The Office Research Services (ORS) has pulled together and highlighted information about ORCID in an effort to assist YSU's research community. More information can be found at http://ORCID.org. If you have questions about ORCID or need assistance, please contact a member of the ORS staff.

What is ORCID?
Open Researcher and Contributor IDentifier
ORCID is a “non-profit, community-driven effort to create and maintain a registry of unique researcher identifiers and a transparent method of linking research activities and outputs to these identifiers” (http://ORCID.org/content/initiative).

What is an ORCID iD?
An ORCID iD is a 16 digit unique identifier, for example, 0000-0002-1825-0097.

Benefits of ORCID
1. Track different forms of an individual researcher’s name across systems;
2. Distinguish between different researchers with the same name;
3. Identify all scholarly works associated with a particular researcher.
4. Unlike other identifier systems, ORCID is open and community-driven, and reaches across disciplines, geographic regions, and types of content held by publishers, journals, and funding agencies to include all types of scholarly works (e.g., articles, books, data sets, grants, software, etc.).

Retrieving Your ORCID iD & Account
If you have or suspect you have an existing ORCID account, but you do not recall your login information or your ORCID iD number, there are a few ways you can retrieve it.

a. Look up your name in the search bar on the main page of the ORCID website (or use the advanced search functionality at https://orcid.org/orcid-search/search). If your profile is in any way populated and the information is set to visible - you will be able to identify yourself and see your ORCID iD.
b. Go to https://orcid.org/signin and enter the email address you think might be associated with your ORCID account, and select the “Forgotten your password? Reset it here” option. ORCID will send an email to that address with either a link to reset the password, or notification that the email address is not registered.
Creating Your NEW ORCID iD

1. Register through the ORCID website, [https://ORCID.org/register](https://ORCID.org/register)
   a. During registration, it is recommended that you select "Everyone" under the visibility settings. If you are not comfortable with that, you should select "Trusted Parties".

2. Follow emailed verification instructions

   ![Verification Instructions Image]

   **Pick Everyone or Trusted Parties**

   ![Verify your email address image]

   Your 16-digit ORCID identifier is 0000-0003-2781-5263, and your full ORCID ID and the link to your public record is [https://orcid.org/0000-0003-2781-5263](https://orcid.org/0000-0003-2781-5263)
3. Complete the Biography section

- Make sure this is set to Trusted Parties or Everyone.
- Information is manually entered for these four sections.
- In these two sections, information can be entered manually or through linking (see instructions below).

4a Complete the Funding section – IMPORTING

- Select Search & link, and then click on the DimensionsWizard link.
- A new tab will open asking for permission to link to your ORCID iD. Click the Authorize button.
Once you've selected all of your grants, click on Next.

Enter your name, click on the Find by name button.

Check the boxes for the grants you want to import into ORCID.
4b. Completing the Funding section – MANUALLY

Verify your grants, and click on Submit to ORCID. The grants will be imported to your ORCID account – you may need to close and re-open your ORCID account to see the additions.

Select Add manually from the +Add Funding drop down menu.

An Add Funding pop-up will open. Fill out form, set visibility to Trusted Parties or Everyone, select Add to list.
5. Completing the Works section – importing

For the Import options, click on the appropriate choice, and follow the instructions.

For Add manually, fill out, set visibility to Trusted Parties or Everyone, select Add to list.