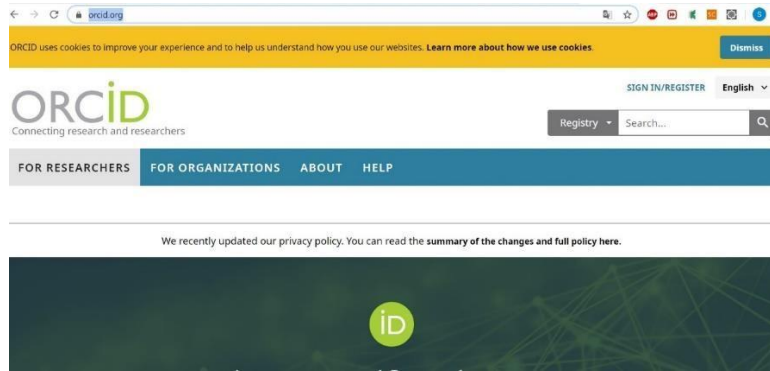


ORCID GUIDE

This guide is prepared to help those who do not have an ORCID account, to create their accounts; and for those who do have an account, to update their profiles. In this guide, there are summarized 7 steps as 5 steps are to create accounts and the remaining 2 steps are to update profiles.

PART 1: CREATING AN ACCOUNT

Step 1: You will view the homepage on <https://orcid.org/> :



Step 2: Click on the “SIGN IN/REGISTER” button and you will be on the login page:



Those who already have an ORCID account can login with their ORCID number and password. Those who need to create an account should select the option **“Register now”** to register.

Step 3: Click on **“Register now”** then the registration page will appear:

1 Personal data 2 Security and notifications 3 Visibility and terms

Create your ORCID ID
This is step 1 of 3

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

First name ⓘ
Please enter your first/given name

Last name (Optional)

Primary email

Confirm primary email

Additional email (Optional) ⓘ

+ Add another email

GO BACK NEXT

Step 4: You may see a list of names that are same with the names you have entered. If one of these existing profiles, which are created with different institutional e-mail addresses, is yours then click the **“I ALREADY HAVE AN ID, GO BACK TO SIGN IN”** button and log in with that account. If you don't have any of the profiles in this list, click the **“NONE OF THESE ARE ME, CONTINUE WITH REGISTRATION”** button.

Could this be you?

We found some accounts with your name, which means you may have already created an ORCID ID using a different email address. Before creating an account, please confirm that none of these records belong to you. Not sure if any of these are you? [Contact us](#).

First Name	Last Name	Affiliations	Date Created	View Record
ZEYNEP	ÖZCAN		2020-06-17 UTC	View Record
zeynep	özcan		2020-06-23 UTC	View Record
Zeynep	Özcan		2020-07-27 UTC	View Record
ZEYNEP	ÖZCAN		2020-10-14 UTC	View Record
Zeynep	Özcan		2019-11-18 UTC	View Record
Zeynep	Özcan	Middle East Technical University	2016-02-02 UTC	View Record
ZEYNEP BETÜL	ÖZCAN		2020-07-01 UTC	View Record
FUNDA ZEYNEP	ÖZCAN		2020-07-28 UTC	View Record
ZEYNEP NEFİSE	ÖZCAN		2020-10-16 UTC	View Record

I ALREADY HAVE AN ID, GO BACK TO SIGN IN NONE OF THESE ARE ME, CONTINUE WITH REGISTRATION

member organizations for permission to update your record, and changes made to your record by those organizations.

You can also choose to receive emails from us about new features and tips for making the most of your ORCID record.

Step 5: Type all the necessary information through the following pages, and select the option **“Everyone”** to increase the visibility of your profile. Then, click on the **“Register”** button. You will receive an e-mail for identity validation afterward. As you complete this step you are able to login with your ORCID number and the password that you have created when filling the form.

The screenshot shows the 'Create your ORCID iD' registration form, specifically Step 3 of 3. At the top, a progress bar indicates three steps: 'Personal data', 'Security and notifications', and 'Visibility and terms', with the third step being the current one. The main heading is 'Create your ORCID iD' with the subtext 'This is step 3 of 3'. Under 'Visibility settings', a paragraph explains that the ORCID ID connects with a record containing research activities, affiliations, awards, etc. Below this, a question asks for default visibility for new items. Three radio button options are listed: 'Everyone' (87% of users choose this), 'Trusted Organizations' (5% of users choose this), and 'Only me' (8% of users choose this). The 'Everyone' option is selected. A link for 'More information on visibility settings' is provided. Under 'Terms of Use', a checkbox is checked, indicating consent to the privacy policy and terms of use. A reCAPTCHA widget is present with the text 'I'm not a robot'. At the bottom, there are 'GO BACK' and 'REGISTER' buttons.

**We recommend you to register with your institutional e-mail address.*

PART 2: UPDATING YOUR PROFILE

When you login to your ORCID account you will see the biography part on the left side and the part that you can add information related to your works and studies on the right side.

The screenshot shows the ORCID iD profile page for Sündüs ÇİL. The page is divided into a left sidebar and a main content area. The sidebar contains personal information: Country (Turkey), Keywords (Medical Librarianship), Websites & Social Links, Other IDs (ResearcherID: E-8675-2018), and Emails (scil@istinye.edu.tr). The main content area is titled 'Biography' and features several tabs: Employment (0), Education and qualifications (0), Invited positions and distinctions (0), Membership and service (0), Funding (0), and Works (0 of 0). Each tab has a '+ Add' button and a 'Sort' button. The 'Employment' tab is currently selected, showing a list of organizations where the user has been professionally affiliated. The page also includes a 'Public record print view' button and a 'Get a QR Code for your iD' button.

Step 1: While updating the biography part you should keep in mind that your visibility will increase as much as the amount of added information such as keywords related to your research area; webpage, blog and/or social media profiles on which you present your works and studies or information about them.

Step 2: On the page, you can use different ways to add information of your studies in the areas where you will record your studies:

The screenshot shows the ORCID iD profile page for Zeynep Özcan. The page is divided into a left sidebar and a main content area. The sidebar contains personal information: Country, Keywords, Websites & Social Links, Other IDs, and Emails (zeynep.ozcan@istinye.edu.tr). The main content area is titled 'Biography' and features several tabs: Employment (0), Education and qualifications (0), Invited positions and distinctions (0), Membership and service (0), Funding (0), and Works (0 of 0). Each tab has a '+ Add' button and a 'Sort' button. The 'Works' tab is currently selected, showing a list of research outputs. A dropdown menu is open next to the 'Add works' button, listing options: Search & link, Add ArXiv ID, Add DOI, Add PubMed ID, Import BioRx, and Add manually.

You can pull your publications on Scopus to your ORCID profile with “**Search & Link**” option.

You can add your publications by typing their DOI numbers with “**Add DOI**” option.

If you have BibTeX for your publications you can put all the information of your publications with “**Import BibTeX**” option.

You can add the information of your publications one by one with “**Add manually**” option.

Note: We recommend you to check to make sure that the publication info you added are yours. If a publication that is not authored by you is on your profile by mistake, you can delete it by clicking the trash can icon in the lower right corner of the line which the publication in question is mentioned in.

****It is important for your visibility and also to avoid synchronization problems with your other profiles, that your ORCID profile contains complete and accurate information.***

If you need support you can contact us by e-mail: kutuphane@istinye.edu.tr and via WhatsApp: +90 539 215 6046.

Directorate for Information Resources / Library