

## About:

This document was created in March 2020 by Hannah Chapman Tripp, Biosciences Librarian at the University of Texas at Austin. This document covers creation, ownership and continued maintenance of an ORCID identifier account. ORCID is one of the many tools that can be utilized to import information into SciENcv.

## Table of Contents

<b><i>Recommendations for reclaiming an existing ORCID profile from the perspective of a supporting individual:</i></b> .....	<b>1</b>
<b><i>Establish a “trusted individual” on an ORCID account:</i></b> .....	<b>2</b>
<b><i>Remove duplicate ORCID identifier accounts:</i></b> .....	<b>4</b>
<b><i>Find out if a faculty member has an ORCID identifier:</i></b> .....	<b>5</b>
<b><i>Importing Previous Works into an ORCID Profile:</i></b> .....	<b>7</b>

## Recommendations for reclaiming an existing ORCID profile from the perspective of a supporting individual:

*This is best done in person, or via web chat from step 3 on.*

- 1.) Find a faculty member ORCID identifier.
- 2.) Create an ORCID identifier for yourself.
- 3.) Sit down with the faculty member while they are at a computer with email access and have 10 minutes to spare.
- 4.) Explain to the faculty member detail about opportunities enabled by ORCID and plugins with various other systems including SciENcv for creating NIH/NSF biosketches and PIVOT, a tool for finding funding.
- 5.) Have the researcher pull up <https://orcid.org/signin>, and select the Forgot your password or ORCID ID?

- 6.) Enter the email address (hopefully institutional address) to recover the password and reclaim the account.

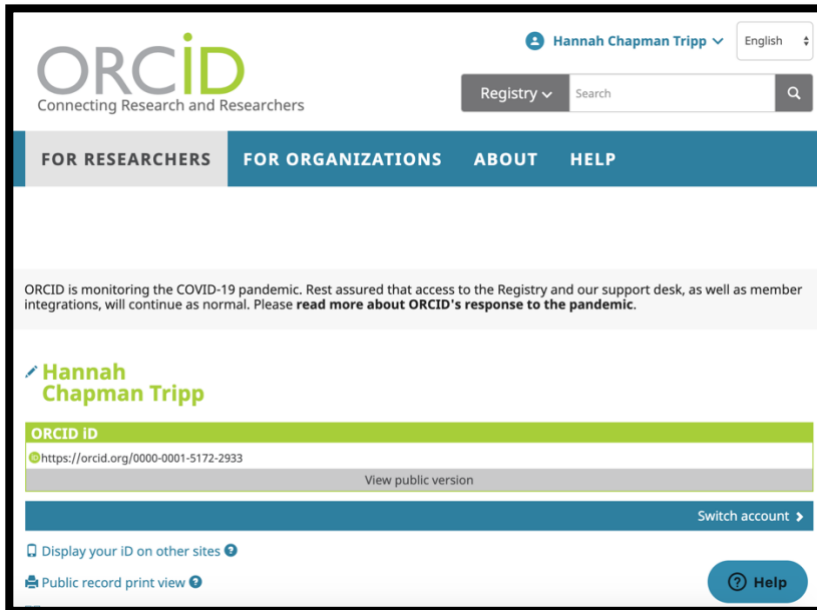
- 7.) Proceed to setting up “trusted individual” account

Establish a “trusted individual” on an ORCID account:

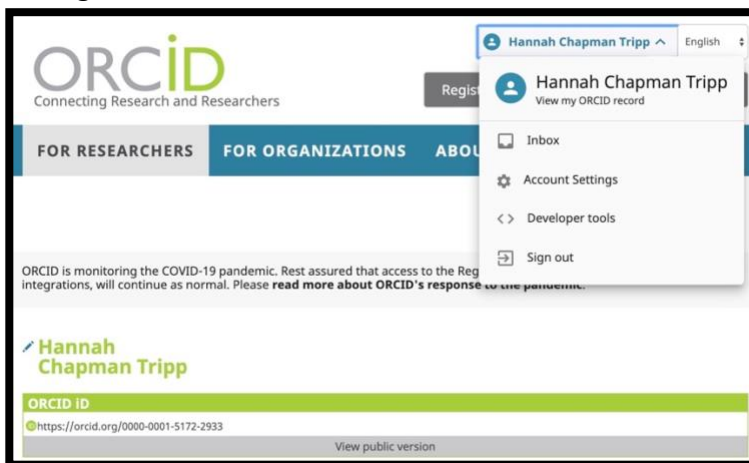
*This is best done in person, or via web chat.*

- 1.) Both parties (the trusted individual and the researcher) must have ORCID identifiers and have reclaimed the account by setting up a new password, or recalling the original password.

2.) The researcher logs in to their account.



3.) Under the drop down in the upper righthand corner, select the option for Account Settings.



4.) Scroll down on the Account Settings page to Trusted individuals.

5.) Insert the ORCID identifier of the trusted individual. Alternatively, you could insert the individuals email address or name, but the ORCID identifier is going to be the quickest and most accurate method.

**Trusted organizations**

Trusted organization	Approval date	Access type
National Center for Biotechnology Information <a href="http://www.ncbi.nlm.nih.gov/myncbi/">http://www.ncbi.nlm.nih.gov/myncbi/</a>	2020-03-07	Read your information with visibility set to Trusted Parties

**Trusted individuals**

Search for ORCID users to add as trusted individuals.

0000-0002-4660-901X

**Sign in as**

ORCID record	ORCID iD	Access granted

- 6.) Execute a search.
- 7.) To select the appropriate individual, click add.

**Trusted individuals**

Search for ORCID users to add as trusted individuals.

0000-0002-4660-901X

Name	ORCID iD
Joel Tripp	<a href="https://orcid.org/0000-0002-4660-901X">https://orcid.org/0000-0002-4660-901X</a>

- 8.) The Trusted individual will receive an email prompt notifying them of the addition as a Trusted individual. The Trusted individual will need to accept the prompt and then they will have access to edit the account as if they were the researcher.

### Remove duplicate ORCID identifier accounts:

- 1.) Once signed in under account settings there is the option to remove a duplicate record.
- 2.) This option will redirect the other ORCID identifier back to this one.

**Remove duplicate record** Hide

If you have two ORCID records, you can remove the duplicate and make it refer to this record.

All information will be deleted from the duplicate record, and its associated email address(es) will be added to this record.

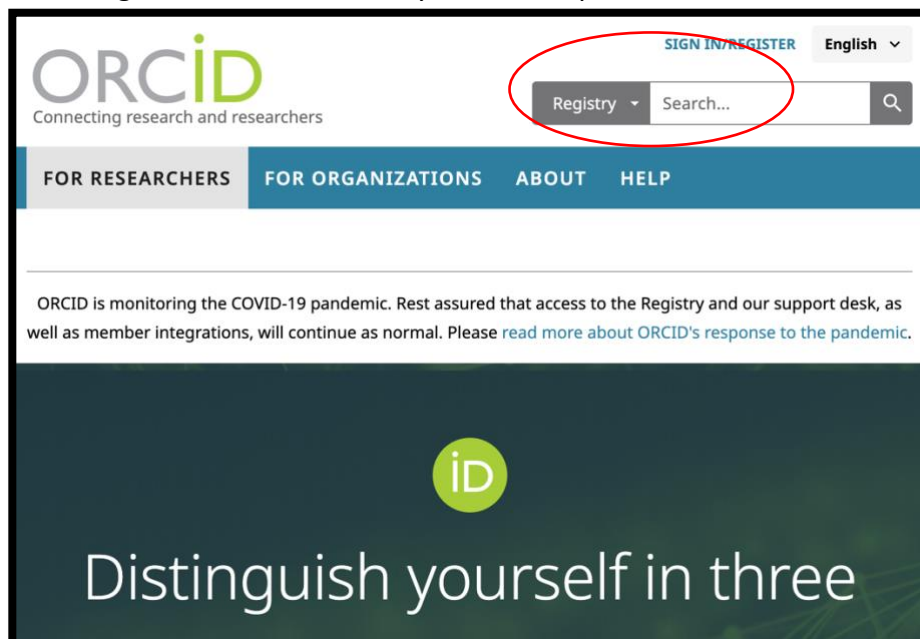
If you have more than one duplicate, simply repeat this process for each additional record.  
[Learn more about removing duplicate records](#)

Duplicate record email or ID  
 \*

Duplicate record password  
 \*

Find out if a faculty member has an ORCID identifier:

- 1.) Go to the ORCID Registry page: <https://orcid.org/>
- 2.) Search in the upper right-hand corner for the faculty member's name
  - a. Hint: Start with last name if it's unique. Include first name if not unique.
  - b. Use advanced search to separate names if needed. Keep in mind that the researcher may have only placed their name and not information like the institution name. As of March 2020, ORCID registry search does not feature library search techniques such as Boolean operators (AND/OR) or word stemming features. This means you need to place the exact name in the search.



- 3.) Identify a single researcher ID OR identify many research IDs.

Showing 50 of 388 results.

Items per page: 50 1 - 50 of 388

ORCID ID	First Name	Last Name	Other Names	Affiliations
0000-0002-9619-3278	Chandrajit	Bajaj		
0000-0002-3644-5218	Chandrajit	batomajumder		Indian Institute of Technology Roorkee
0000-0001-7297-3221	Chandrajit	Raut		
0000-0002-0331-5521	Chandrajit	Singha		
0000-0003-2840-6435	CHANDRAJIT	GANGULY		DRDO Research and

4.) Verify that this is the researcher you are looking for.

- a. Google the ORCID identifier.
- b. Find a research article.

Google 0000-0002-9619-3278

4 results (0.32 seconds)

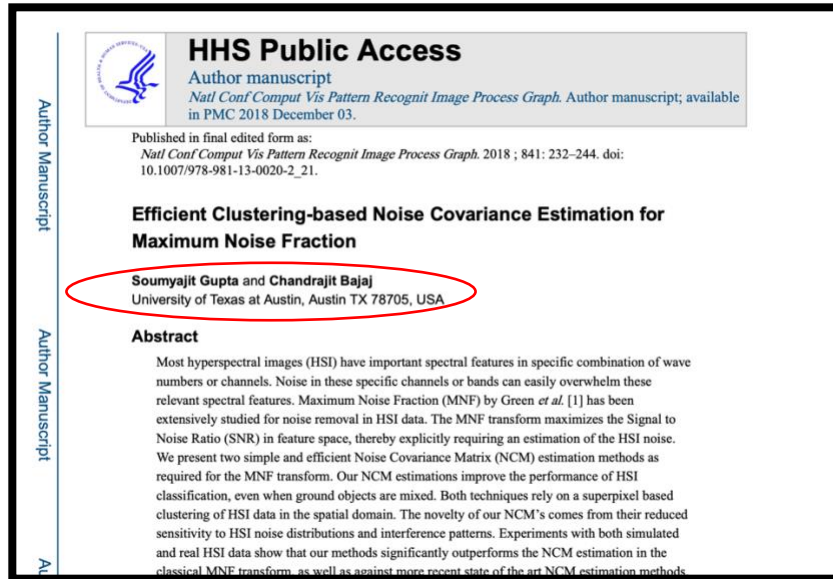
orcid.org › 0000-0002-9619-3278  
0000-0002-9619-3278 - ORCID

orcid.org › ...  
Karita Haapasalo (0000-0002-9619-625X) - ORCID ...  
Genotypic and phenotypic diversity of Lactobacillus rhamnosus clinical isolates, their comparison with strain GG and their recognition by complement ...  
Missing: 0000-0002-9619-3278 | Must include: 0000-0002-9619-3278

journals.plos.org › plosone › article › file › journal.pone.0205219  
XML - PLOS  
... administration 2 http://orcid.org/0000-0002-9619-3278 Bajaj Chandrajit Conceptualization Methodology Project administration Supervision Writing – original ...

www.ncbi.nlm.nih.gov › pmc › articles › PMC6276796  
Efficient Clustering-based Noise Covariance Estimation for ...  
by S Gupta - 2018 - Related articles  
Apr 26, 2018 - Chandrajit Bajaj [0000-0002-9619-3278]. Copyright notice. The publisher's final edited version of this article is available at Natl Conf Comput ...

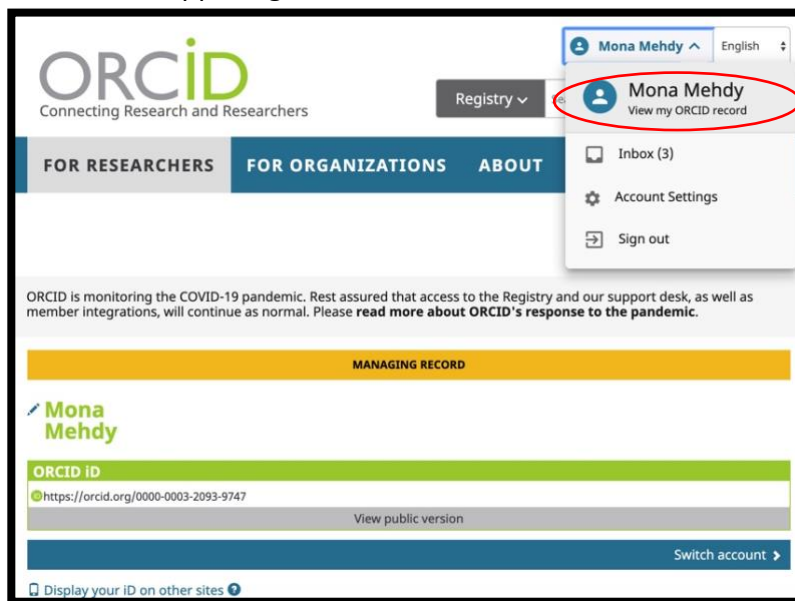
- c. Open the resource, match it to the researcher in question by verifying with CV, known work areas or, best of all, affiliation confirmation from the publication.



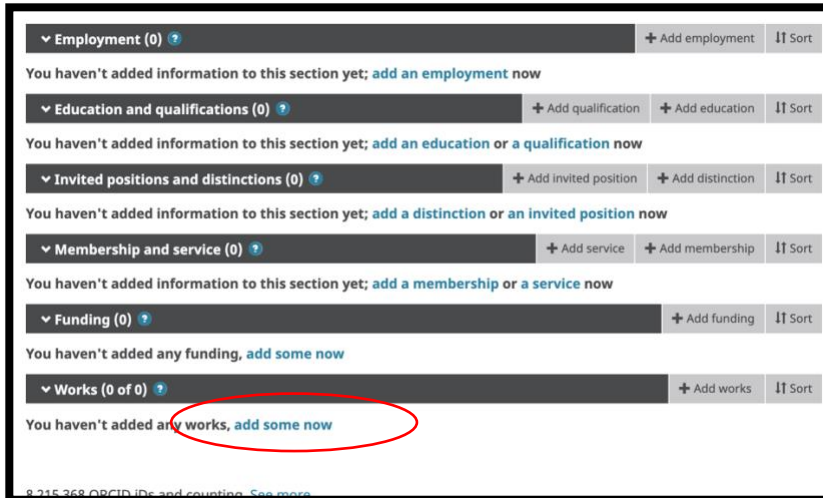
## Importing Previous Works into an ORCID Profile:

*There are several ways to get previous publications into ORCID, this is just one method. If you'd like to discuss other methods or what might be the best method for a researcher, please get in touch.*

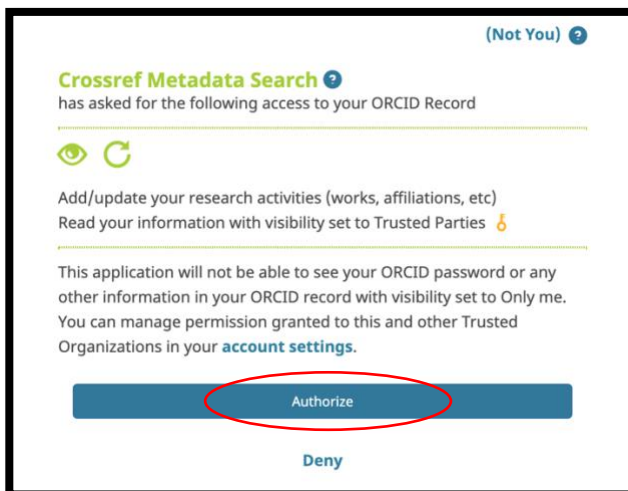
- 1.) When logged in, make sure you have selected the appropriate account to add content to if you are a trusted individual. Go to View my ORCID record under the researcher name in the upper righthand corner.



- 2.) Scroll down to “works” and click “add some now”



3.) Next there will be a variety of options listed. I suggest starting with the Crossref tool. You'll be lead to a confirmation page asking if you authorize connection between the ORCID account and the tool, in this case Crossref. Read the notice and authorize the access when ready.



4.) You'll be lead into the Crossref tool, which looks a little messy, and it is! You can place search terms in the search tool and add items via the Add to ORCID utility highlighted bellow. If you have a version of the faculty CV available, you can work through that inserting and adding article titles chronologically throughout the years. Or there are other methods for you to get past articles in which can be quicker. Either way, this Crossref element is important because it should pull in future items that are tagged with the authors ORCID identifier.



Crossref

Q Mehdy MC Monah Mehdy

SORT BY: RELEVANCE PUBLICATION YEAR PAGE 2 OF 19,537 RESULTS

**TYPE**

- Journal Article (14,466)
- Conference Paper (2,446)
- Chapter (1,683)
- Component (460)
- Report (195)
- Dataset (73)
- Book (40)
- Entry (39)
- Posted Content (36)
- Other (31)

**YEAR**

- 2019 (1,174)
- 2008 (1,113)
- 2018 (1,072)
- 2017 (981)
- 2014 (976)
- 2016 (847)
- 2015 (843)

**HC/MC-130 Recapitalization Aircraft (HC/MC-130 Recap)**  
Report published 1 Dec 2013  
Authors: Steven Wiggins  
<https://doi.org/10.21236/ada613512> Actions ADD TO ORCID

**MC-CDMA and MC-DS-CDMA**  
Book Chapter published in Multi-Carrier and Spread Spectrum Systems on pages 55 to 103  
1 citations from patents <https://doi.org/10.1002/9780470714249.ch2> Actions  
ADD TO ORCID

**Maintenance Connection (MC) MC Tablet Hybrid Software Training for Sampler Inspections**  
Report published 25 Jun 2014  
Authors: Shannon Smith  
<https://doi.org/10.2172/1136099> Actions **ADD TO ORCID**

**Maintenance Connection (MC) MC Tablet Hybrid Software Training for BMP Inspections**