

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**.

Email frequency

The ORCID Registry provides notifications about things of interest, like updates to your ORCID record or being made a trusted individual, when they occur ([learn more about notifications](#)). How often would you like these notifications delivered to you via email?

Weekly summary ▼

- Immediately
- Daily summary
- Weekly summary
- Quarterly summary
- Never (notifications will still be available in your ORCID account)

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

We've found the following records that may be you. Your institution may have already created an ORCID Record for you. To access an existing account [Sign In](#).

[None of these are me - continue to registration](#)

ORCID iD	Email	First Name(s)	Last Name	Institution
0000-0001-7300-3489		Janice	Chan	
0000-0002-2451-2153		Yuet Ning Janice	Chan	

[None of these are me - continue to registration](#)

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.

A screenshot of the ORCID Biography page for Sheela Krnjajic. The page shows the user's name, ORCID ID (https://orcid.org/0000-0002-6293-2378), and links to view the public version or display the ID on other sites. There are sections for Education (0) and Employment (0), both with 'Add' and 'Sort' buttons. A red box highlights the edit icon (pencil) in the top right corner of the Biography section.

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**

A screenshot of the ORCID Works section. It shows sections for Education (0), Employment (0), Funding (0), and Works (0 of 0). Each section has an 'Add' and 'Sort' button. A red box highlights the 'Add works' button in the Works section, which has a dropdown menu open showing options: 'Search & link', 'Import BibTeX', and 'Add manually'.

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.

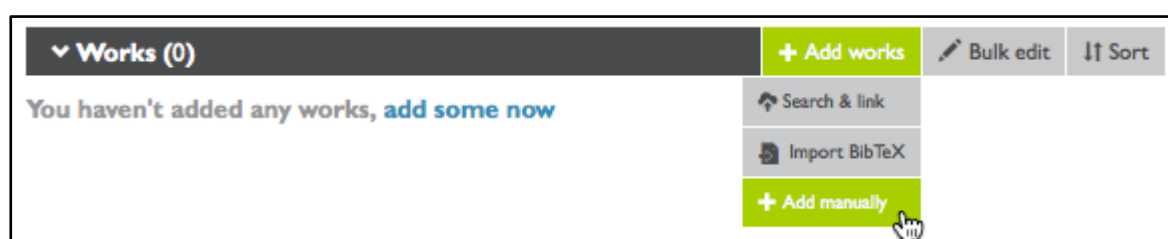
Tips to select the right tool for your works:

- 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:

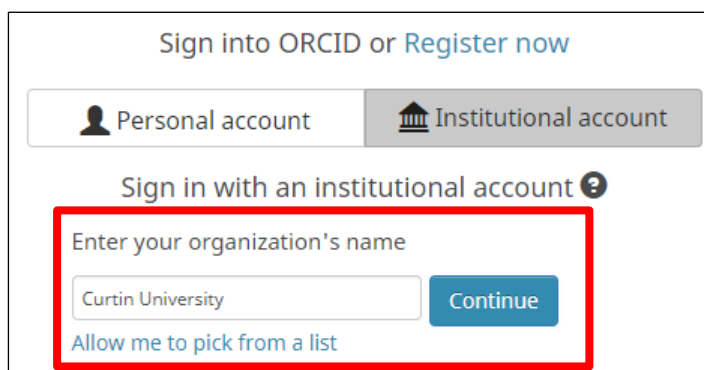
1. Ensure the trusted individual has an ORCID account
2. Go to <http://orcid.org/>, log in using your ORCID credentials

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**.

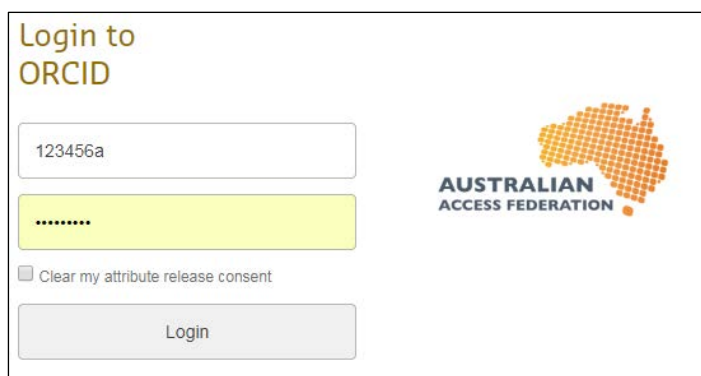
Sign in with an Institutional account

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.

[Data privacy information of the service](#)

The information above would be shared with the service if you proceed. Do you agree to release this information to the service every time you access it?

Select an information release consent duration:

- ☐ Ask me again at next login
 - I agree to send my information this time.
- ☒ Ask me again if information to be provided to this service changes
 - I agree that the same information will be sent automatically to this service in the future.
- ☐ Do not ask me again
 - I agree that **all** of my information will be released to **any** service.

This setting can be revoked at any time with the checkbox on the login page.

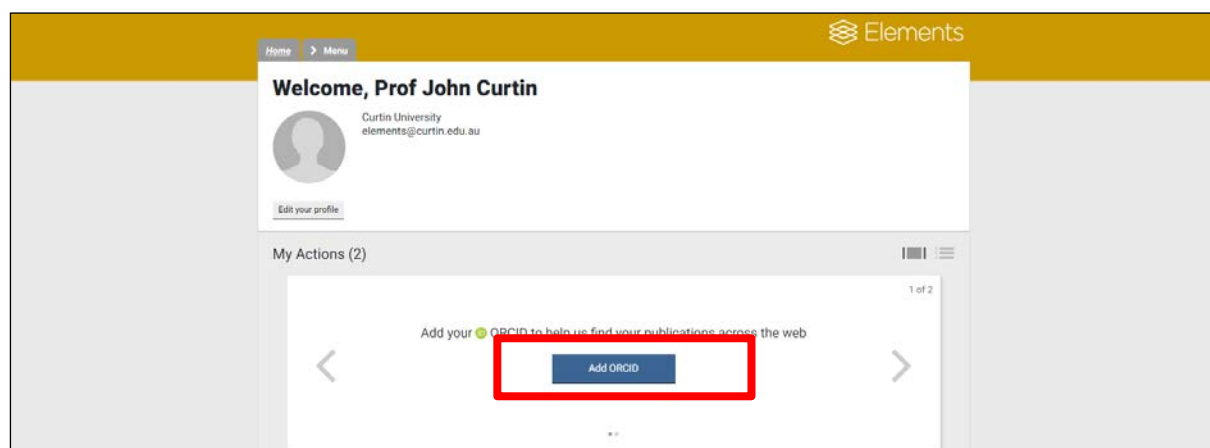
Sign in to your ORCID account and from now on you will be able to access your ORCID using your Curtin University account details without repeating these steps.

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.

ORCID

Sign into ORCID or [Register now](#)

Personal account

Institutional account

Sign in with your ORCID account

Email or ORCID iD

0000-0002-7592-8378

ORCID password

Sign into ORCID

Forgotten your password? [Reset it here](#)

Sign in with a social media account ?

f

g+

Authorise Elements to connect to ORCID if prompted, and your ORCID will connect to Elements

Logged in as John Curtin

LOG OUT

ORCID connection established for 0000-0002-7592-8378.

Elements

Home Menu

Welcome, Prof John Curtin

Curtin University

elements@curtin.edu.au

Edit your profile

My Actions (2)

1 of 2


Add your ORCID to help us find your publications across the web

Add ORCID

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**