
Creating an ORCID iD step by step

1) Open the ORCID website: <https://orcid.org/> .



Connecting research and researchers

[ABOUT](#) [FOR RESEARCHERS](#) [MEMBERSHIP](#) [DOCUMENTATION](#) [RESOURCE](#)

ORCID is for...

[Researchers](#)

[Universities & Research Institutes](#)

[Publishers](#)

[Vendors & Service Providers](#)

ORCID is a free, unique, persistent identifier (PID) for individuals to use as they engage in research, scholarship, and innovation activities. Learn how ORCID can help you spend less time conducting your research and less time managing it. [Learn more.](#)



The first step in creating an ORCID iD is to click on **Sign in / Register**.

2) Click on **Register now**.



Sign in to ORCID

Don't have your ORCID iD yet [Register now](#)

Email or ORCID iD

Email or 16-digit ORCID iD

For example: joe@institution.edu or 0000-1234-5678-9101

3) You will also be asked to fill in your preferred **name, surname and main email address**. We recommend using **a private email address when registering**. Accessibility to institutional email addresses is dependent on your active relationship with the employer.



Create your ORCID iD

Step 1 of 5 - Names and emails

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

Your names

Given names

Your given names or forenames

Family names (Optional)

Your family names or surnames

Your email addresses

Primary email

The email address you use most

Confirm primary email

Additional email (Optional)

Add an additional email

Next Step

[Cancel registration](#)

4) ORCID also recommends setting up a backup email address, which you will be able to use in the future, for example, if you lose access to your main email address.

Your email addresses

Primary email

name.surname@mailinator.com ✓

name.surname@mailinator.com ✓

 **Add an additional email to secure your account**

Adding an additional email as backup helps secure your account and makes sure you can always sign in.

Additional email (Optional)

Add an additional email

5) You will then be prompted to **create a password**. Once you have met each of the three conditions, you can click on **Next Step**.

Your password

Password

 ✓ ✓

Your password has:

- ✓ 8 or more characters
- ✓ At least 1 letter or symbol
- ✓ At least 1 number

Next Step

6) In the third step, ORCID will ask you for **details of your current affiliation**. The name of your organisation, in your case the name of the university, is a mandatory field.

Create your ORCID iD

Step 3 of 5 - Current employment

Adding a current employment affiliation helps distinguish you from other researchers with a similar name.

Current employment

Organization

Department (Optional)

7) When entering the name of the university, the **option to choose an organisation that has already been used** will be offered automatically. As you can see, Charles University has been entered in different ways by different users. However, don't worry about **choosing** the "wrong CU" - each of these choices contains the same internal information, including Charles University's ROR identifier.

Current employment

Organization

 X

Charles University
Prague Prague CZ

Charles University in Prague
Prague Prague CZ

Univerzita Karlova v Praze
Prague Prague CZ

Univerzita Karlova

Start date (Optional)

Year

Month

8) You can now **set your visibility** (i.e. who will see the information on your profile). Once you have selected a level, click on Next Step.

Create your ORCID iD

Step 4 of 5 - Visibility

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.

Visibility settings

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

- ☒  **Everyone** (87% of users choose this)
Everyone can see these items
- ☐  **Trusted parties** (5% of users choose this)
Only people and organizations you've given permission
- ☐  **Only me** (8% of users choose this)
Items are private and only visible to you

[More information on visibility settings](#)

9) The final step is to **agree to the terms of use** and complete the reCAPTCHA. Once you have ticked all the desired options, click on "Complete registration" to proceed.

Create your ORCID iD

Step 5 of 5 - Terms and conditions

Tips & features email

We occasionally send out an email with information on new features and tips for getting the best out of your ORCID record.

☐ I'd like to receive the ORCID tips & features email

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 

[Privacy](#) [Terms](#)

Complete registration

10) You have successfully created your ORCID iD. To activate it, you first have to **verify your email address**.



<https://orcid.org/0009-0004-8927-9630>
[Preview public record](#)

Emails & domains

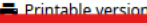
Email addresses

name.surname@mailinator.com

Verified email domains

No verified email domains

Websites & social links



Thank you for registering with ORCID

We have sent verification emails to each of your registered email addresses. You need to verify at least one email address before you can begin adding information manually to your ORCID record.

[Resend verification email](#)

Names

Name

Name Surname

Biography

Everyone

Activities

11) An automated message on the creation of your account under your primary email address is sent to that address. Click on **Verify email address**. If you don't receive the email, click on **Resend verification email and check the Emails and domains** section of ORCID in case you accidentally entered the wrong email address.



Your ORCID iD: 0009-0004-8927-9630
 Your ORCID record is <https://orcid.org/0009-0004-8927-9630>

Welcome to ORCID Name Surname,
 Congratulations on creating your new ORCID iD! This persistent digital identifier, that you own and control, will distinguish you from every other researcher and reduce your administrative burden.

How do I verify my email address?

Simply click the button below to sign into your ORCID record and complete verification.

[Verify your email address](#)

Or, copy and paste the link below into your browser's address bar:

<https://orcid.org/verify-email/c2k4LzdYRkFpZ2tBRk0xL0h5OVVXSFBjOFZjczJTYStxL29kbDIFdHozbU85NmJSWVBLQnJx>

You have now **successfully created an ORCID iD**. For more tips about ORCID profile management, please visit the [Administration of ORCID iD](#) section.