

## How to create an ORCID ID, EUI Guide


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Everyone can register for an ORCID ID and create an online profile for free at <http://orcid.org/register>.

When signing up for an ID, researchers are asked if their profile should be public, limited access or private.




The different settings are explained here:

-  **Public** as default setting gives **full view access** to all information entered to the profile. The information can be viewed by everyone visiting orcid.org or using a public API to harvest information from ORCID.org. The data from the profile will also be **included in the public data file** published annually by ORCID.  
*This setting is recommended for digital visibility and if the profile is used as an online CV.*

-  **Limited Access.** Individuals can choose to **share specific information fields with trusted parties and members of ORCID.** Organizations can become trusted parties through a paid membership and individuals become members by signing up for an ORCID ID.

As owner of the ORCID profile you can also choose what type of access trusted parties and members of ORCID should have; view, update or add information to the profile (the changes will require the owner of the profile's approval). **If the profile is set to *limited access non-members have no access to information on the profile.***

*Recommended if you're not interested in a public profile but you want to share your information with trusted parties. For list of trusted parties see: <http://members.orcid.org/member-list>*

-  **Private.** **Only the ID holder and ORCID staff** can view private data. It's also possible to share the information on you profile with one or more trusted party or ORCID members.  
*Recommended if you don't want to share your information at ORCID.org but you want an ID you can add with your publications.*

After the registration you can start to add information about biography, education, employment, funding and work list.

Other information to add is: other names (e.g. middle name and different name spelling), country, link to websites, link to other IDs and keywords.

Keywords can give a quick overview of your research field and the keywords are used by search engines to retrieve information.

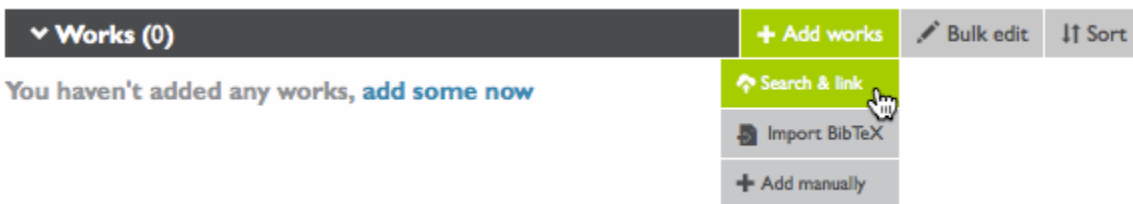
For inspiration see: <http://orcid.org/0000-0001-7143-48599>

## How to add publications and other work to your profile

There are different ways to add work to the ORCID profile. All information fields can be filled in manually but the field for work and publications have other options too:

- Add work to profile from other databases like Crossref and DataCite MetaData Store or from other author IDs like ResearcherID and Scopus author ID.
- Upload publication list in a BibTeX format.

To add work from other databases choose:



N.B. if you have set your profile to the default *private* you'll have to grant access to your profile for the databases you want to add work from.

Another option is to import a publication list in a BibTeX format. From some bibliographic databases you can export citations in a BibTeX format e.g. scholar.google.com, EndNote, Zotero etc. To do this create a folder in your references program with your publications and choose to export it in a BibTeX format.

Save the export on your device and import the format to your ORCID profile.

For more information: <http://support.orcid.org/knowledgebase/articles/390530>

After publications have been added it's still possible to edit the information:

<http://support.orcid.org/knowledgebase/articles/462032-add-works-to-your-orcid-record>