This guide contains instructions on how to set up a new ORCID account, and an introduction to different ways to populate your ORCID record. For more information about ORCID, please visit http://orcid.org/

Registration

Go to the ORCID’s registration page at: https://orcid.org/register and fill in your details as required.

Set the default privacy to Everyone (green icon) to ensure that others are able to search and see your record.

Under Email frequency, click on learn more about notifications to manage how and when you receive notifications from ORCID and select how often you wish to receive the notifications using the dropdown menu. Read and accept the terms of use, click Register.

If ORCID finds any records that match your name, you will receive a message prompting you to select the correct ID.

Review the details provided, click on the ID to access an existing account, or click None of these are me – continue to registration to continue.
You will receive your ORCID ID via email, use it to complete the registration process.

Under the My ORCID Record tab, you can use the edit icon to add personal information, bio, and employment details to your profile, ensuring that all settings are Public.

Add works to your ORCID profile

Import citations from existing profiles

Follow the links below to access instructions to import citations from existing Scopus Author ID, Thomson Reuter ResearcherID, and Google Scholar Citations profile:

- Create an ORCID record from a Scopus author ID
- Associate an ORCID with ResearcherID
- Import citations from Google Scholar Citations profile (via BibTeX file import)

Harvest works from multiple databases

Go to the section on Works, hover on Add works and click on Search & link
In the new window, you will see a list of link tools. Read the brief information on each tool to select the most suitable tool for your works.

Tips to select the right tool for your works:

- If you have a ResearchID profile or Scopus Author ID, select ResearcherID or Scopus to ORCID to import your publication list from existing profiles.
- To add journal articles, books chapters, and conference papers or works that have a DOI, select CrossRef.
- For datasets, images, and other works, select Australian National Data Service (ANDS) Registry, or DataCite search and link.

Follow the prompts to complete the process, ensure that Privacy setting for all works is set to Public.

**Manually add works**
Go to Works > Add works > Add manually

Complete as many fields on the form as possible.

Click the Add to list button at the bottom of the window.

A wide range of works can be added to your ORCID profile, including books, book chapters, dissertations, patents and many others.

**Enable proxy access**

You can grant permission to one or more “trusted individual” (delegate) to update your ORCID record on your behalf. Trusted individuals have access to your ORCID record, and will be able to edit and make connections with external systems (such as CrossRef). However, they may not edit or add an email address, reset your password, and delete your account.

To grant access to a trusted individual, follow these steps:

1. Ensure the trusted individual has an ORCID account
2. Go to [http://orcid.org/](http://orcid.org/), log in using your ORCID credentials
3. Go to the tab **For Researchers > Account settings**
4. Under **Trusted individuals**, enter either the ORCID ID, email address, or names into the search box to search for the individual
5. Verify the individual’s details and, click **Add**.

**Sign in with an Institutional account**

Once you have registered for your ORCID you have the option when signing in to use your Curtin credentials.

When signing in select the Institutional account option and select *Curtin University* and **Continue**.

From the following screen enter in your Curtin Credentials.

Check the information is correct and select from the following options. The default option is ‘Ask me again if information to be provided to this service changes’ is recommended.
Sign in to your ORCID account and from now on you will be able to access your ORCID using your Curtin University account details without repeating these steps.

**Connect Elements to ORCID**

You can connect your Elements profile to ORCID from your Elements account.

Note: if you are off campus you will need **VPN access** to log in to Elements.

You should see a link to **Add ORCID** under **My Actions** in Elements.

Use your ORCID credentials in the sign in box provided.
Authorise Elements to connect to ORCID if prompted, and your ORCID will connect to Elements.
To confirm your Elements profile is connected to ORCID from within Elements go to Menu > Manage > Publications > Automatic claiming. Under External profiles click on the ORCID ID symbol. If your ORCID is connected then it will display as connection status configured.

```
External profiles
Publications associated with the following profiles will be automatically claimed for you.

0000-0001-8582-3409   ORCID

Connection status: configured.

Manage    Remove profile
```