sofia Maria Garcia  
Source: Sofia Maria Hernandez Garcia  
Created: 2015-1-27

3. In the next boxes of the registration form, you need to enter your **email address** twice. This email will be used, along with your password, to log on to the ORCID platform. If a particular email address is linked to the ORCID ID, a notification will appear (it is not possible to create another ORCID account for the same email address). Once the registration process is complete, you can add alternative email addresses.



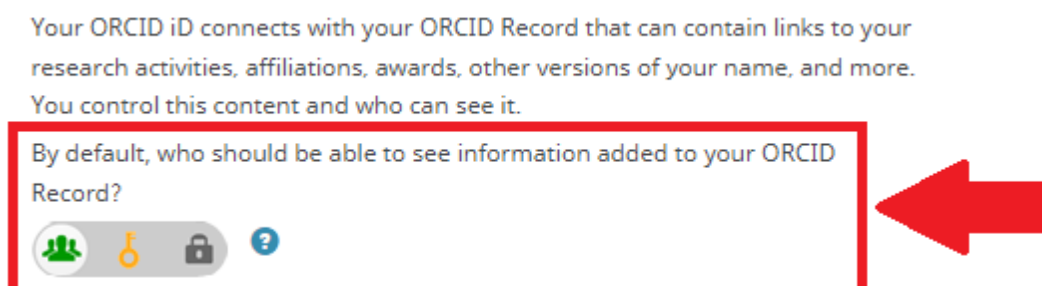
A registration form with four input fields. The first two fields are labeled 'Email' and 'Re-enter email', both with a red asterisk. The third field is labeled 'Create an ORCID password' with a red asterisk and a blue question mark icon. The fourth field is labeled 'Confirm ORCID password' with a red asterisk. A large red arrow points from the left towards the 'Email' and 'Re-enter email' fields.

4. a) Next boxes (Create an ORCID password and Confirm ORCID password) require a **password**, which will be used for logging on, along with the email address. The password must consist of at least 8 characters and contain at least one number, one uppercase letter *or* one of the following characters: ! @ # \$ % ^ \* ( ) ~ { } [ ] | \ & \_ . E.g. star%smile8, Star5&smile.




A registration form with two input fields. The first field is labeled 'Create an ORCID password' with a red asterisk and a blue question mark icon. The second field is labeled 'Confirm ORCID password' with a red asterisk. Below the fields is a text block: '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, who should be able to see information added to your ORCID Record?' followed by a grey button panel with four icons: a group of people, a key, a lock, and a question mark. A large red arrow points from the left towards the 'Create an ORCID password' field.



b) ORCID ID identifier is linked to your ORCID profile, which contains links to your data. In the grey button panel below the Confirm ORCID password box, you can specify to whom the information will be visible (Settings: public, restricted access, private account).





A registration form showing the password visibility options. The text reads: '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, who should be able to see information added to your ORCID Record?' Below this text is a grey button panel with four icons: a group of people, a key, a lock, and a question mark. A large red arrow points from the right towards the button panel.

5. Next, in the **Email frequency** box, you are supposed to enter how often you wish to receive notifications from the ORCID website – default settings provide notifications once a week (1). You need to check the **Nie jestem robotem** box (2), click on the **Terms of Use** box (3), and finally, **Register** (4).

**1.**  **Email frequency**  
The ORCID registry provides notifications about things of interest, like updates to your ORCID record or being made a trusted individual, when they occur ([learn more about notifications](#)). How often would you like these notifications delivered to you via email?

**2.**   **Nie jestem robotem**   
reCAPTCHA  
Prywatność - Warunki

**3.**  **Terms of Use \***  
 I consent to the [privacy policy](#) and [terms and conditions](#) of use, including agreeing to my data being processed in the US and being publicly accessible where marked Public.

**4.**  **You must accept the terms and conditions.**

Instructional video in English: <https://www.youtube.com/watch?v=KMaPkDgBhO4>