

Steps to set up your ORCID profile

Create your ORCID ID

1. Go to <https://orcid.org>
2. Click on Sign In/Register, then click Register Now. Use your uwo.ca email as your Primary email.

Add information to your ORCID profile

1. Names: if you have published under any other names (including with / without middle initial)
2. Country: set to Canada
3. Websites: if you have any personal or professional websites you want to show here
4. Emails: adding an alternate email address can be helpful if you forget your password – you can use the alternate email to access your account

NOTE: You can control who can see any information about you with the ORCID privacy settings.

Add other information to your ORCID profile

For each of these areas, click on the Add button or link and fill in the fields that appear.

1. Employment: start typing in the Institution field and a drop-down menu will appear. Some fields will then auto-populate. Keeping Employment public will make it easier to find you with a name search in the ORCID registry.
2. Education and qualifications
3. Invited positions and distinctions
4. Membership and service
5. Funding

Add Works (i.e., publications or presentations)

The easiest way to add publications is to use the wizards found under **Add works > Search & link**. This will automatically populate the publications that you find through each wizard.

Scopus Author ID

If you have publications that are indexed in Scopus, the Scopus-Elsevier wizard will push those works to your ORCID account. Follow the prompts in the wizard.

The Lens

- Search for your name to see what publications you can find. If you can find several publications, follow the steps below to add them to your ORCID profile.
- Register for a free account with The Lens, then sign in to your account.
- Go to Account Settings and look for ORCID in the Linked Services on the right hand side.
- Click View your Lens Profile. You should see publications that you have already added to your ORCID profile.

- To add more, click “Find more of my works” and follow the steps to search your name and add your publications. Adding publications to your profile in The Lens automatically syncs them with your ORCID profile.

CrossRef Metadata Search

- Search for your name (you may need to add words from publication titles)
- Click Add to ORCID to add relevant works to your profile

Add BibTeX

- Use this to import your publication list from Google Scholar or a reference manager such as Zotero.
 - To import from Google Scholar, you must have an existing Google Scholar account and profile. Caveat: it does not import DOIs from Google Scholar.
 - To import from Zotero or another reference manager, you must have an existing account.
- Select the works you would like to export to ORCID.
- Click Export > BibTeX. A window will appear with the BibTeX code for your publications.
- Copy the BibTeX information which appears and paste it into a text editor such as Notepad or TextEdit. Save the file as .txt.
- Go back to your ORCID Account, and click to add works via “Import BibTeX”. Click “Choose file” and add the file saved as in the text editor. Your publications should now appear in ORCID.

Manually add works. Do this if you can’t find your publications using any of the wizards described above, or if you have unique publication types.

- This is the most time-consuming method
- This may be the only way to add conference posters or presentations
- Click “Add works” and “Add manually”
- Fill in the appropriate fields.

Manage similar works. If you added the same work through more than one Search & Link wizard, use the Manage similar works button on your ORCID profile to combine the works. Alternatively, select the items you want to combine, click Actions, and choose Combine.

Use your ORCID ID

- When submitting manuscripts to a journal
- When applying for grants
- To update your CV
- In your email signature
- In your Scholarship@Western profile

Questions? Contact the Research and Scholarly Communication team in Western Libraries, rsclib@uwo.ca