Setup an ORCID Account
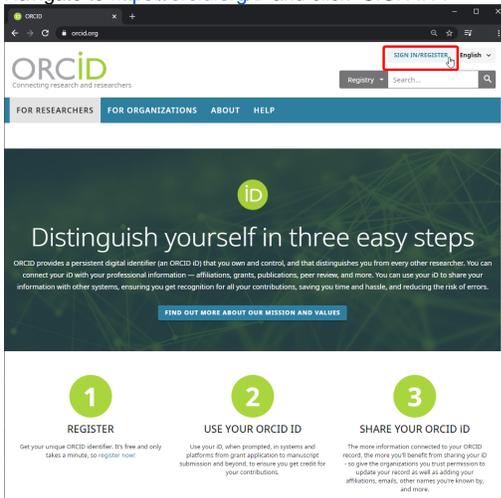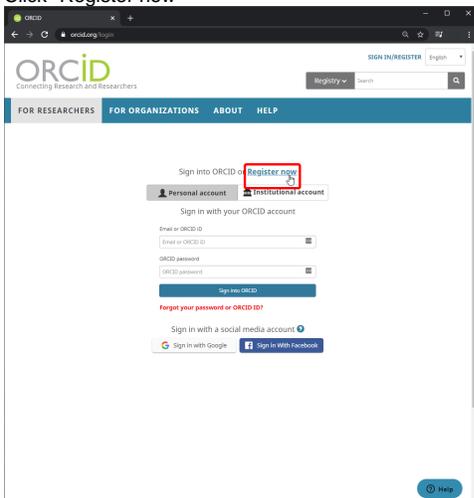
Summary

ORCID is a registry of researchers and scholars and their unique numerical identifiers. Its purpose is to distinguish scholars from one another (regardless of name variants) and provide those scholars with a means of linking to and sharing their research with others, including journal articles, data sets, multimedia projects, books, conference papers, funding sources, and patents. ORCID's goal is to provide one central service which eliminates a researcher's need to enter and re-enter the same data and information in different systems.

Register for an Account

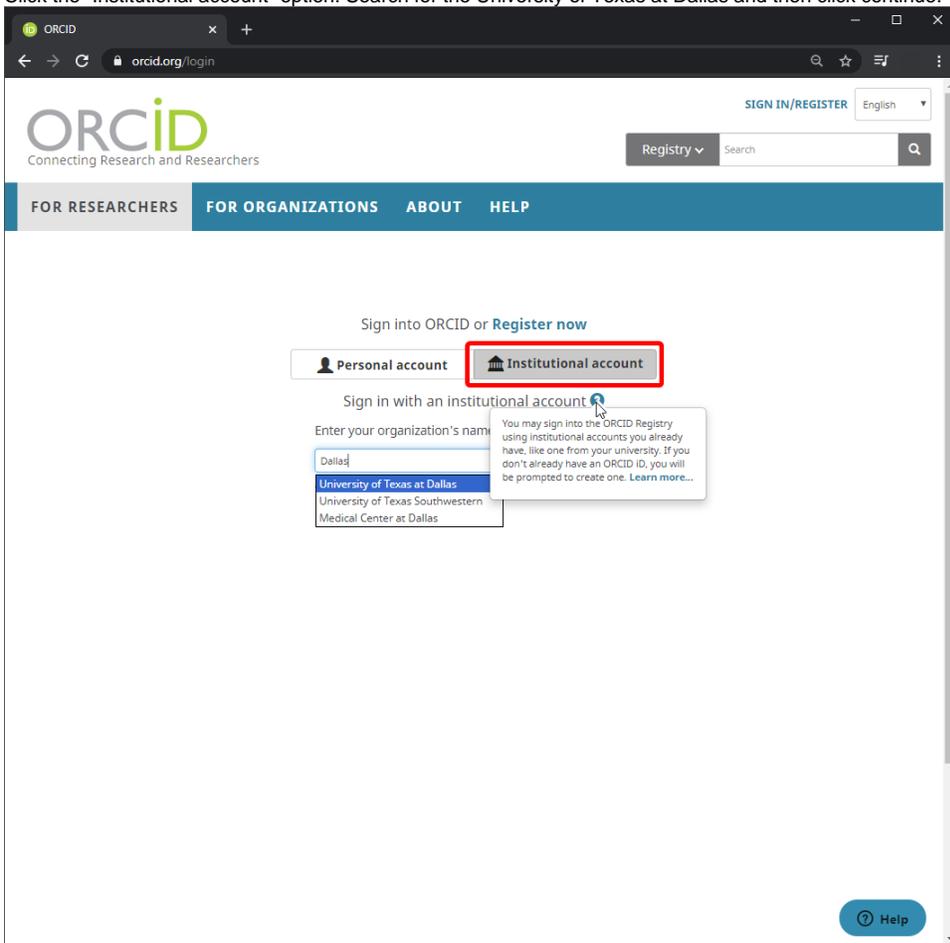1. Navigate to https://orcid.org/ and click "SIGN IN".

2. Click "Register now"

3. Fill out the required information. Note the following:

a. In general, it is **highly recommended** to link an additional e-mail to your ORCID account to avoid losing account access. A good rule of thumb is to use a personal email account in addition to your UTDallas email.
b. We recommend setting the visibility settings set to "Everyone" or "Trusted parties". See the section Privacy Settings for more information.
4. Check your email to complete the registration by verifying your email address. If you've added multiple emails, be sure to verify them in their respective platforms.

Link to UTDallas

1. Navigate to https://orcid.org/ and click "SIGN IN"
2. Click the "Institutional account" option. Search for the University of Texas at Dallas and then click continue.

3. A UTDallas prompt will appear; sign-in using your NetID and password. Your account is now linked!

Biography Details

Fill in biography details such as Employment, Education & Qualifications, Funding, Publications, and more. Providing detail is recommended because this information can be imported to other services such as eRA Commons, SciENcv, and more. We've highlighted a few important features:

Link Funding

Use ÜberWizard to import "your awarded grants from funders around the world, all in one easy-to-use wizard provided by ÜberResearch. ÜberResearch's integrated, continuously-updated data includes grants from funding organizations worldwide such as the NIH and NSF in the United States, the UK Research Councils and Wellcome Trust in the UK, the Austrian Research Council, and over fifty others." Manually add research funding from other agencies and companies not covered by ÜberWizard. Be aware that some agencies and companies may not want their external funding disclosed.
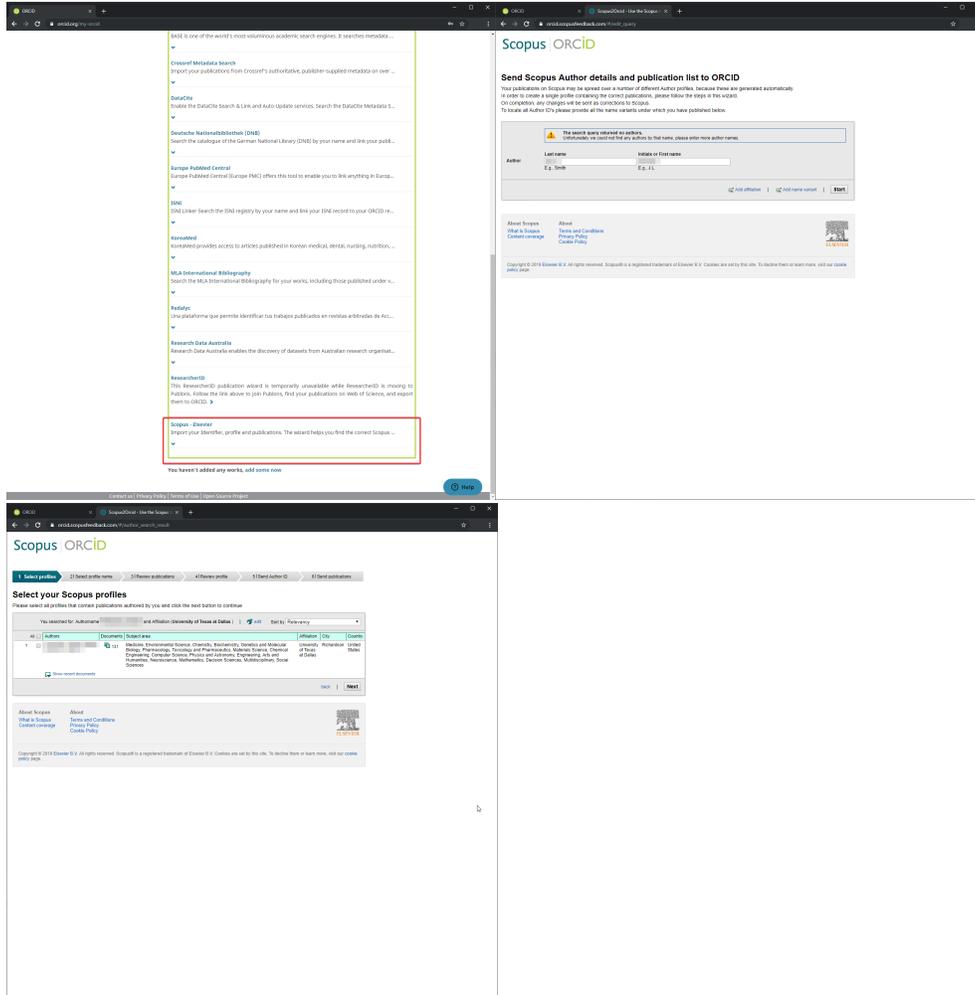
Link Publications

ORCID keeps track of a user's publications. This enables UT Dallas to have a list of current publications displayed on various web-pages. Select and link databases that are best aligned with your field of research. General databases to link to are ResearchID and Scopus.

Continue reading to see an example of how to link to a publication database such as Scopus.

How to link ORCID to Scopus

ORCID will use your name to pull up possible matches in Scopus. Scopus will walk you through 6 steps to ensure that the correct author name is matched to the correct publications.

Privacy Settings

Researcher privacy is a fundamental principle of ORCID; you select the pre-defined privacy settings of your own ORCID record data.

ORCID provides three settings:

- **Public**
  Information marked as Public or Everyone can be viewed by anyone using the ORCID.org website or used by anyone using the ORCID public API. Data marked as public will also be included in the public data file posted annually by ORCID.
  Accessible by: Anyone

- **Trusted Parties**
  Information marked as Limited or Trusted Parties can be seen by the trusted party that you have authorized to connect to your ORCID Record. These connections require explicit action on your part. You will be asked if you would like to define a specific connection, and once you have confirmed, the trusted party will be able to see information that you have marked as limited-access.
  Accessible by: Record owner
  Accessible by: account delegates specified by Record owner
  Accessible by: trusted organizations

- **Private**
  Information marked as Private or Only Me, can only be seen by you. It is also used by ORCID algorithms to help distinguish your identity from another persons with a similar name, be in a similar field, or may be confused with you for other reasons. This information is not shared with

others.
 Accessible by: Record owner
 Accessible by: account delegates specified by Record owner

Note: You can change your privacy settings at any time.

(Taken from https://www.bibliotek.dtu.dk/english/servicemenu/publish/publishing/orcid/faq)

Additional Resources

https://orcid.org/help

https://orcid.org/blog/2017/08/10/six-ways-make-your-orcid-id-work-you

https://libguides.utdallas.edu/orcid

https://libguides.utdallas.edu/c.php?g=824547&p=5886172