
Creation of ORCID iD

By creating an ORCID iD, the researcher obtains a unique **16-digit numerical code**, which may also contain the letter X (as a substitute for the digit 10). This code is then permanently associated with his/her person. Together with the code, a unique record is created; this is often referred to as an ORCID profile.

ORCID iD accompanies the researcher throughout his/her professional career, and is **independent of employer**, research field, country of operation or variant of his/her name.

Authors from Charles University who do not yet have ORCID iD can follow these instructions to create a profile:

When creating a new ORCID iD, the system automatically verifies whether or not an account with the same name already exists in order to avoid duplication. **Not sure if you already have an ORCID iD?** Perform the check according to the [following procedure](#).

What does ORCID iD offer?

Registration is just the start. We highly recommend that authors from Charles University do not leave their profile empty and take advantage of the many options for [integration and tools](#) that ORCID offers. Integrating your ORCID iD and the OBD IS Věda module is an easy way to automatically send information on publishing activity from the OBD to your profile. The OBD will be listed as a trusted source for data that is entered in your profile from the OBD. Further information about OBD and ORCID integration can be found [here](#).

In addition to publishing activities, you can include, for example, affiliation to an employer, information about [training and qualifications](#), CV/bio, information about [funding](#) in projects, [professional activities](#), links to websites, social networks or keywords in your profile.

Helpful tips to get you started

- After creating a profile, we recommend **setting up a second contact address** – at least one of the email addresses in your account should be your personal (non-institutional) address, which you will be able to access even if you delete your institutional email.
- For the ORCID profile, you can set the **mode in which your data will be visible**. You have three visibility levels to choose from (you can change the settings at any time): **Everyone, Trusted parties, Only me**.
 - Visibility can also be adjusted for individual sections of the profile – for example, name, email addresses, affiliation, etc.
- You can also add more variants of the [name](#) under which you publish or will publish to your profile.
- Current employment (affiliation) information can be added to your profile manually. If the profile is **connected to the OBD**, this data will be **automatically taken from it**.

Entry of publication activity

There are **several ways to add** publications to your profile:

- Searching and referencing – e.g. through [databases](#) such as OpenAIRE Explore, ResearcherID-QA, DataCite Metadata Search, etc.; these can be entered both manually and **automatically using the trusted organisations settings**.
- Addition using DOI, PubMed ID or BibTeX.
- Manual input.

Trusted organisations

- In order to facilitate more efficient profile management, you can authorise access for trusted organisations (e.g. CrossRef, OpenAIRE Explore), which **automatically enter relevant information in your profile**. Instructions for granting access authorisation can be found in [this section](#).
 - **The linking of ORCID iD and OBD IS Věda works on the same principle.**
- When giving consent, you can see the rights required by the third party at all times. The source will be indicated for every piece of information added by a trusted organisation.
- You can revoke your consent at any time. An overview of all consents granted can be found in the Trusted Parties section of your profile settings. Consent granted is described in more detail in [this section](#).

Trusted Person

- In addition to trusted organisations, you can also invite a trusted person (known as a delegate) to manage your profile; this person **will have the right to update your records**.
- This consent may be revoked at any time. An overview of delegates is also available in the Trusted Parties section of your profile settings.

Sharing

- The profile settings in the Sharing section contain a **QR code** that you can insert on a website, in your signature or any other place where you want to present your ORCID iD.
- **How do I present my ORCID iD?** The most common way is to link to the URL of your ORCID account or share only the 16-digit code.

After creating your ORCID iD and setting up the basic data, you can proceed to linking your profile to the IS Věda system. Instructions for linking can be found [here](#).