

ORCID

# How to obtain an Identifier

Step by step

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## 2- How to obtain an ORCID identifier +

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Before creating your ORCID ID, first check if you already have one, via the search engine on the [ORCID site](#). You may have created an ORCID identifier, for example by publishing in a journal that uses it, and then forgotten it. *(See the screenshot)*

### a. ORCID registration / Login

On registering on the ORCID website: <https://orcid.org/register> you will be asked for the following information:

- First and last names
- Primary email:
- Confidentiality settings: 3 levels, "Public", "Trusted parties", "Private" (can be modified later for each section).

Once you have registered, you have access to a profile that you can complete by filling in your personal information and information about research activities.

**You can choose the working language via the top right-hand tab.**

[Video “How to register to ORCID”](#)

#### i. New user *(See screenshot)*

If you are new to ORCID and haven't got an ORCID account, register on <https://orcid.org/> in 3 easy steps.

**Report your ORCID ID on your personal page on “MyUnifr”.**

#### ii. Existing user *(See Screenshot)*

If you have already created an ORCID account, login to retrieve your ORCID ID, **and Report your ORCID ID on your personal page on “MyUnifr”.**

**If you do not remember** whether you already created an account, search for your name in the search section “**Registry**”, on the top right of the page. If your name is displayed verify that it is really you behind it. **Report your ORCID ID on your personal page on “MyUnifr”.**

### b. Set up your ORCID Profile *(See Screenshot)*

After registering in ORCID, you can add in [more information to enrich your profile](#), including:

- **Name variants** (if any)
- **Keywords** (research interests)
- **Websites** (e.g. Dept profile, ResearchGate, Mendeley, Google Scholar)
- **Email**
- **Other IDs** (e.g. Scopus Author ID, ResearcherID). These author identifiers will be automatically added after linking ORCID with the database system (Scopus, Publons, CrossRef...).

[Video “How to edit your name in ORCID record”](#)