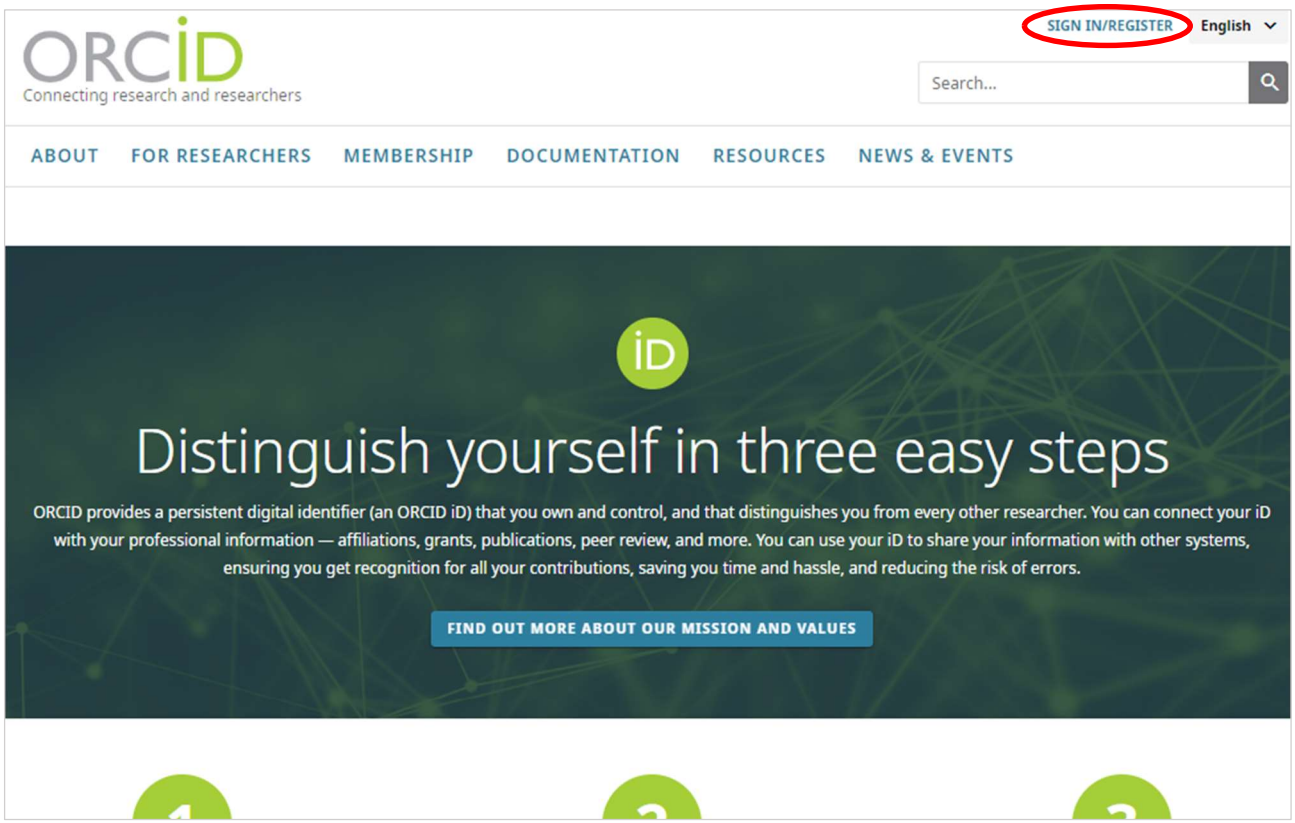
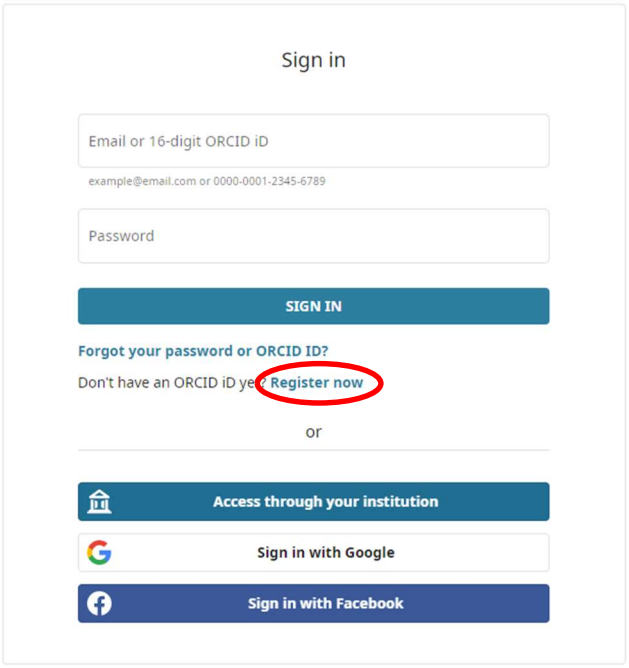
Creating an ORCiD profile and assigning an ORCID iD

For creating a profile and getting an ORCID iD assigned, start by opening the „SIGN IN/REGISTER“ form by clicking the button in upper right corner of the https://orcid.org/ website.

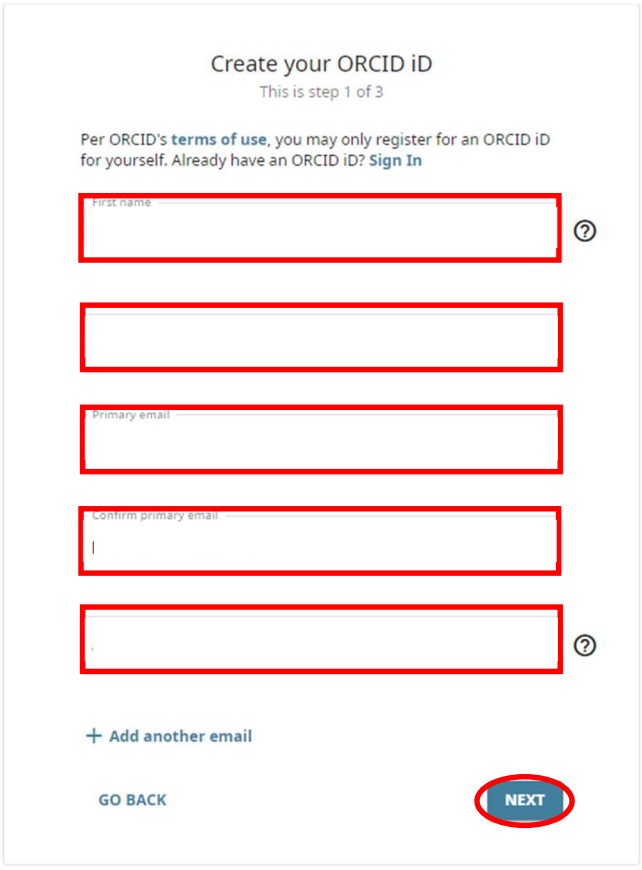


You can obtain an ORCID iD in the following ways:

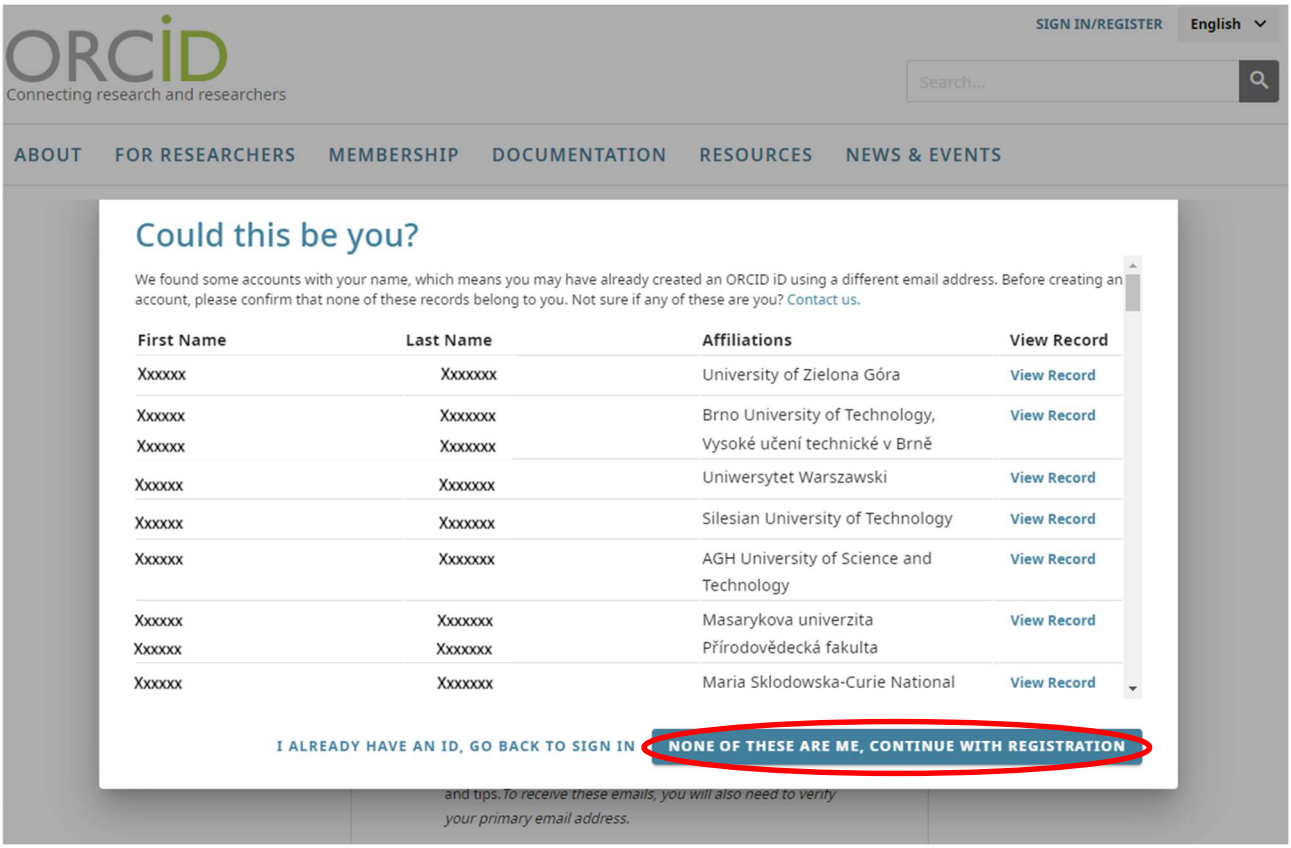
1) from the CU network via institutional login (go to page 6);
2) from outside the CU network - click on the "Register now" button (follow the instructions below) …



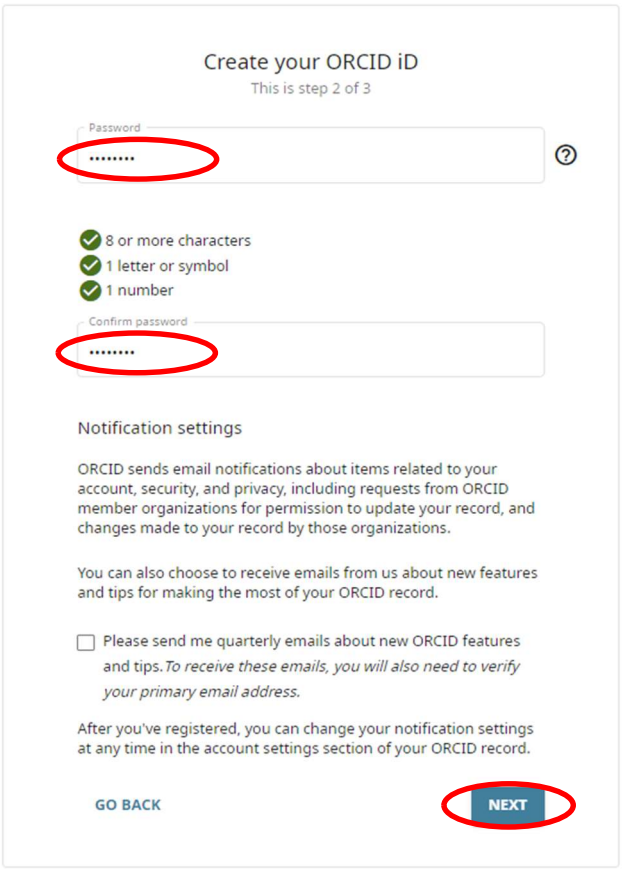
... fill in the marked fields and confirm (if you are not sure whether you have already set up an ORCID iD, please provide all available email addresses) and confirm with the "Next" button:



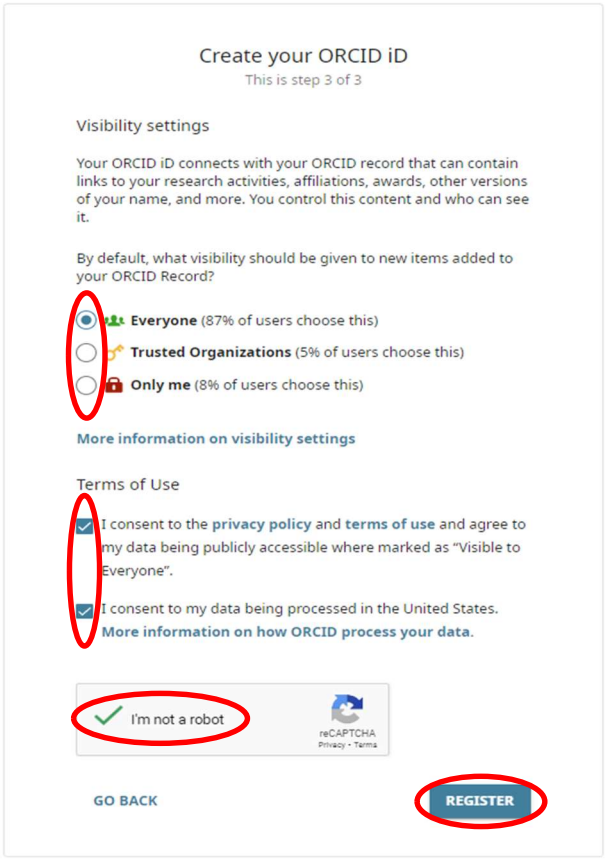
If you would have created an ORCID iD with a different email address in the past, you can select this account. If you did not find a match, continue with the registration:



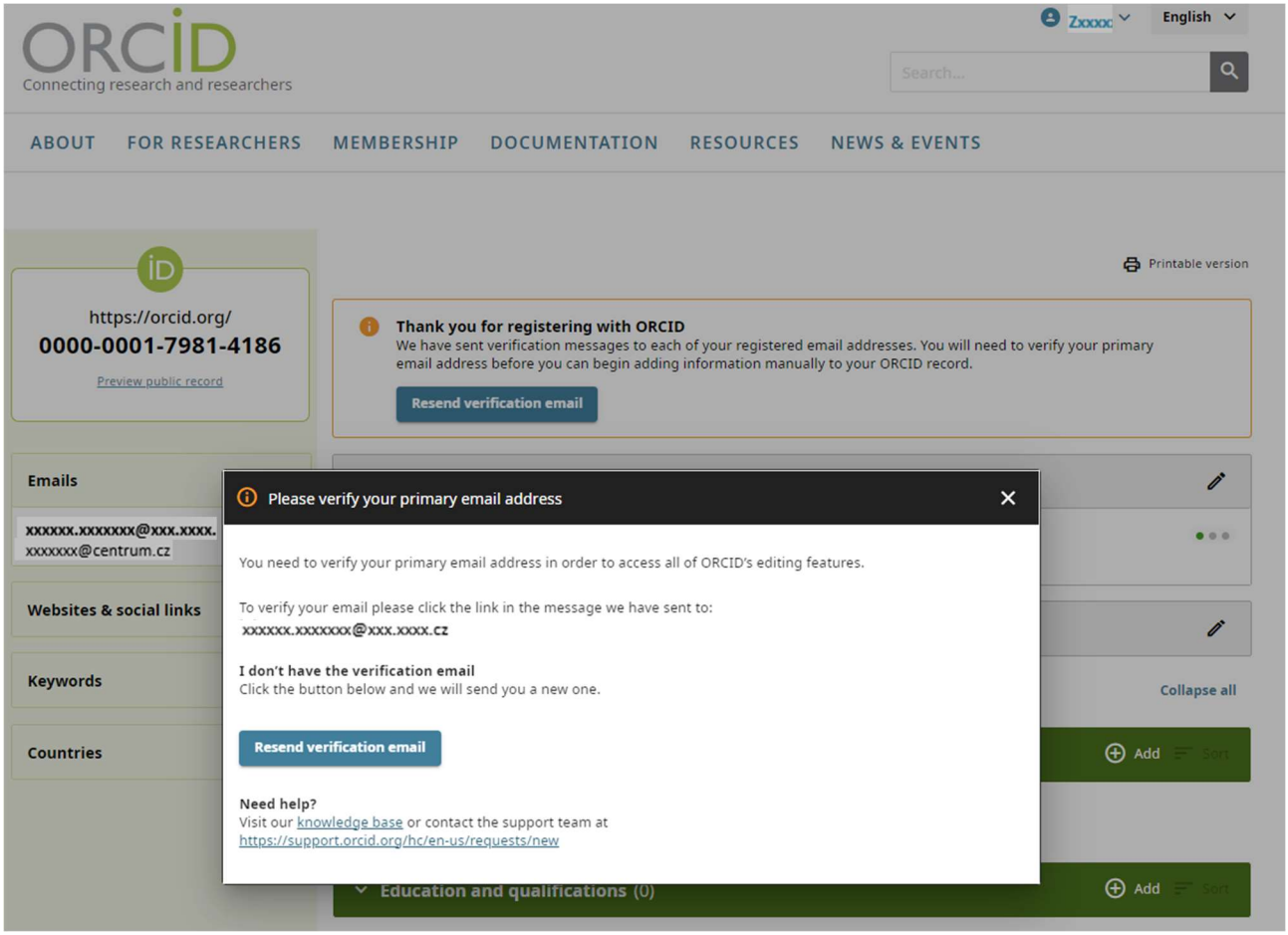
Select and confirm the password...



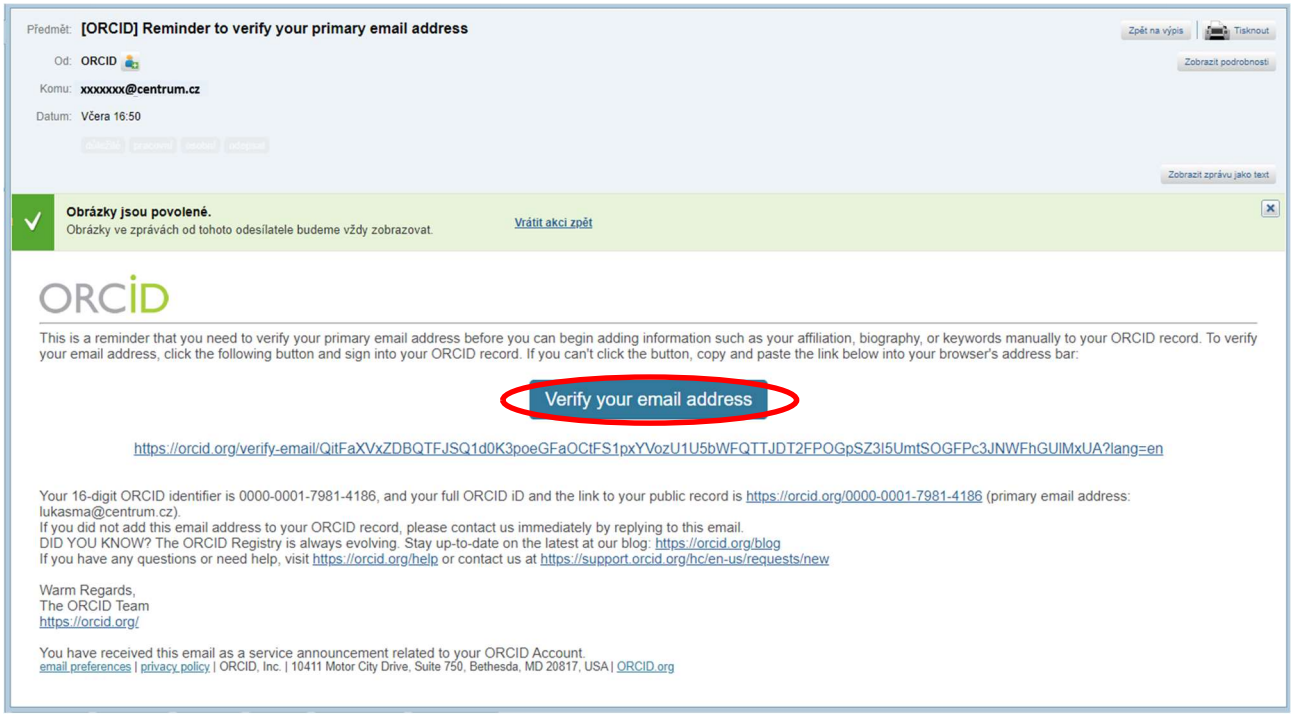
... select the visibility parameter, confirm the terms of use, check the "I am not a robot" box and click the "REGISTER" button:



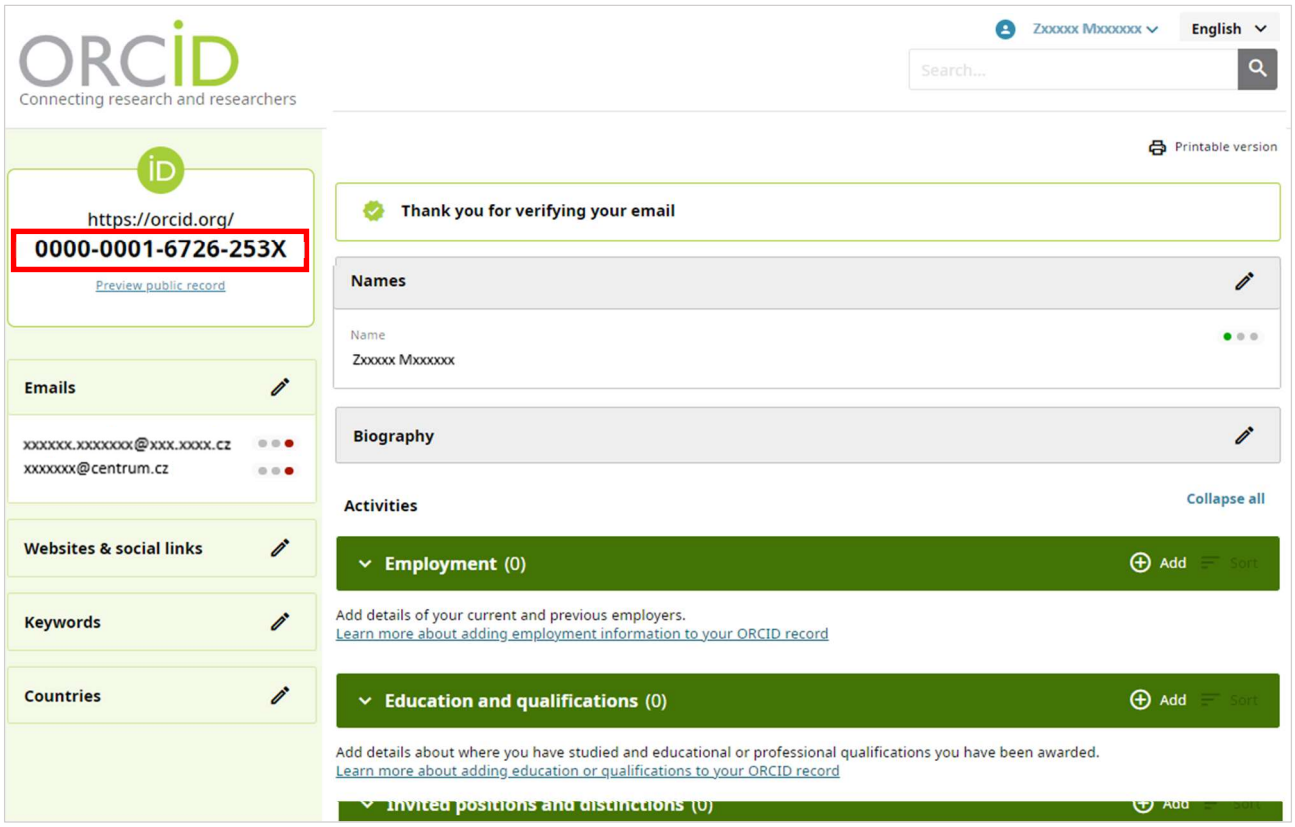
Once registered, an activation email will be sent to the primary email address provided during registration:



Verify your email address in your inbox with the "Verify your email address" button, ...



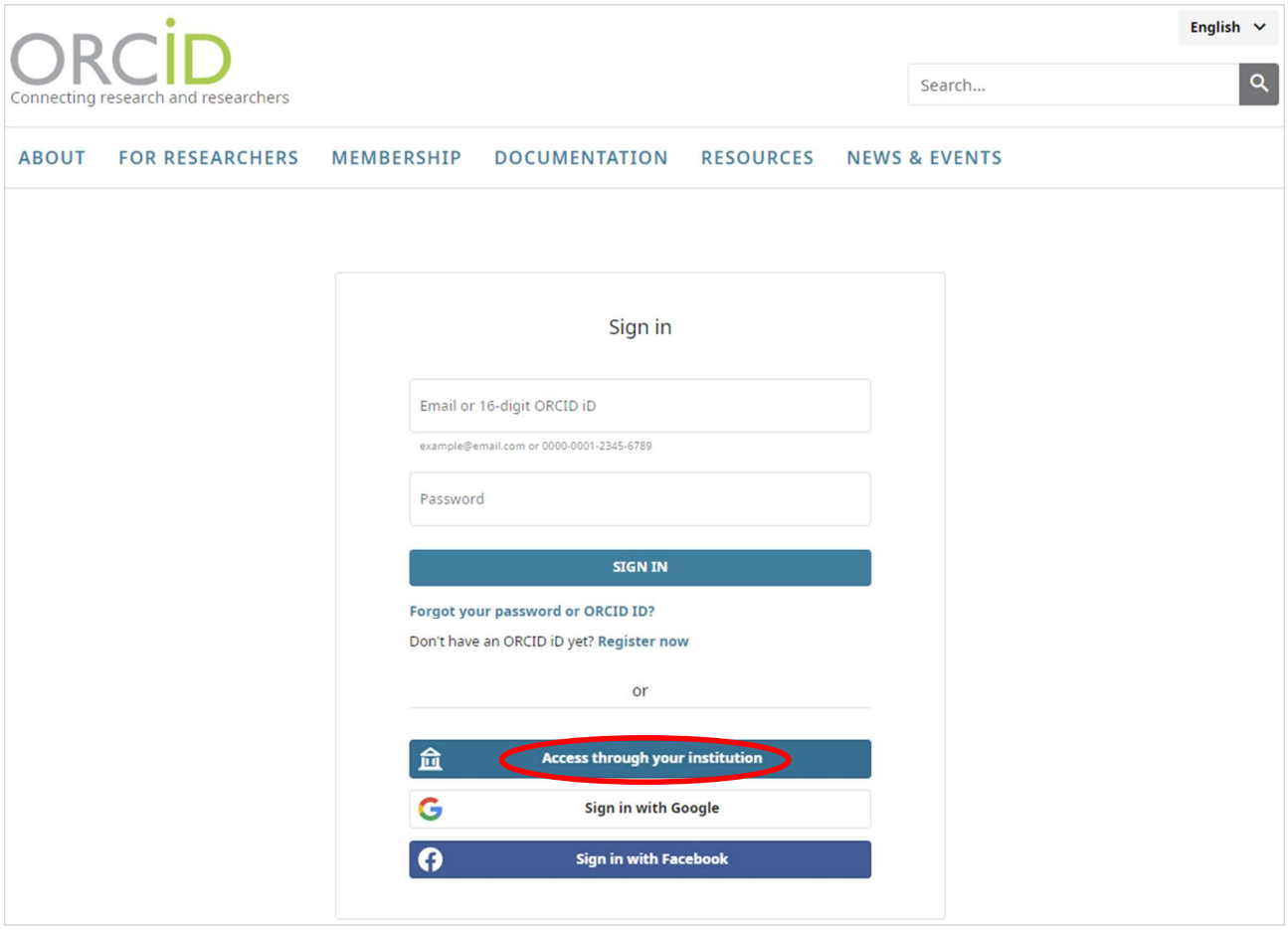
... your account page will open with the assigned ORCID iD, ...



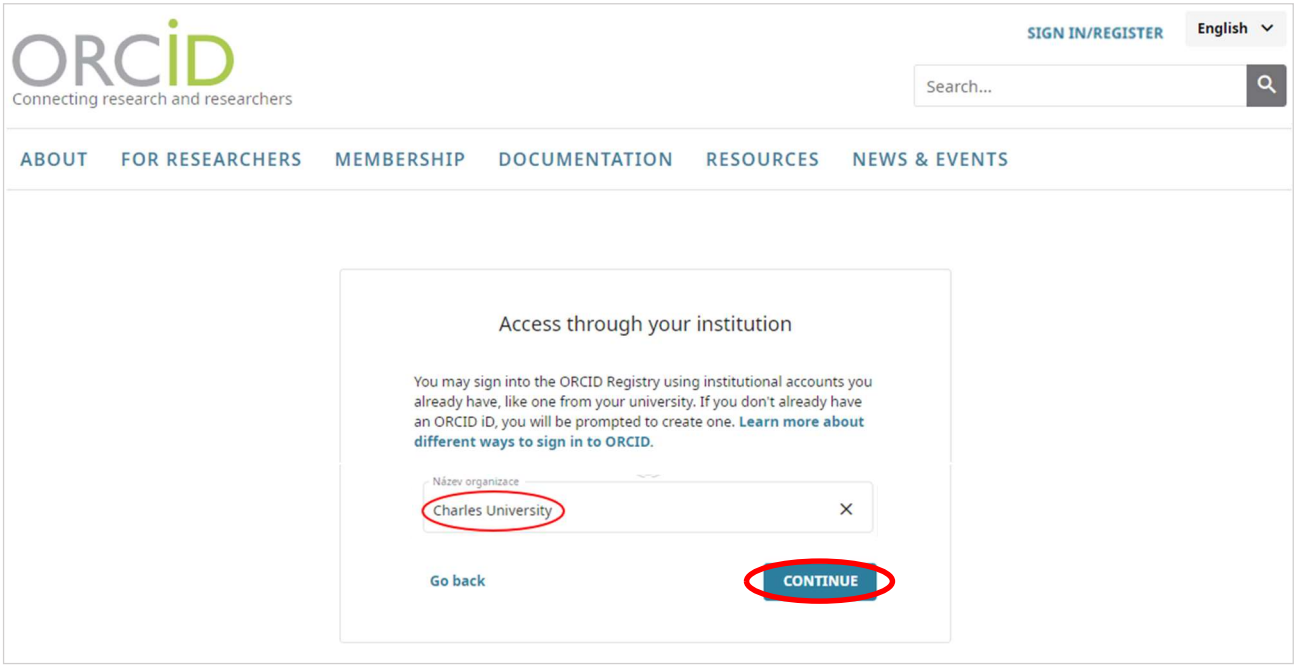
... where you can connect your works to your ORCID account (go to page 11) and customize your profile to your requirements.

ORCID iD via institutional login

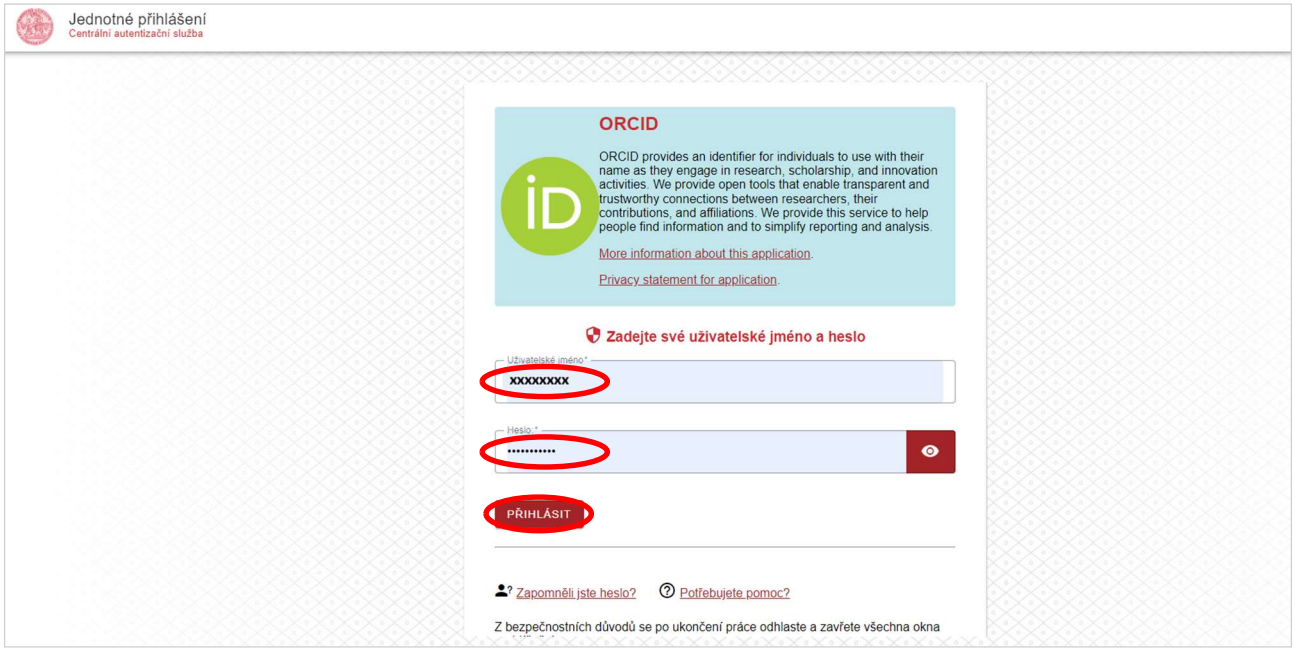
Select the option to access through your institution ...



... enter the name of your institution (in English) and click "Continue".

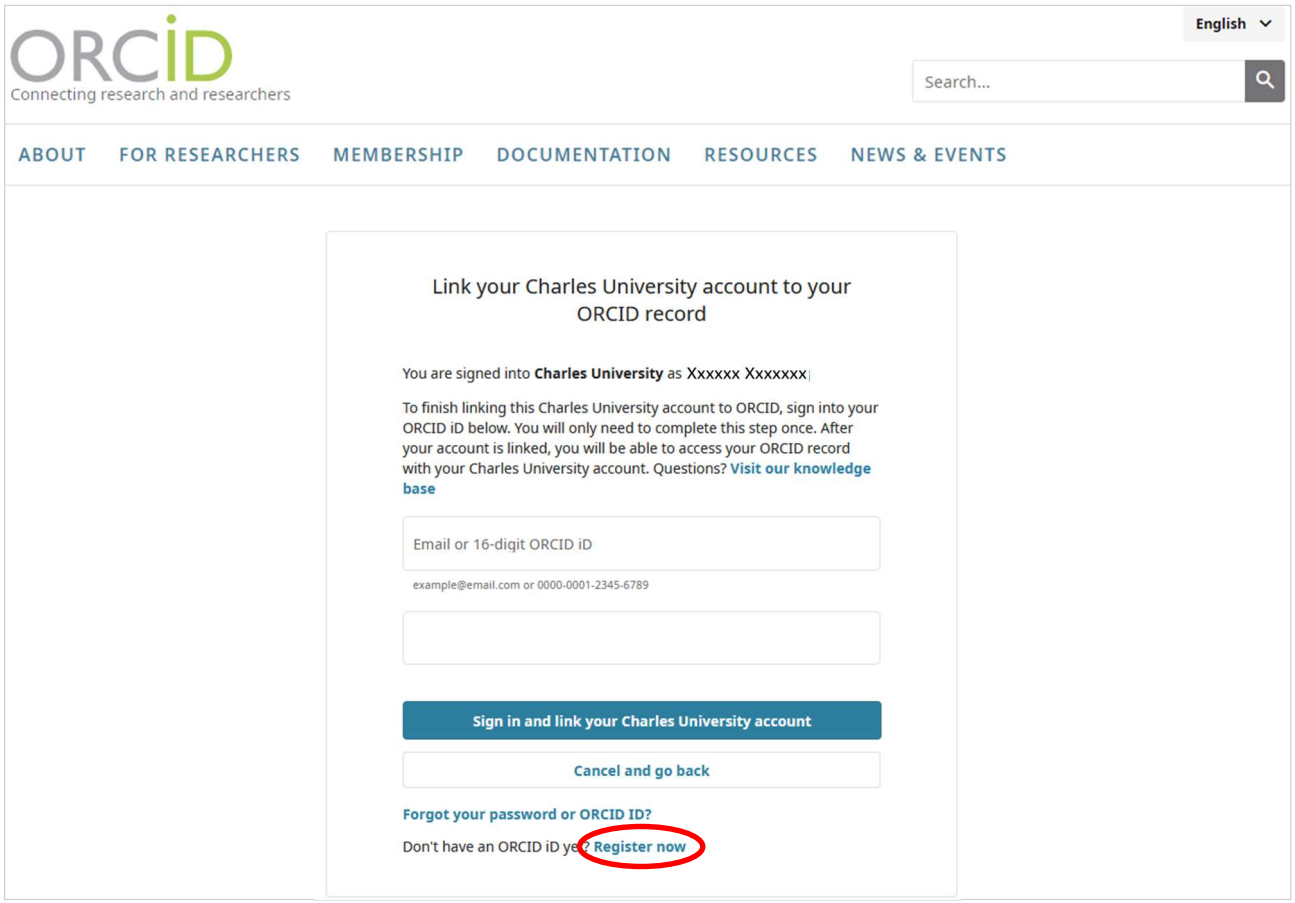


Enter your university login credentials (the same username and password used for CAS) and confirm. (If you are logged into your institution's network, this screen will not appear.)

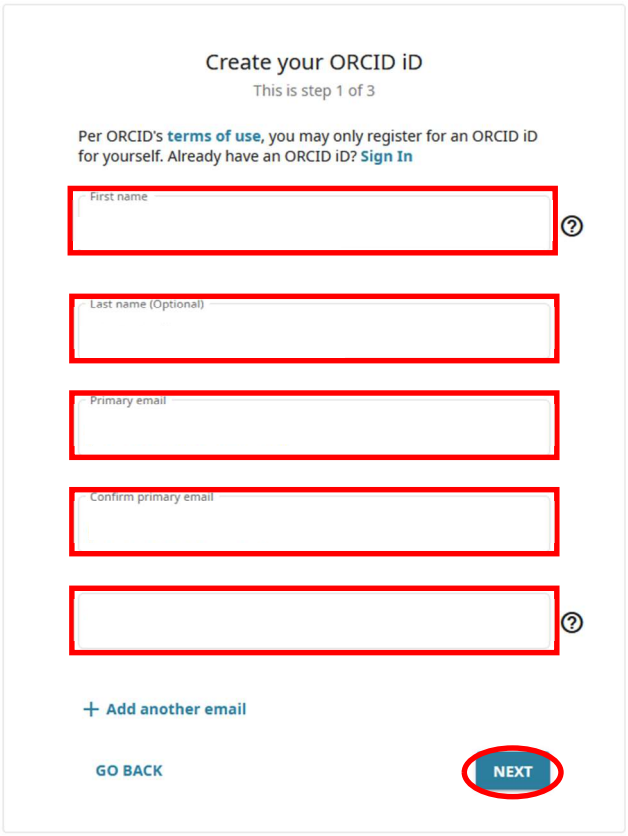


Select the data validity period and confirm:

Click on the "Get your ORCID iD" button ...



...fill in the marked fields and confirm (if you are not sure whether you have already set up an ORCID iD, please provide all available email addresses).



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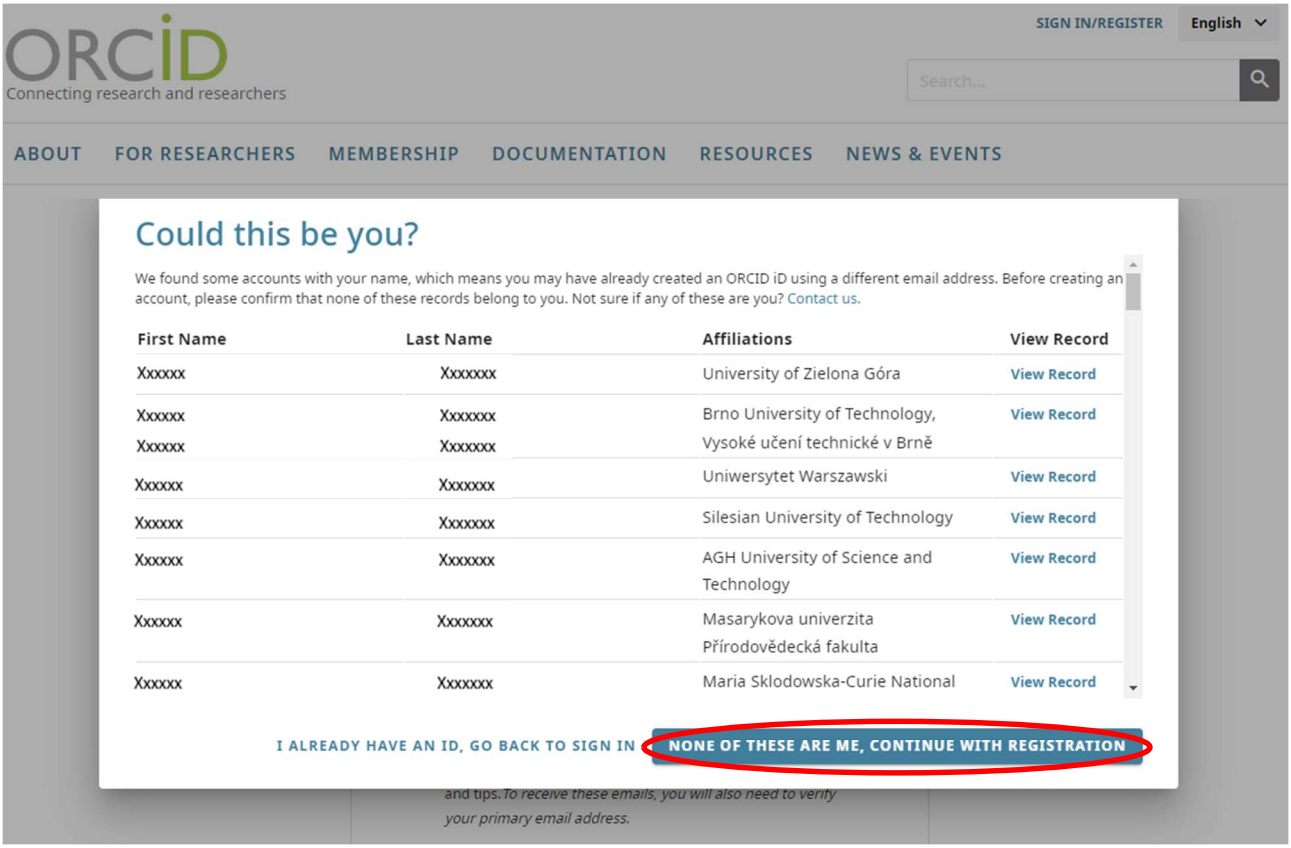
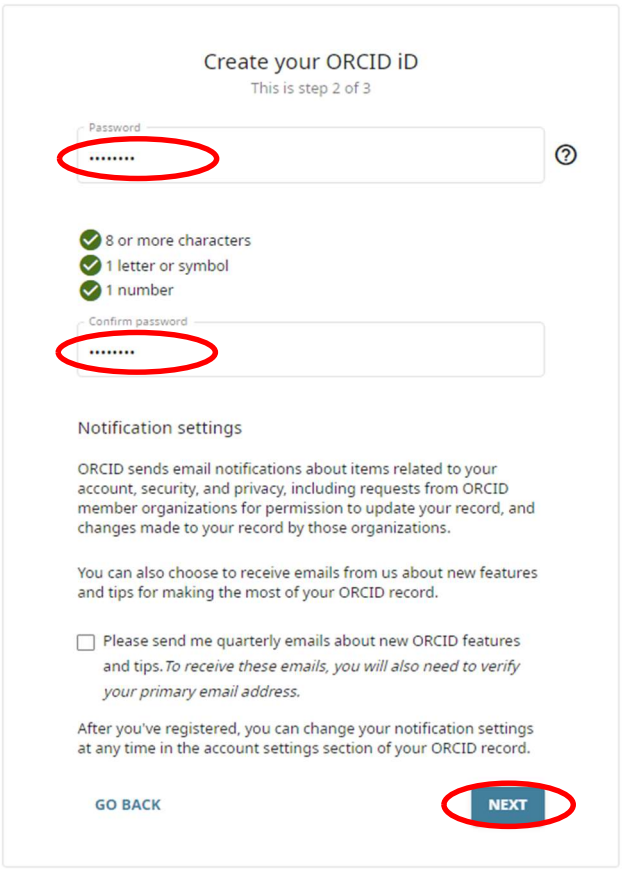
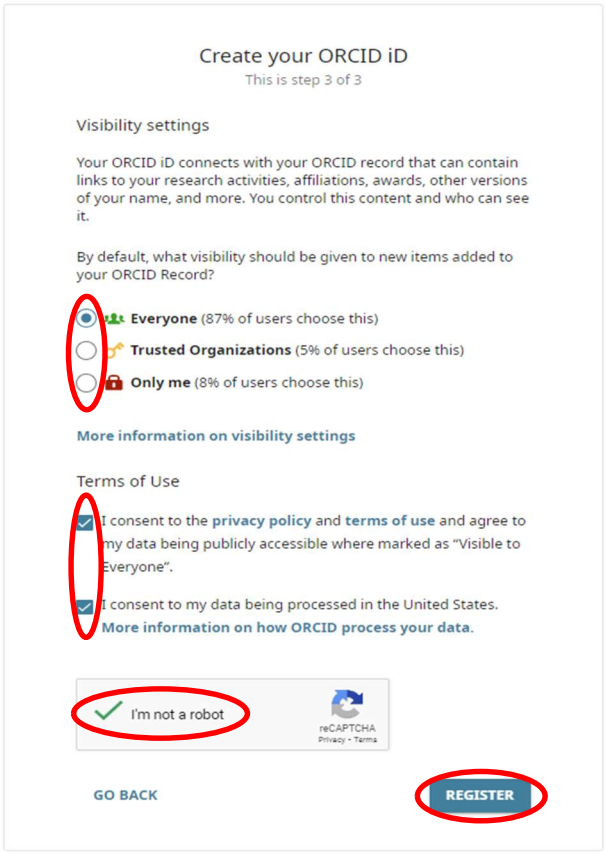


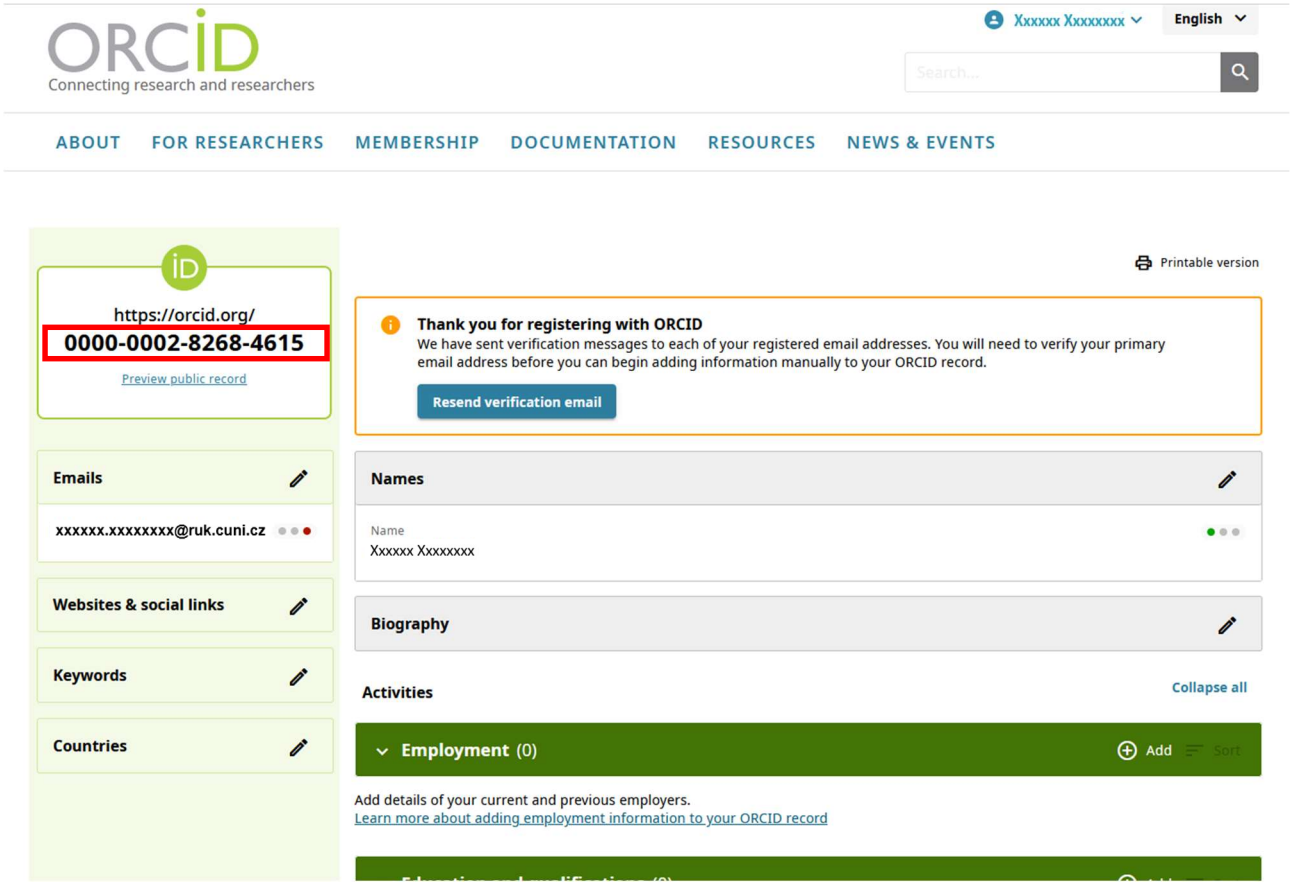
Select and confirm the password...



... select the visibility parameter, confirm the terms of use, check the "I am not a robot" box and click the "REGISTER" button:

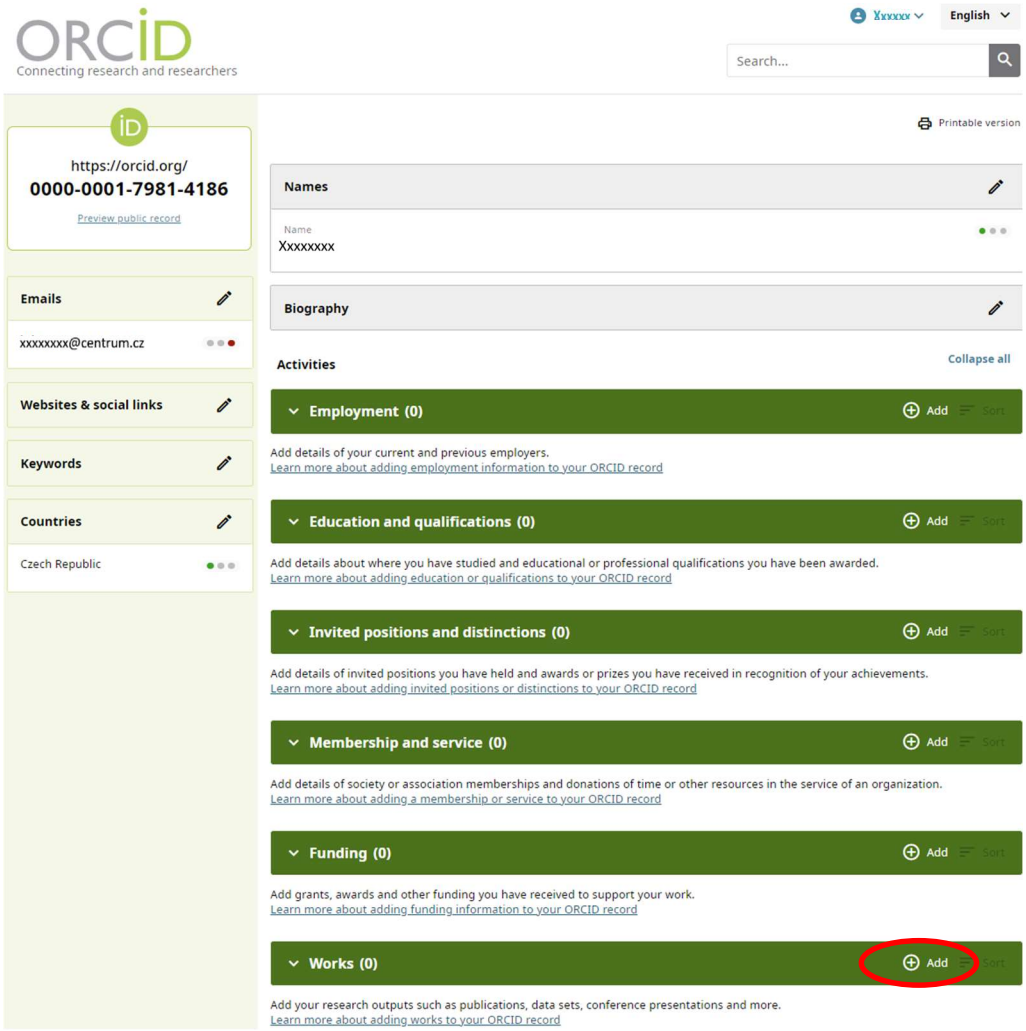


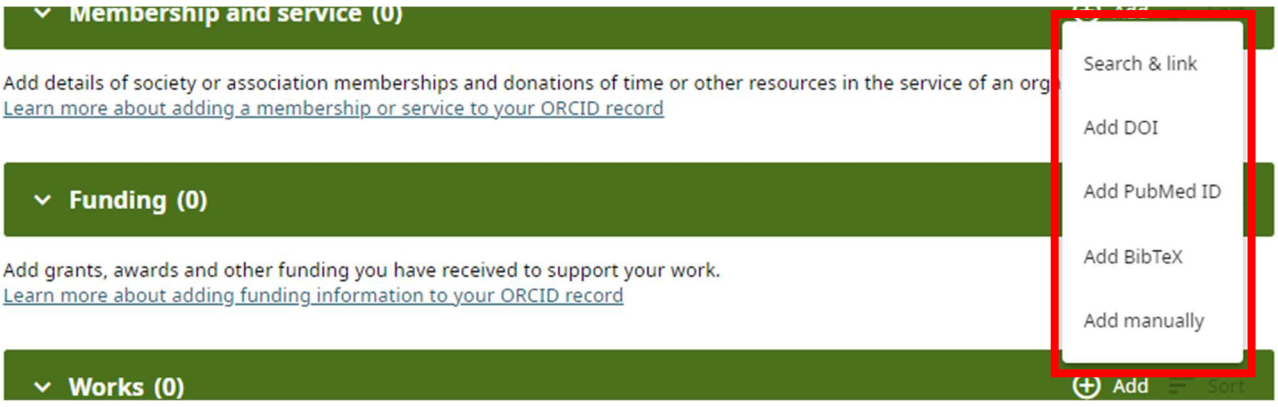
... and your ORCiD profile page will open with your assigned ORCID iD.



Adding publications to an ORCID account

On the home page under Activities, go to the last tab „Works“ and click on „⊕ Add“ on the right.



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 or PubMed ID and lastly, import from BibTeX file.

Select one of the offered methods and follow the steps of the selected method to complete adding a new publication.