

# First use manual for ORCID

ORCID provides a persistent digital identifier (an ORCID iD) that you own and control, and that distinguishes you from every other researcher. This identifier can be used across other applications and platforms for easier tracking of your professional information.

## Obtaining an ORCID iD

Using ORCID requires creating your own account via their service. Account can be later linked to other authentication gateways, such as Google, Facebook, or CAS - Charles University Central Authentication Service.

Create a new ORCID account following these steps:

1. Open an internet browser at <https://orcid.org/>.
2. Open the “SIGN IN/REGISTER” page (Fig. 1).

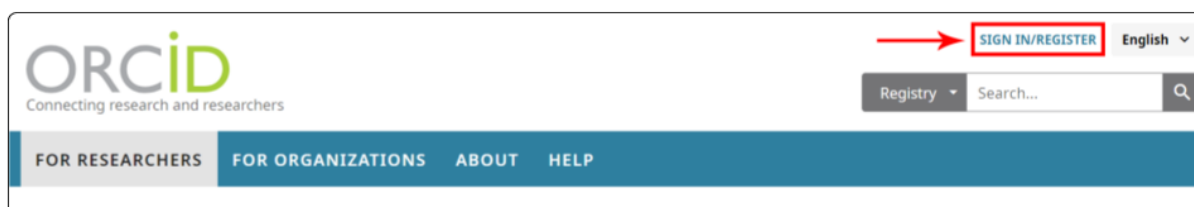


Figure 1 - ORCID Mainpage

3. Switch to the register page (Fig. 2a) and fill in your details needed for the account.

It is advised to fill in additional emails (Fig. 2b) in case that your university email is used for account creation (Email access is needed for some tasks, e.g. password reset). They can be added later in account settings.

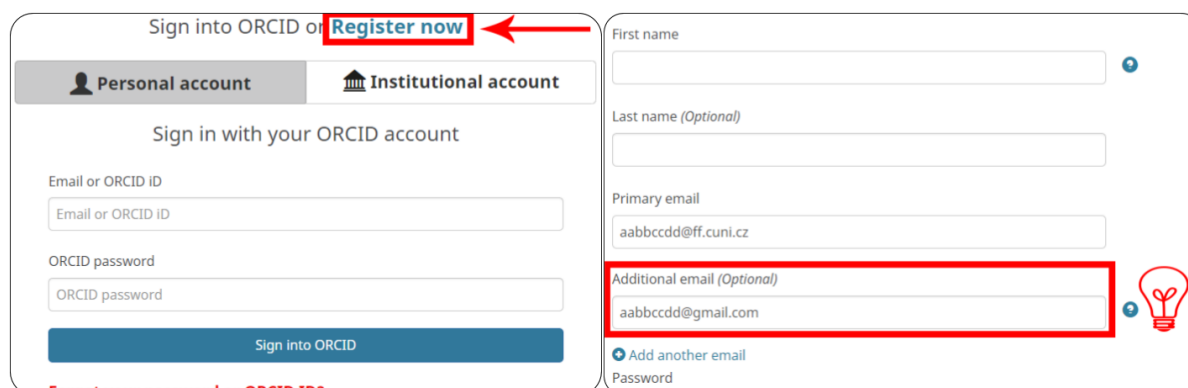


Figure 2a - Sign in page

Figure 2b - Register page

4. Choose the visibility of your ORCID profile, accept the Terms of use and by submitting the form complete your registration.

After finishing the registration, an email with a verification link will be sent. If no email arrived within a few minutes, there is an option to resend it after logging in.

With an account created, you can sign in. An option of linking your account to different gateways is now available. This step is completely optional, but it might be more convenient to be able to sign in using CAS, Facebook or other available gateways.

To link your ORCID account to other gateways follow these steps:

1. Go to the “Sign in” page (Fig. 2a).
2. Select the gateway you want to sign in with (allow the use of ORCID if necessary):
  - a. For linking to your Facebook or Google account, click such option under the sign in form (Fig. 3a bottom).
  - b. For linking to your CAS or other university gateway, click “Institutional account” and use the form provided to search for your university. After clicking continue, you will be redirected to selected university gateway for authorization (Fig. 3a top, Fig 3b).

Figure 3a - sign in page

Figure 3b - Sign in via Institutional account

3. After signing to the gateway, you will be redirected back to the ORCID webpage. Use the credentials used during registration to ORCID.

If you no longer want to have your ORCID account linked, the link can be undone in account settings.

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## Adding works to an ORCID account

The ORCID service provides four ways to add works (research outputs, including publications, data sets, conference presentations, etc..) to your iD. Apart from manually typing the metadata, options available are adding via 'Link wizard' - import from selected search engines, adding using an identifier - DOI (Crossref, DataCite, and mEDRA only at present), ArXiv, or PubMed ID, and lastly, import from BibTeX file.

To add a new work record to your profile, follow these steps:

1. Go to your ORCID record (<https://orcid.org/my-orcid>).
2. Click the "+ Add works" button in the "Works" tab (Fig. 4).

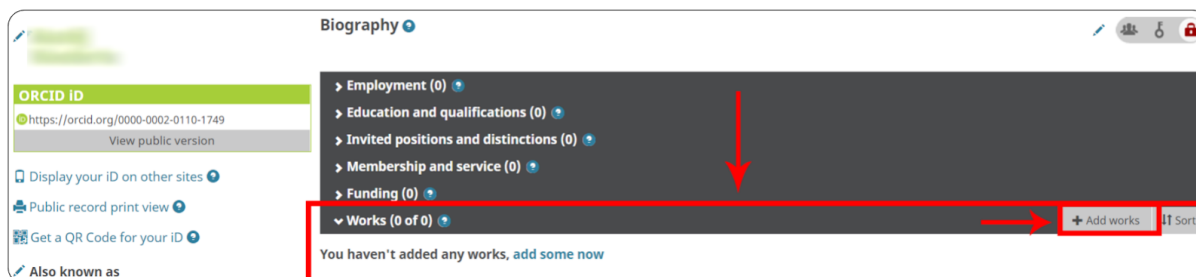


Figure 4 - ORCID record page

3. Select the adding method (described later).
4. Follow the steps of given method to finish adding a new work.

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## Choosing the method of adding a new works

As described in the previous section, there are four options how to add a new works record to your ORCID profile:

1. Search & link using selected external services
2. Using an identifier to import data
3. Import data from BibTeX
4. Manually enter all relevant data

ORCID team recommends using the first, "Search & link" option for the least amount of data corruption risk. Using this options links your added work to the trusted organization, who can ensure that your works data are up to date and always trustworthy.

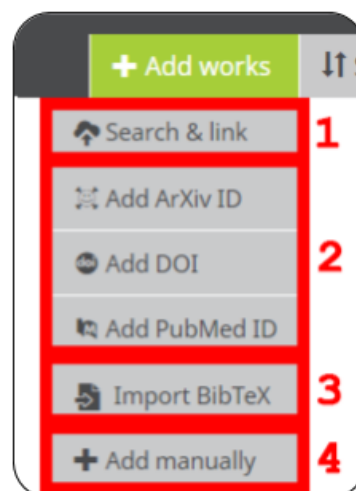


Figure 5 - options