

# ORCID INSTRUCTION

CREATED BY PDO - NCSA

## WHAT IS ORCID?



- Offers a unique DPI
- Portability & name flexibility
- Is the only federally approved DPI
- Offers control over visibility
- Tracks more than published papers
- Provides easy interoperability

## BASIC STEPS

### STEP 1

#### SIGN UP OR LOG IN WITH

<https://orcid.org/> OR <https://orcid.library.illinois.edu/>

### STEP 2

#### EDIT BACKGROUND INFORMATION

A screenshot of the ORCID profile editing interface. On the left is a sidebar with sections: 'id' (with URL and public record link), 'Emails' (listing martaus2@illinois.edu and acmartaus@gmail.com), 'Websites & social links' (with Google Scholar Citations), 'Keywords', and 'Countries'. The main area shows 'Names' (Alaine Martaus), 'Biography' (visibility set to Everyone), and 'Activities' (Employment: 6, Education and qualifications: 5, Professional activities: 2, Funding: 0, Works: 2). A 'Printable version' link is in the top right.

Printable version

**Names**

Name  
Alaine Martaus

**Biography** Everyone

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

- > **Employment (6)** Add Sort
- > **Education and qualifications (5)** Add Sort
- > **Professional activities (2)** Add Sort
- > **Funding (0)** Add Sort
- ∨ **Works (2)** Add Sort

# STEP 3

## ADD WORD

- Click on Add
- Choose the adding method (DOI preferred)
- Fill out the information

## Your ORCID Profile: Adding Works

The screenshot shows the 'Works' section of an ORCID profile. At the top, there is a green bar with 'Works (2)', an 'Add' button with a plus sign, and a 'Sort' button. Below this, there is a 'Select all (2)' checkbox and 'Items currently selected (0)'. An 'Actions' dropdown menu is open, showing options: 'Search & link', 'Add DOI' (circled in red), 'Add PubMed ID', 'Add BibTeX', and 'Add manually' (circled in red). The main work entry is titled 'Research with User-Generated Book Review Data: Legal and Ethical Pitfalls and Contextualized Mitigations'. It is a 2023 book chapter with DOI 10.1007/978-3-031-28035-1\_13. The contributors are Yuerong Hu; Glen Layne-Worthey; Alaine Martaus; J. Stephen Downie; Jana Diesner. The source is 'Crossref', which is also circled in red.

# STEP 4

## ADD TRUSTED ORGANIZATION

- Allow organizations to update your profile
- Add contact information and resources

The screenshot shows the 'Trusted parties' section of an ORCID profile. At the top, there is the ORCID logo and the text 'Connecting research and researchers'. The user's name 'Thong M Trinh, Minh Thong Trinh, Thong Minh Trinh, Thong Tinh' is displayed, with a dropdown menu open showing 'Trusted parties' circled in red and a red '2' next to it. Below the dropdown, there is a section for 'Trusted organizations' with a description: 'Trusted organizations are those to which you have granted access to your ORCID record, e.g. when submitting a manuscript or grant application. You decide whether to grant this access and you may revoke it at any time.' A list of trusted organizations is shown, including Clarivate, Crossref, Education Policy Analysis Archives, Elsevier Editorial, and Emerald. Each entry includes the organization name, a link to their website, the date access was granted, and a 'Revoke access' button. A red '1' is circled next to the user's name at the top right, and a red '2' is circled next to the 'Trusted parties' dropdown option.