EUI Guide to ORCiD: Recommendations for EUI members
22 November 2017

The EUI became a member of ORCiD on 1st November 2017. Over the coming months Cadmus, our institutional repository, will be integrated with ORCiD.
Whether you are signing up for an ORCiD ID or already have an ORCiD ID we strongly recommend that you use your EUI email as your primary email address.
Soon we will ask you to connect your ORCID to the EUI. This step will allow you to have a verified affiliation with the EUI.

If you have any queries or would like any help with your ORCID account please contact us at
Cadmus@eui.eu

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1. Already have an ORCiD ID?
To change your primary email to your EUI email if you have not already done so, go to Account Settings and click on Set Primary.

2. Creating an ORCiD ID

EUI members who would like to create an ORCiD ID can go to http://orcid.org/register
It is a quick and simple process. All you need is your name, surname, EUI email address and a password.
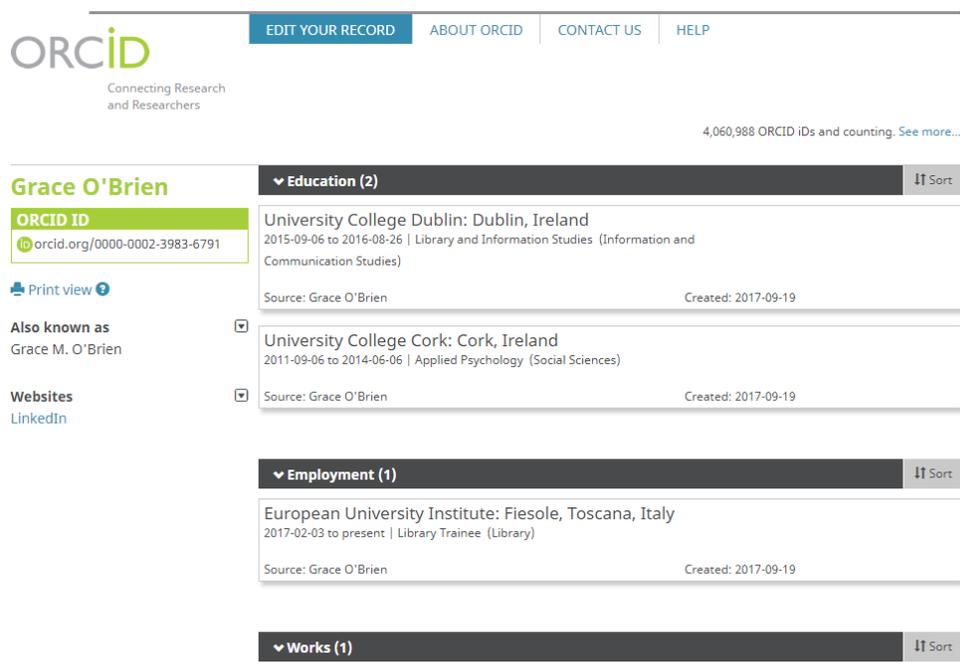
Grace O'Brien

ORCID ID
orcid.org/0000-0002-3983-6791

3. ORCiD Profile and Adding Works

Having an ORCiD Profile is similar to having an online CV. You can add information about your biography, education, employment, funding and works. You can also link your ORCiD record to social media accounts and profiles and your EUI webpage if you have one.


There are different ways to add work to the ORCiD profile.
- Manually add a work to your profile
- Add works to your profile from other databases like Crossref or from other author IDs like ResearcherID and Scopus author ID
- Upload publication list in a BibTeX format
- Soon it will be possible to grant Cadmus access to feed publications to your profile

To add work from other databases select **Search & link**:
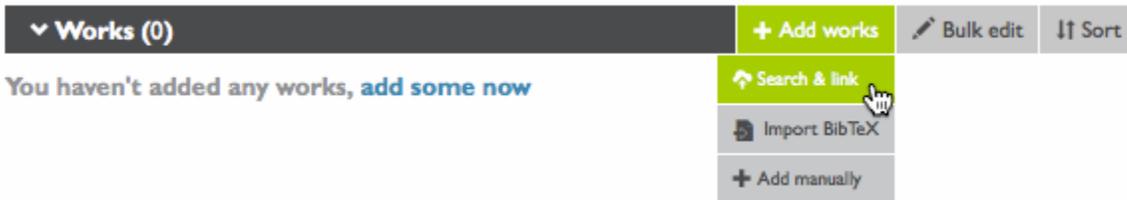
You will need to grant access to your profile for the databases you want to add work from.

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

It is a good idea to use the Search & Link wizards or connections in the EUI to import and export works. This will reduce the possibility of errors when citing your work and will provide a reliable link between your work and your ORCiD ID.

4. Visibility Settings
When signing up for an ID, researchers are asked if their profile should be:
- Public
- Limited access
- Private

Public gives **full view access** to all information entered to the profile. *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 with trusted parties and members of ORCiD**. *Recommended if you're not interested in a public profile but you want to share your information with trusted parties.*

Private **Only the ID holder and ORCID staff** can view private data. It's also possible to share the information on your 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.*