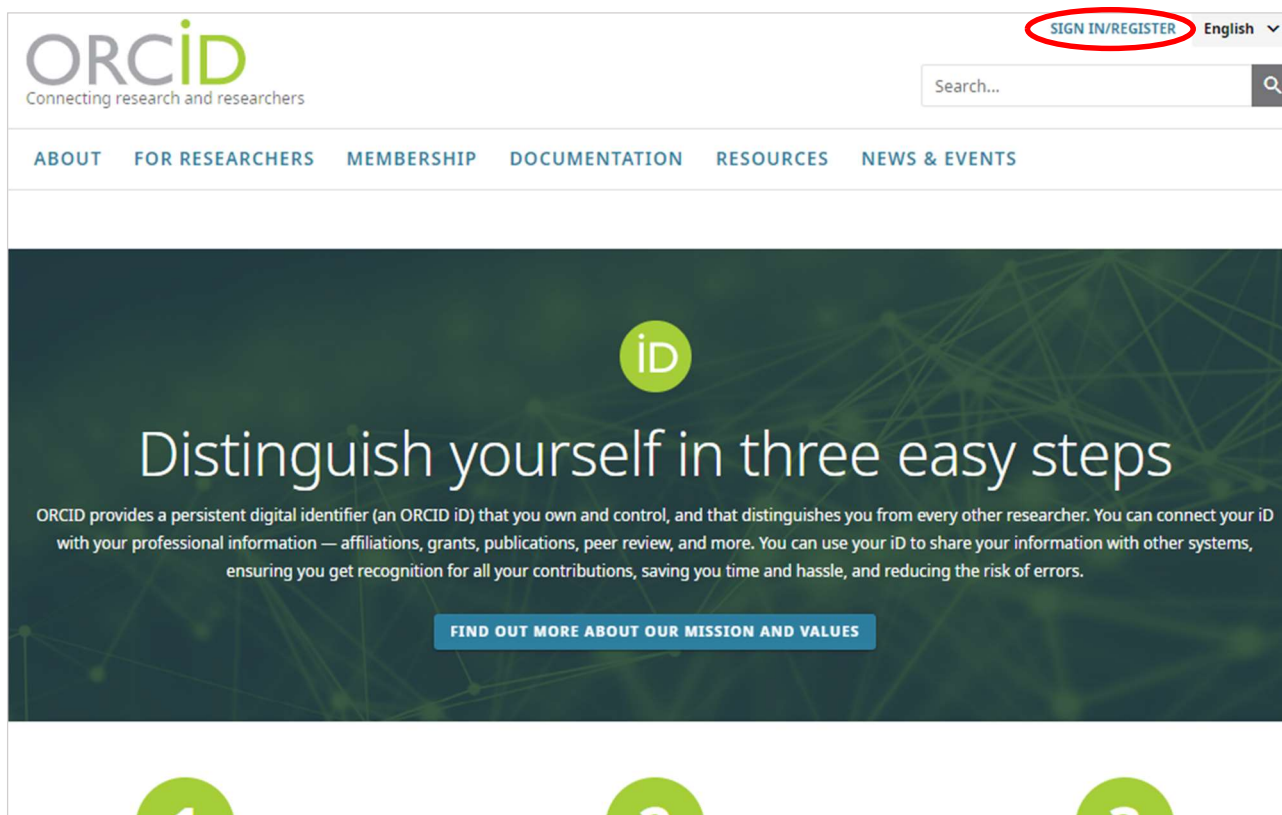


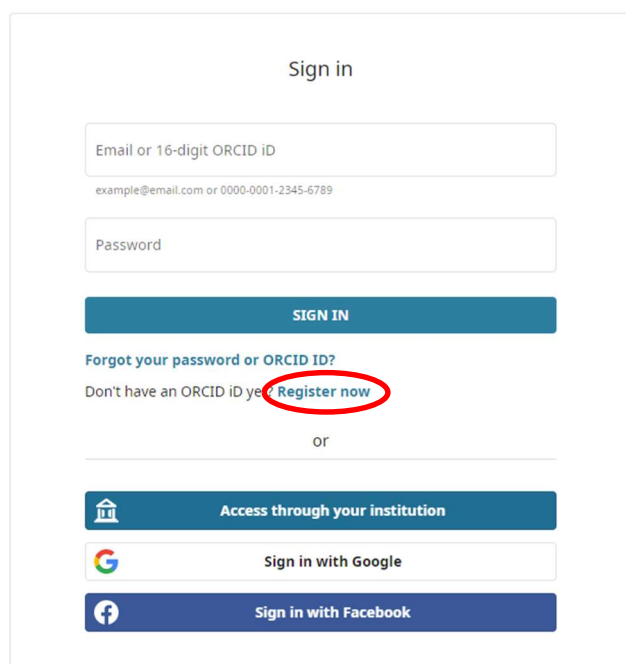
# Creating an ORCID profile and assigning an ORCID iD

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) ...

The image shows the ORCID sign-in form. It has a title 'Sign in'. There are two input fields: 'Email or 16-digit ORCID ID' with a placeholder 'example@email.com or 0000-0001-2345-6789' and 'Password'. Below these is a blue 'SIGN IN' button. Underneath, there is a link 'Forgot your password or ORCID ID?' and a link 'Don't have an ORCID iD yet? Register now' which is circled in red. Below this is the word 'or'. At the bottom, there are three buttons: 'Access through your institution' with a building icon, 'Sign in with Google' with the Google logo, and 'Sign in with Facebook' with the Facebook logo.

... 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:

**Create your ORCID iD**  
This is step 1 of 3

Per ORCID's [terms of use](#), you may only register for an ORCID iD for yourself. Already have an ORCID iD? [Sign In](#)

First name  ?

Primary email

Confirm primary email

?

[+ Add another email](#)

[GO BACK](#) [NEXT](#)

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:

SIGN IN/REGISTER English ▾

ORCID  
Connecting research and researchers

Search...

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### Could this be you?

We found some accounts with your name, which means you may have already created an ORCID iD using a different email address. Before creating an account, please confirm that none of these records belong to you. Not sure if any of these are you? [Contact us](#).

First Name	Last Name	Affiliations	View Record
Xxxxxx	Xxxxxxx	University of Zielona Góra	<a href="#">View Record</a>
Xxxxxx	Xxxxxxx	Brno University of Technology, Vysoké učení technické v Brně	<a href="#">View Record</a>
Xxxxxx	Xxxxxxx	Uniwersytet Warszawski	<a href="#">View Record</a>
Xxxxxx	Xxxxxxx	Silesian University of Technology	<a href="#">View Record</a>
Xxxxxx	Xxxxxxx	AGH University of Science and Technology	<a href="#">View Record</a>
Xxxxxx	Xxxxxxx	Masarykova univerzita	<a href="#">View Record</a>
Xxxxxx	Xxxxxxx	Přírodovědecká fakulta	<a href="#">View Record</a>
Xxxxxx	Xxxxxxx	Maria Skłodowska-Curie National	<a href="#">View Record</a>

I ALREADY HAVE AN ID, GO BACK TO SIGN IN [NONE OF THESE ARE ME, CONTINUE WITH REGISTRATION](#)

and tips. To receive these emails, you will also need to verify your primary email address.

Select and confirm the password...

**Create your ORCID iD**  
This is step 2 of 3

Password  ?

- 8 or more characters
- 1 letter or symbol
- 1 number

Confirm password

**Notification settings**

ORCID sends email notifications about items related to your account, security, and privacy, including requests from ORCID member organizations for permission to update your record, and changes made to your record by those organizations.

You can also choose to receive emails from us about new features and tips for making the most of your ORCID record.

Please send me quarterly emails about new ORCID features and tips. *To receive these emails, you will also need to verify your primary email address.*

After you've registered, you can change your notification settings at any time in the account settings section of your ORCID record.

[GO BACK](#) [NEXT](#)

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

**Create your ORCID iD**  
This is step 3 of 3

**Visibility settings**

Your ORCID iD connects with your ORCID record that can contain links to your research activities, affiliations, awards, other versions of your name, and more. You control this content and who can see it.

By default, what visibility should be given to new items added to your ORCID Record?

- Everyone** (87% of users choose this)
- Trusted Organizations** (5% of users choose this)
- Only me** (8% of users choose this)

[More information on visibility settings](#)

**Terms of Use**

- I consent to the [privacy policy](#) and [terms of use](#) and agree to my data being publicly accessible where marked as "Visible to Everyone".
- I consent to my data being processed in the United States. [More information on how ORCID process your data.](#)

I'm not a robot

[GO BACK](#) [REGISTER](#)

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

The screenshot shows the ORCID user profile page. At the top, there is a search bar and navigation links: ABOUT, FOR RESEARCHERS, MEMBERSHIP, DOCUMENTATION, RESOURCES, NEWS & EVENTS. The user's profile information is displayed, including the ORCID ID: 0000-0001-7981-4186. A notification box states: "Thank you for registering with ORCID. We have sent verification messages to each of your registered email addresses. You will need to verify your primary email address before you can begin adding information manually to your ORCID record." Below this is a "Resend verification email" button. A modal dialog box is open, titled "Please verify your primary email address". It contains the following text: "You need to verify your primary email address in order to access all of ORCID's editing features. To verify your email please click the link in the message we have sent to: xxxxxxxx@centrum.cz. I don't have the verification email. Click the button below and we will send you a new one." There is a "Resend verification email" button in the modal. At the bottom of the modal, there is a "Need help?" section with links to the knowledge base and support team.

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

The screenshot shows an email reminder from ORCID. The subject is "[ORCID] Reminder to verify your primary email address". The sender is ORCID. The recipient is xxxxxxxx@centrum.cz. The date is Včera 16:50. The email content includes the ORCID logo and the following text: "This is a reminder that you need to verify your primary email address before you can begin adding information such as your affiliation, biography, or keywords manually to your ORCID record. To verify your email address, click the following button and sign into your ORCID record. If you can't click the button, copy and paste the link below into your browser's address bar." A blue button labeled "Verify your email address" is highlighted with a red oval. Below the button is a long URL: <https://orcid.org/verify-email/QitFaXVxZDBQTFJSQ1d0K3poeGFaOCfES1pxYVozU1U5bWFQITJDT2FPOGpSZ3l5UmtSQGFPC3JNWFhGUIMxUA?lang=en>. The email also includes the user's ORCID identifier (0000-0001-7981-4186) and a link to their public record. It concludes with "Warm Regards, The ORCID Team" and a link to the ORCID website. At the bottom, there is a footer with contact information for ORCID, Inc.

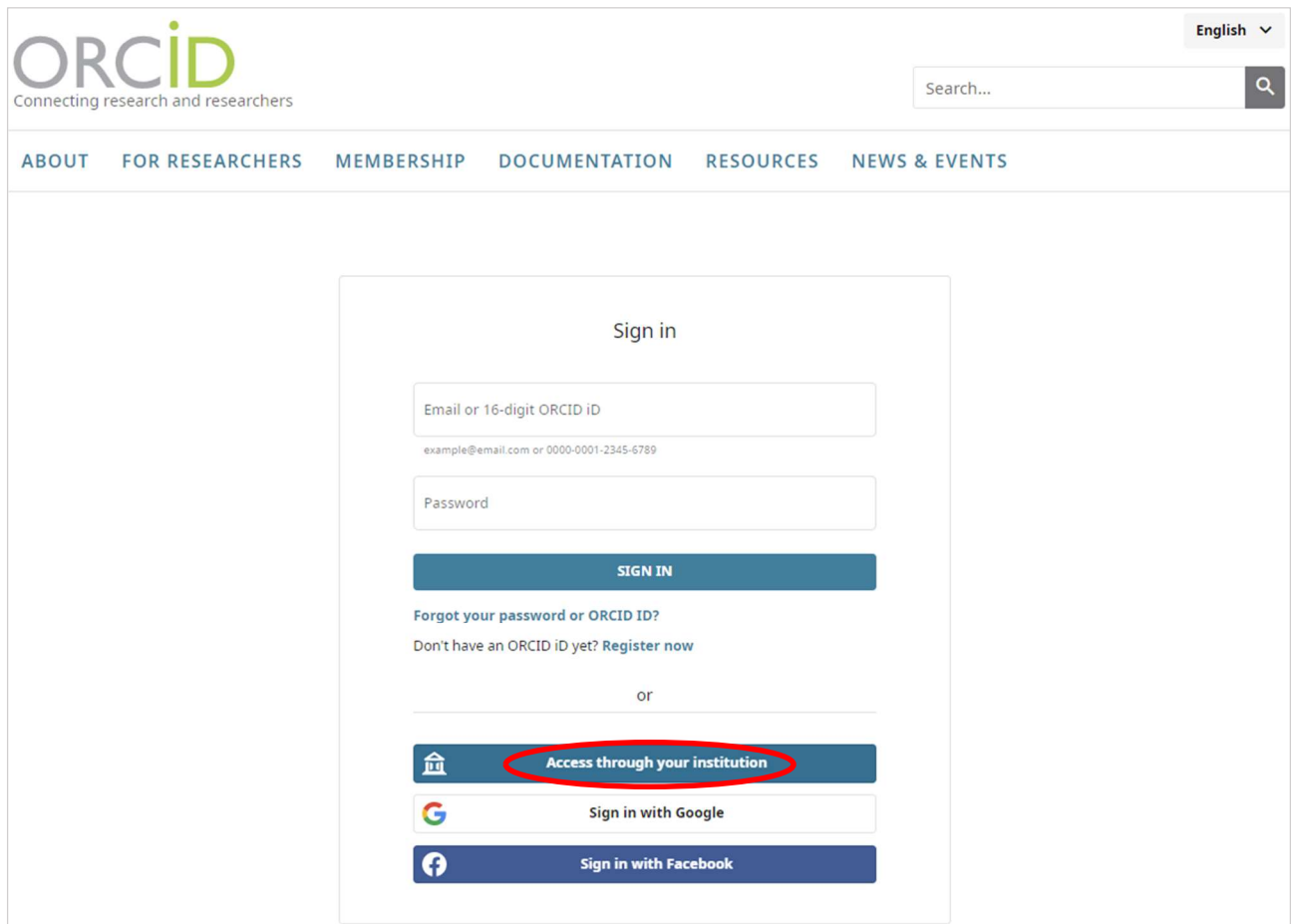
... your account page will open with the assigned ORCID iD, ...

The screenshot shows the ORCID iD account page for a user named Zxxxx Mxxxxx. The page features the ORCID logo and tagline 'Connecting research and researchers' at the top left. A search bar and a language dropdown set to 'English' are at the top right. A 'Printable version' link is also present. The main content area is divided into two columns. The left column contains profile details: the ORCID iD '0000-0001-6726-253X' (highlighted with a red box), a link to 'Preview public record', and sections for 'Emails', 'Websites & social links', 'Keywords', and 'Countries'. The right column displays a 'Thank you for verifying your email' message, followed by 'Names' (showing 'Zxxxx Mxxxxx'), 'Biography', and 'Activities'. The 'Activities' section is expanded to show three categories: 'Employment (0)', 'Education and qualifications (0)', and 'Invited positions and distinctions (0)', each with an 'Add' button and a 'Sort' icon. A 'Collapse all' link is located to the right of the 'Activities' header.

... 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 ...



ORCID  
Connecting research and researchers

English ▾

Search...

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Sign in


Email or 16-digit ORCID iD  
example@email.com or 0000-0001-2345-6789


Password


SIGN IN

Forgot your password or ORCID ID?  
Don't have an ORCID iD yet? Register now

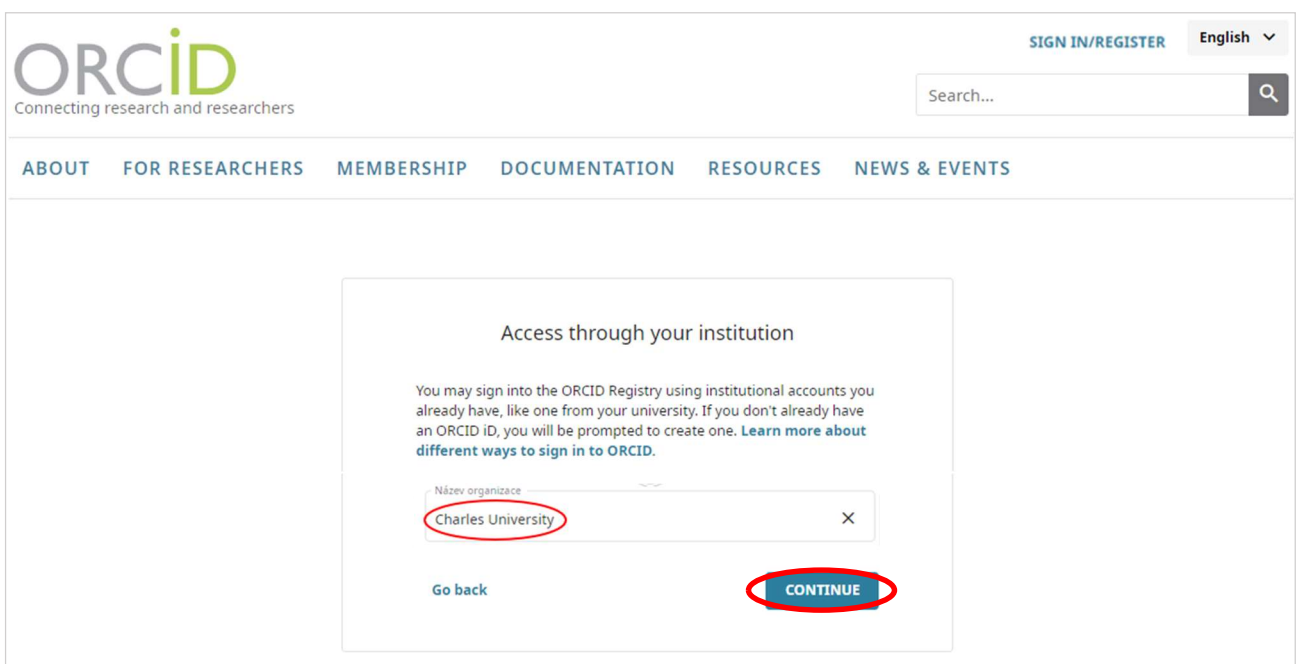
or

 Access through your institution

 Sign in with Google

 Sign in with Facebook

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



ORCID  
Connecting research and researchers

SIGN IN/REGISTER English ▾

Search...

ABOUT FOR RESEARCHERS MEMBERSHIP DOCUMENTATION RESOURCES NEWS & EVENTS

Access through your institution

You may sign into the ORCID Registry using institutional accounts you already have, like one from your university. If you don't already have an ORCID iD, you will be prompted to create one. [Learn more about different ways to sign in to ORCID.](#)

Název organizace  
Charles University X

Go back 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.)

Jednotné přihlášení  
Centrální autentizační služba



### ORCID

ORCID provides an identifier for individuals to use with their name as they engage in research, scholarship, and innovation activities. We provide open tools that enable transparent and trustworthy connections between researchers, their contributions, and affiliations. We provide this service to help people find information and to simplify reporting and analysis.

[More information about this application.](#)  
[Privacy statement for application.](#)

**Zadejte své uživatelské jméno a heslo**

Uživatelské jméno\*  
XXXXXXXX

Heslo\*  
\*\*\*\*\*

**PŘIHLÁSIT**

[Zapomněli jste heslo?](#) [Potřebujete pomoc?](#)

Z bezpečnostních důvodů se po ukončení práce odhlaste a zavřete všechna okna

Select the data validity period and confirm:

 CAS - Centrální autentizační služba UK

Souhlas s předáním informací



Přihlašujete se ke službě:  
**ORCID z ORCID, Inc**

Popis, který služba uvádí:  
*ORCID provides an identifier for individuals to use with their name as they engage in research, scholarship, and innovation activities. We provide open tools that enable transparent and trustworthy connections between researchers, their contributions, and affiliations. We provide this service to help people find information and to simplify reporting and analysis.*

[Další informace o této službě](#)

Níže uvedené informace budou předány službě, ke které se přihlašujete. Souhlasíte s tím, aby je tato služba dostala vždy, když se k ní přihlásíte?

Zvolte dobu platnosti zasláných dat:

- Při příštím přihlášení se znovu zeptat  
*Tentokrát souhlasím se zasláním těchto informací*
- Opakovat dotaz, pokud se informace změní.**  
*Souhlasím, aby tyto informace byly zaslány, do doby, než se změní.*
- Znovu už se neptat  
*Souhlasím se zasláním všech informací o mě jakékoliv službě.*

Tato volba může být kdykoliv změněna na přihlašovací stránce.

**Odmitnout** **Potvrdit**

#### Informace předávané službě, ke které se přihlašujete

Jméno a příjmení	XXXXXX XXXXXXXX
Přidělené oprávnění	urn:mace:dir:entitlement:common-lib-terms urn:wkhr:ovid.institutional.login.charlesuni http://shibboleth.turnitin.com/instructorEntitlement urn:mace:terena.org.tcs:science-user urn:mace:terena.org.tcs:personal-user
Identifikátor uživatele	XXXXXXXX@cuni.cz
Vztah k organizaci	member@cuni.cz employee@cuni.cz staff@cuni.cz alum@cuni.cz
Unikátní, neměnný identifikátor uživatele	XXXXXXXXXXXX@cuni.cz
E-mailová adresa	XXXXXX.XXXXXXX@ruk.cuni.cz XXXXXXXX@centrum.cz
Křestní jméno	XXXXXX
Doména organizace	cuni.cz
Typ organizace	urn:mace:terena.org:schac:homeOrganizationType:int:university
Příjmení	XXXXXXXXXX

[Informace o zabezpečení dat](#)

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

ORCID  
Connecting research and researchers

English

Search...

ABOUT FOR RESEARCHERS MEMBERSHIP DOCUMENTATION RESOURCES NEWS & EVENTS

### Link your Charles University account to your ORCID record

You are signed into **Charles University** as Xxxxxx Xxxxxxx|

To finish linking this Charles University account to ORCID, sign into your ORCID iD below. You will only need to complete this step once. After your account is linked, you will be able to access your ORCID record with your Charles University account. Questions? [Visit our knowledge base](#)

Email or 16-digit ORCID iD  
example@email.com or 0000-0001-2345-6789

**Sign in and link your Charles University account**

Cancel and go back

[Forgot your password or ORCID ID?](#)

Don't have an ORCID iD yet? **Register now**

...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).

### Create your ORCID iD

This is step 1 of 3

Per ORCID's [terms of use](#), you may only register for an ORCID iD for yourself. Already have an ORCID iD? [Sign In](#)

First name

Last name (Optional)

Primary email

Confirm primary email

+ Add another email

GO BACK **NEXT**



If you 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:

The screenshot shows the ORCID website's registration process. At the top, there is a navigation bar with 'SIGN IN/REGISTER' and 'English'. Below it is a search bar. The main content area features a dialog box titled 'Could this be you?' with the text: 'We found some accounts with your name, which means you may have already created an ORCID iD using a different email address. Before creating an account, please confirm that none of these records belong to you. Not sure if any of these are you? Contact us.'

First Name	Last Name	Affiliations	View Record
Xxxxxx	Xxxxxxx	University of Zielona Góra	<a href="#">View Record</a>
Xxxxxx	Xxxxxxx	Brno University of Technology, Vysoké učení technické v Brně	<a href="#">View Record</a>
Xxxxxx	Xxxxxxx	Uniwersytet Warszawski	<a href="#">View Record</a>
Xxxxxx	Xxxxxxx	Silesian University of Technology	<a href="#">View Record</a>
Xxxxxx	Xxxxxxx	AGH University of Science and Technology	<a href="#">View Record</a>
Xxxxxx	Xxxxxxx	Masarykova univerzita Přirodovědecká fakulta	<a href="#">View Record</a>
Xxxxxx	Xxxxxxx	Maria Skłodowska-Curie National	<a href="#">View Record</a>

At the bottom of the dialog box, there are two buttons: 'I ALREADY HAVE AN ID, GO BACK TO SIGN IN' and 'NONE OF THESE ARE ME, CONTINUE WITH REGISTRATION'. The second button is circled in red.

Select and confirm the password...

The screenshot shows the 'Create your ORCID iD' registration page, which is step 2 of 3. It features a 'Password' field and a 'Confirm password' field, both containing masked characters and circled in red. Below these fields are three password requirements: '8 or more characters', '1 letter or symbol', and '1 number', each with a green checkmark. The 'Notification settings' section includes a checkbox for 'Please send me quarterly emails about new ORCID features and tips. To receive these emails, you will also need to verify your primary email address.' At the bottom, there are two buttons: 'GO BACK' and 'NEXT', with the 'NEXT' button circled in red.

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

**Create your ORCID iD**  
This is step 3 of 3

Visibility settings

Your ORCID iD connects with your ORCID record that can contain links to your research activities, affiliations, awards, other versions of your name, and more. You control this content and who can see it.


By default, what visibility should be given to new items added to your ORCID Record?

- Everyone** (87% of users choose this)
- Trusted Organizations** (5% of users choose this)
- Only me** (8% of users choose this)

[More information on visibility settings](#)

Terms of Use

- I consent to the [privacy policy](#) and [terms of use](#) and agree to my data being publicly accessible where marked as "Visible to Everyone".
- I consent to my data being processed in the United States. [More information on how ORCID process your data.](#)

I'm not a robot 

[GO BACK](#) [REGISTER](#)

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


XXXXXXXXXXXXXXXXX English


**ORCID**  
Connecting research and researchers

Search...

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---


 [https://orcid.org/  
\*\*0000-0002-8268-4615\*\*](https://orcid.org/0000-0002-8268-4615)  
[Preview public record](#)


 Printable version


**Thank you for registering with ORCID**  
We have sent verification messages to each of your registered email addresses. You will need to verify your primary email address before you can begin adding information manually to your ORCID record.


[Resend verification email](#)


**Emails** 


xxxxxx.xxxxxxx@ruk.cuni.cz 


**Websites & social links** 

**Keywords** 



**Countries** 

**Names** 

Name  
XXXXXX XXXXXXXX 

**Biography** 

**Activities** [Collapse all](#)

**Employment (0)**  Add  Sort

Add details of your current and previous employers.  
[Learn more about adding employment information to your ORCID record](#)

## 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 screenshot shows the ORCID iD profile page. The left sidebar contains profile information: ORCID iD (https://orcid.org/0000-0001-7981-4186), Emails (xxxxxxx@centrum.cz), Websites & social links, Keywords, and Countries (Czech Republic). The main content area is titled 'Activities' and contains several expandable sections: Employment (0), Education and qualifications (0), Invited positions and distinctions (0), Membership and service (0), Funding (0), and Works (0). The 'Works (0)' section is highlighted with a red circle, and its 'Add' button is also circled in red.

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.

This image shows a close-up of the 'Add' dropdown menu for the 'Works' section. The menu is open, displaying five options: 'Search & link', 'Add DOI', 'Add PubMed ID', 'Add BibTeX', and 'Add manually'. The entire dropdown menu is enclosed in a red rectangular box.