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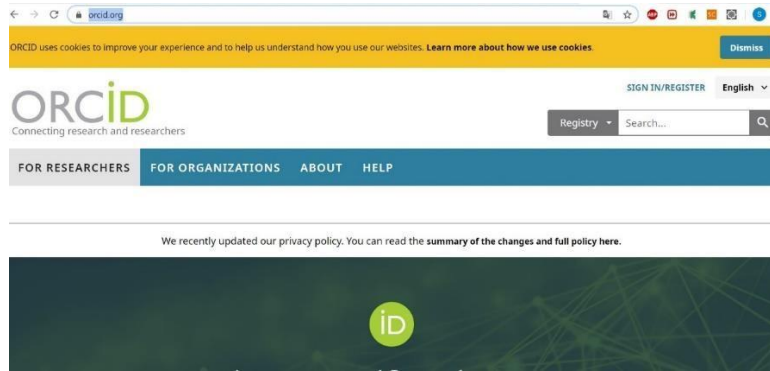
ORCID
Connecting Research
and Researchers

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:

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.

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.

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.

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:

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