

## Introduction

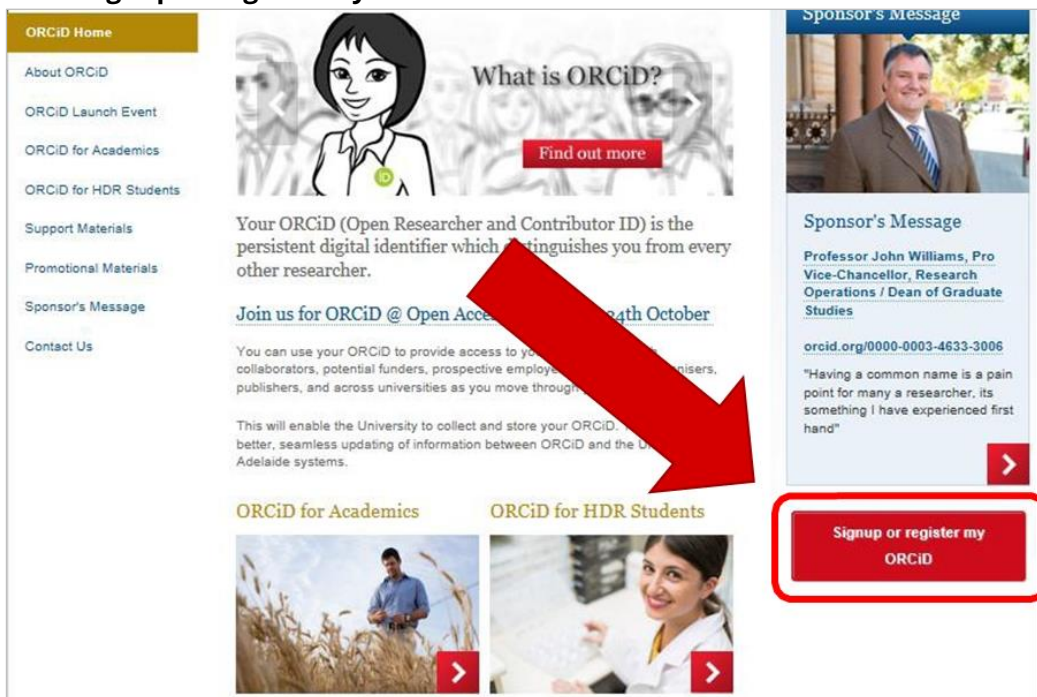
ORCID stands for **O**pen **R**esearcher and **C**ontributor **ID**. It is a persistent digital identifier that distinguishes you from every other researcher, throughout your career.

The University require current and new Academic staff and Higher Degree by Research students to obtain an ID for linking to various University research systems.

Follow this guide to create an ORCID and register it with the University of Adelaide.

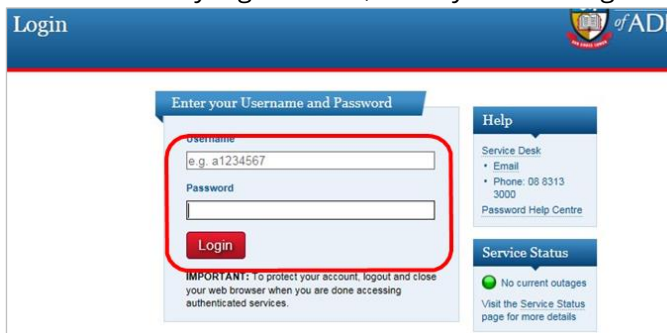
## Procedure

1. To register for an ORCID, please go to <http://www.adelaide.edu.au/orcid/>
2. Select **Signup or register my ORCID**



The screenshot shows the ORCID website home page. On the left is a navigation menu with items like 'About ORCID', 'ORCID Launch Event', 'ORCID for Academics', 'ORCID for HDR Students', 'Support Materials', 'Promotional Materials', 'Sponsor's Message', and 'Contact Us'. The main content area features a 'What is ORCID?' section with a cartoon character and a 'Find out more' button. Below this is a section for 'Join us for ORCID @ Open Access' with a date of '4th October'. A large red arrow points from the 'Signup or register my ORCID' button in the bottom right corner to the 'What is ORCID?' section. The bottom right corner also features a 'Sponsor's Message' from Professor John Williams, with a 'Signup or register my ORCID' button highlighted by a red box.

3. At the University login screen, enter your staff login details



The screenshot shows the University of Adelaide login screen. The 'Login' button is highlighted with a red box. The page includes a 'Login' header, a 'Enter your Username and Password' section with input fields for 'Username' and 'Password', and a 'Help' section with contact information. The 'Username' field contains the text 'e.g. a1234567'. Below the input fields is a 'Login' button. To the right of the login fields is a 'Help' section with a 'Service Desk' link and contact information: 'Email', 'Phone: 08 8313 3000', and 'Password Help Centre'. Below the 'Help' section is a 'Service Status' section with a green checkmark and the text 'No current outages' and 'Visit the Service Status page for more details'.

4. Select "I need an ORCID ID"

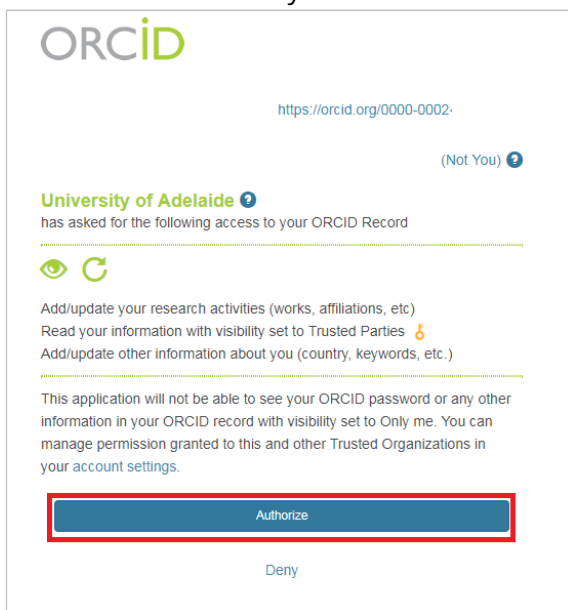


5. Complete the information fields and click **Register** at the bottom of the page.

A screenshot of the ORCID registration form. The form is titled 'ORCID' and has a sub-header 'Already have an ORCID ID? Sign In'. Below this, there is a paragraph of text: 'Per ORCID's terms and conditions, you may only register for an ORCID ID for yourself.' The form contains several input fields: 'First name' (with 'Charles' entered), 'Last name' (with 'Darwin' entered), 'Primary email' (with 'charles.darwin@adelaide.edu.au' entered), 'Additional email' (with 'charlesdarwin@gmail.com' entered), 'Create an ORCID password' (with a masked password entered), and 'Confirm ORCID password' (with a masked password entered). Below the password fields, there is a section for 'Visibility settings' with three radio button options: 'Everyone (37% of users choose this)', 'Trusted parties (5% of users choose this)', and 'Only me (6% of users choose this)'. Below this, there is a section for 'Notification settings' with a checkbox for 'Please send me quarterly emails about new ORCID features and tips'. At the bottom of the form, there is a 'Terms of Use' section with a checked checkbox for 'I consent to the privacy policy and terms and conditions of use, including agreeing to my data being processed in the US and being publicly accessible where marked Public'. At the very bottom, there is a reCAPTCHA widget with a green checkmark and the text 'I'm not a robot'. Below the reCAPTCHA widget is a red 'Register' button.

Include your personal email here. This ensures that when you leave the UofA you can still access your ORCID account

6. Click **Authorize** to link your ORCID with the University of Adelaide.



7. A confirmation will appear with your new ORCID details.



## Contact Us

For further support or questions, please contact Research Technology Support on +61 8 8313 7799 or email [researchsupport@adelaide.edu.au](mailto:researchsupport@adelaide.edu.au)