

Instructions for researchers that are new to ORCID:

Instructions	Step number
Register (www.orcid.org)	1,2
Import your work using Scopus	3,4
Authorize Scopus to have access to your account	5
Select the profile (or change the search parameters (by using “edit”))	6
Review your publication list	7
Review your Scopus profile	8
Send Scopus ID to ORCID	9
Authorize Scopus to add an external identifier to your ORCID ID	10
Send your publications list to ORCID	11
Authorize the transfer of your publication list to your ORCID ID	12

1

ORCID
Connecting Research and Researchers

FOR RESEARCHERS FOR ORGANIZATIONS ABOUT HELP SIGN IN

DISTINGUISH YOURSELF IN THREE EASY STEPS

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. [Find out more.](#)

- 1 REGISTER** Get your unique ORCID identifier. [Register now!](#) Registration takes 30 seconds.
- 2 ADD YOUR INFO** Enhance your ORCID record with your professional information and link to your other identifiers (such as Scopus or ResearcherID or LinkedIn).
- 3 USE YOUR ORCID ID** Include your ORCID identifier on your Webpage, when you submit publications, apply for grants, and in any research workflow to ensure you get credit for your work.

LATEST NEWS

- Fri 11/01/2013** ORCID Celebrates Its First Year
- Mon 10/28/2013** ORCID Public Data File Now Available
- Fri 10/25/2013** Catalan Universities agree to use the ORCID identifier for their researchers
- Thu 10/24/2013** Updates to Works
- Tue 10/01/2013** Announcing ORCID Adoption & Integration Program Awardees!

[More news](#)

ORCID MEMBER ORGANIZATIONS [VIEW OUR COMPLETE LIST OF MEMBERS](#)

<https://orcid.org/register>

ands AVEDAS BOSTON UNIVERSITY Universidad Carlos III de Madrid

2

Connecting Research and Researchers

SIGN IN REGISTER FOR AN ORCID ID

373595 ORCID IDs and counting. [See more...](#)

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 *

Last name

Email *

Re-enter email *

Password *

Confirm password *

Default privacy for new works

Public Limited Private

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 *

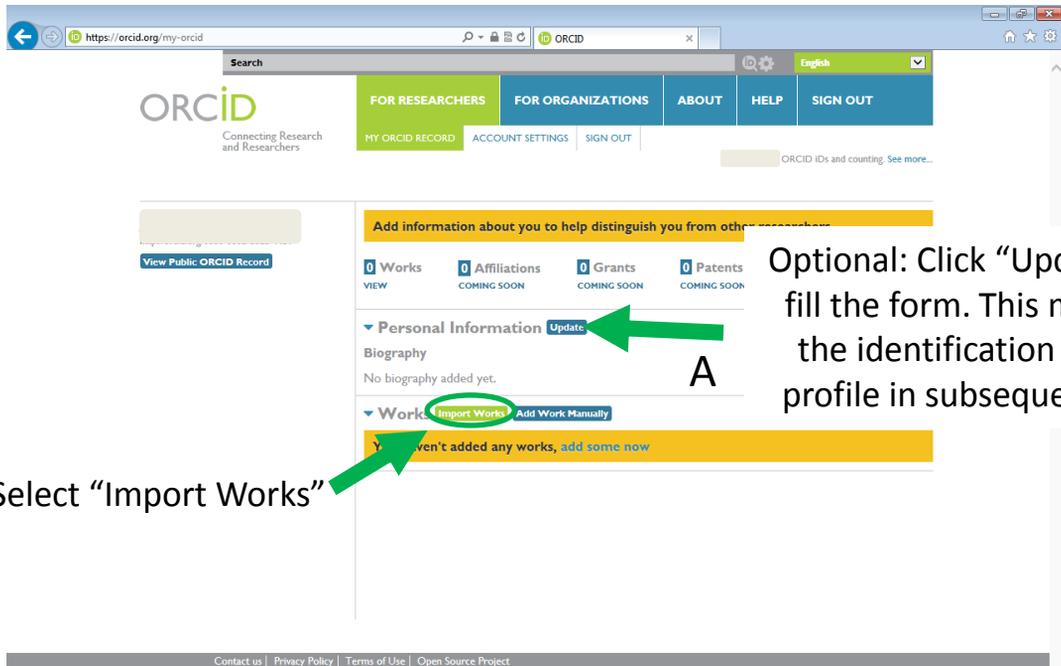
I consent to the [privacy policy](#) and [conditions of use](#), including public access and use of all my data that are marked Public.

Register

[iDaa for ORCID site?](#)

Keep the default privacy “Public” or “Limited” or change individually the works you want to be considered for the bibliometric analyses to “Public” or “Limited” in subsequent steps.

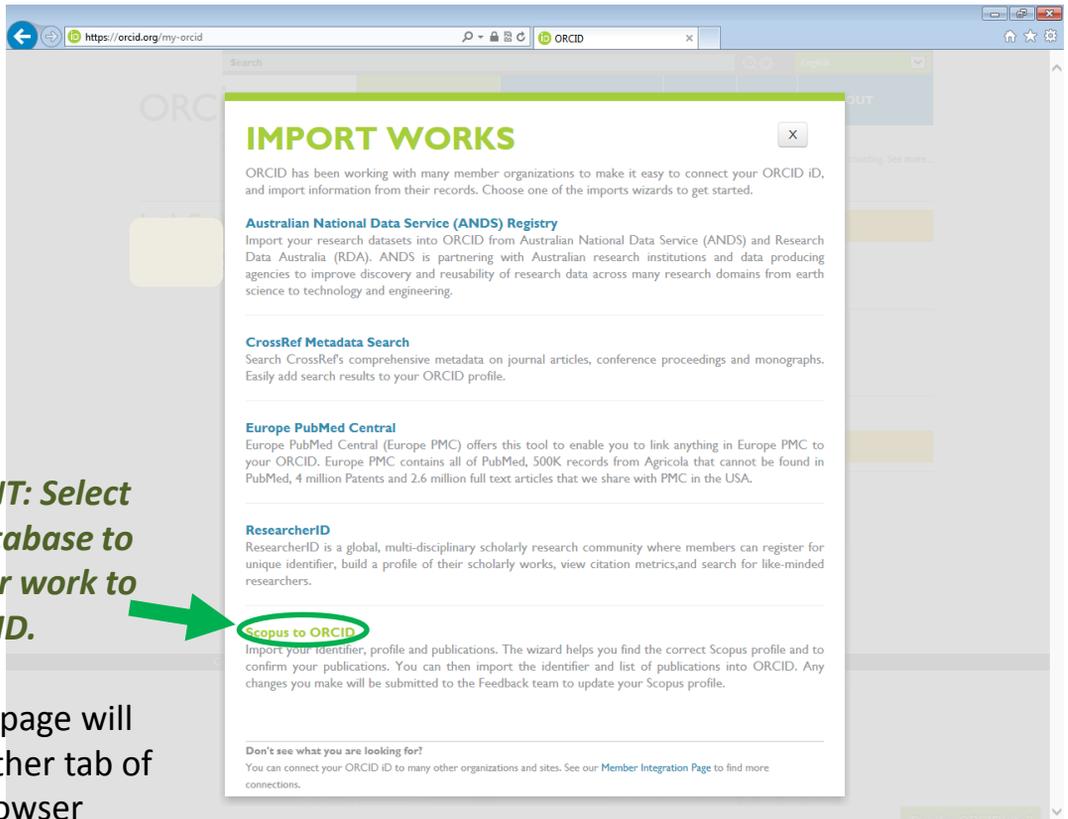
3



Optional: Click "Update" and fill the form. This may help the identification of your profile in subsequent steps

Select "Import Works"

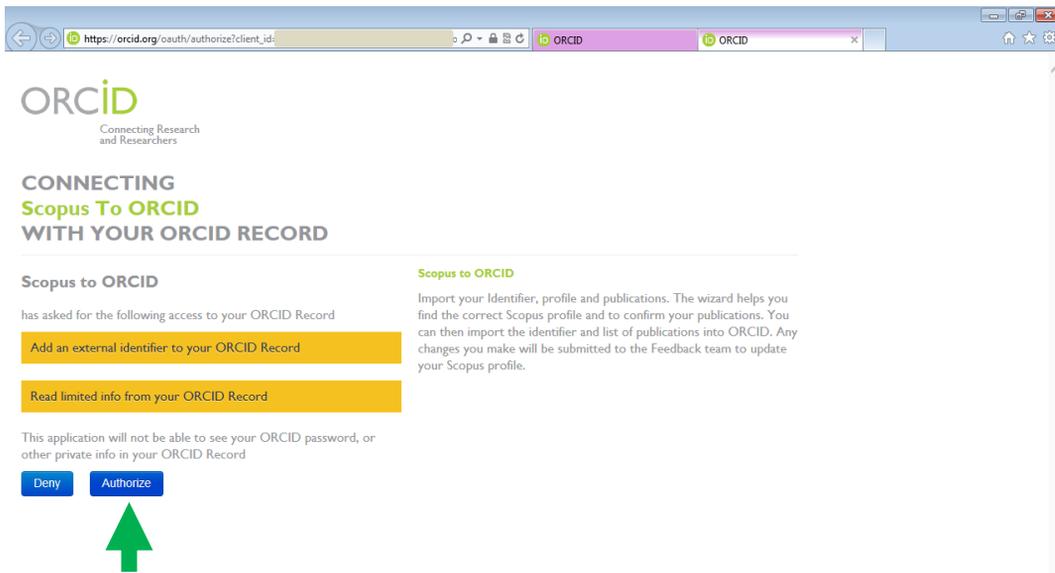
4



IMPORTANT: Select Scopus Database to import your work to ORCID.

A new webpage will open in another tab of your browser

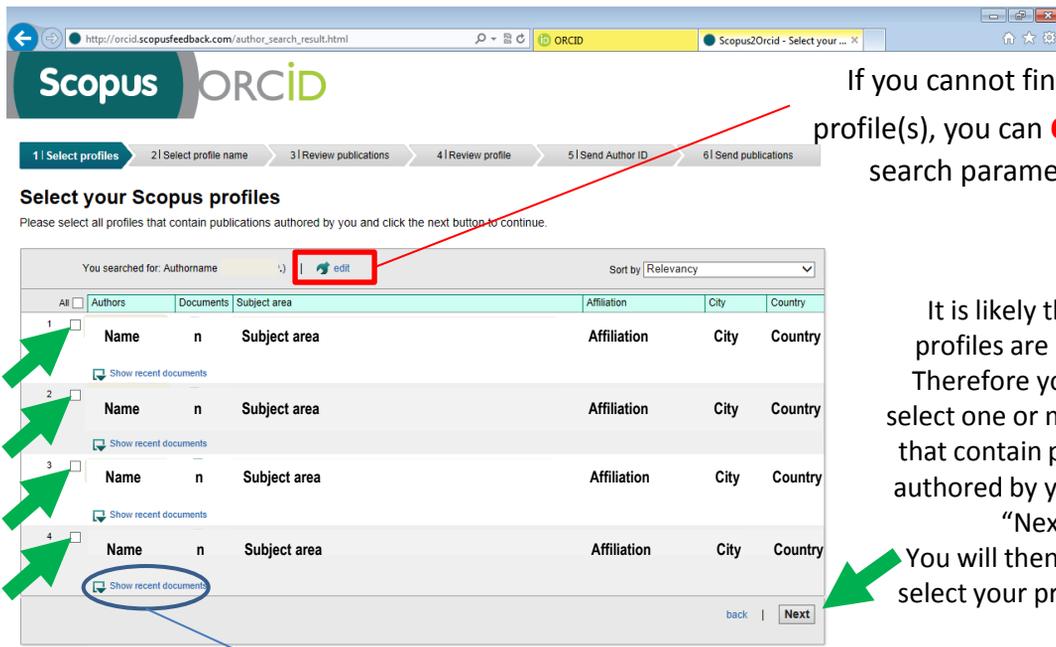
5



After clicking “Authorize”, Scopus will search its database using the information (surname and first names) you provided during registration.

If the search **does not return any profile**, please check the names being used and, if possible, try to simplify (e.g. first name - **James** could be simply **J.**). If the search gives too many profiles, please include an affiliation and search again.

6



If you cannot find your profile(s), you can **edit** the search parameters.

It is likely that some profiles are not yours. Therefore you need to select one or more profiles that contain publications authored by you and click “Next”.

You will then be able to select your profile name.

You can view the most recent papers that correspond to each profile. In the next steps you will be able to review all the work associated to the profile(s) you selected.

7

Scopus ORCID

1 | Select profiles | 2 | Select profile name | **3 | Review publications** | 4 | Review profile | 5 | Send Author ID | 6 | Send publications

Review your authored publications

Please indicate below which of the 4 publications are authored by you.

Sort by: Date (Newest)

	Document Title	Author(s)	Date	Source Title
<input type="checkbox"/>	<input checked="" type="checkbox"/>			
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
<input type="checkbox"/>	<input checked="" type="checkbox"/>			
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
<input type="checkbox"/>	<input checked="" type="checkbox"/>			

back | **Next**

Accept or reject each individual work

When you have all your documents included on the list, click "Next"

If you have some document missing from the list, click "Search for missing documents" and you will have the option to (1) use keywords (or the full title) to (2) search the missing document. If you find the missing work, you should (3) select it and (4) press "Add selected articles".

Search for missing documents

Look up the documents that are not listed by using the form below. Please be aware that some documents might not be in Scopus at the moment and therefore will not be shown.

Article title: Write keywords or document title
1 2

Document	Author(s)	Date	Source Title
<input checked="" type="checkbox"/> Document Title (Scopus)	Author(s) names	Year	Source

3 4

8



1 | [Select profiles](#) > 2 | [Select profile name](#) > 3 | [Review publications](#) > **4 | Review profile** > 5 | [Send Author ID](#) > 6 | [Send publications](#)

Review the Scopus profile

Please review the information below to ensure that the data to be sent to ORCID is correct.

Profile:	name		
1	Document name	Author(s) names	Year Source
2	Document name	Author(s) names	Year Source
3	Document name	Author(s) names	Year Source
4	Document name	Author(s) names	Year Source

[back](#) | **Next**



9



1 | [Select profiles](#) > 2 | [Select profile name](#) > 3 | [Review publications](#) > 4 | [Review profile](#) > **5 | Send Author ID** > 6 | [Send publications](#)

Send the Scopus ID to ORCID

Thank you for checking and correcting your profile. Your Scopus ID is now ready to be sent to ORCID. Any changes you have made will also be submitted to the Scopus Feedback Team for correction on Scopus.

If you have additional information to help complete the profile corrections, please enter it here.

E-mail*

Please enter your institutional or professional email address (e.g. name@university.edu).

[back](#) | **Send Author ID**




Enter your email address (and confirm it) and press “Send Author ID”.

10

Authorize the data transfer.



CONNECTING
Scopus To ORCID
WITH YOUR ORCID RECORD

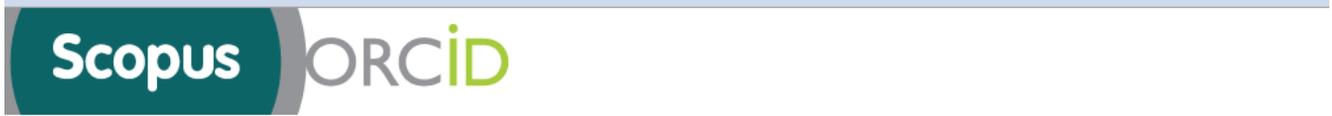
Scopus to ORCID

has asked for the following access to your ORCID Record

- Read limited info from your ORCID Record
- Add an external identifier to your ORCID Record

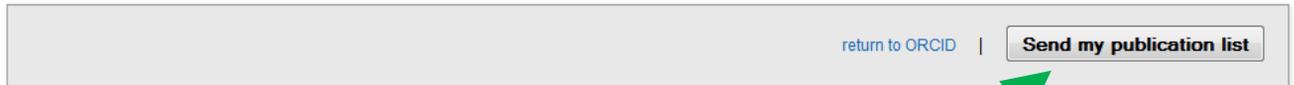
This application will not be able to see your ORCID password, or other private info in your ORCID Record





Scopus Author ID submitted

Your Author ID has been sent to ORCID. However, before we can send your publication list we must ask your permission. If you wish to send your list of publications to ORCID, please continue to the next step. Alternatively you can return to ORCID. The changes you made to your document list have been noted and will be submitted to Scopus as corrections. You will receive confirmation shortly.



Send your publications list to ORCID



CONNECTING Scopus To ORCID WITH YOUR ORCID RECORD

Scopus to ORCID

has asked for the following access to your ORCID Record



This application will not be able to see your ORCID password, or other private info in your ORCID Record



After authorizing the data transfer, your ORCID ID should include your updated profile