

ORCID Instructions

The Office of Grants and Contracts Administration (OGCA) pulled together and highlighted information about ORCID in an effort to assist UAF

Step-by-step registration and account setup

1. An ORCID iD is a 16 digit unique identifier, for example, 0000-21825-0097.
If you think you've registered for ORCID, but don't remember your ID or user name, try the following steps to find your ORCID iD.
 - a) Look up your name in the search bar on the main page of the ORCID site (or use the advanced search functionality <https://orcid.org/orcidsearch/search>) If your profile is in any way populated and the information is set to visible you will be able to identify yourself and see your ORCID iD.
 - b) Go to <https://orcid.org/signin> and enter the email address you think might be associated with your ORCID account, and select the "Forgotten your password? Reset it here" option. ORCID will send an email to that address with either a link to reset password, or notification that the email address is not registered

2. If you don't have an existing ID register through



Information is manually entered for these four sections.



4b. Complete the Funding section importing

4d. Completing the Works section

For the Import options, click on the appropriate choice and follow the instructions.

Associate your Sponsor-specific ID with ORCID

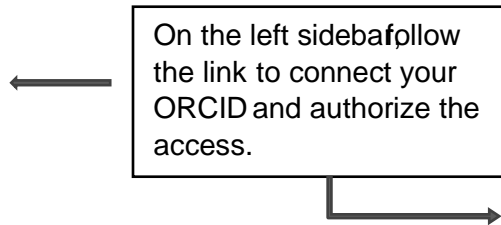
1. NIH

1a. Sign in <https://public.era.nih.gov/commons/public/login.do>

1b. Access your Personal Profile



1c. Connect to ORCID



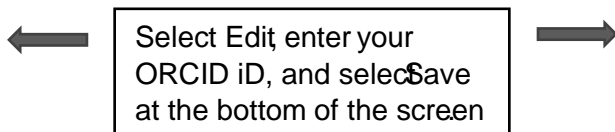
2. NSF (Research.gov)

2a. Sign in <https://www.research.gov/researchweb/>

2b. Access My Profile



2c.



3. Proposal Central

Note that to import your ORCID information to Proposal Central, your ORCID visibility settings need to be set to Everyone

3a. Sign in <https://proposalcentral.com/default.asp>

3b. Access your Professional Profile



Then follow the link to connect your ORCID and authorize the access. See the NIH section above for authorization instructions.

3c. Select which information you want to import from ORCID

After you've chosen the sections to add, select Save All



Choose either the sections you want updated from ORCID or Select All.

