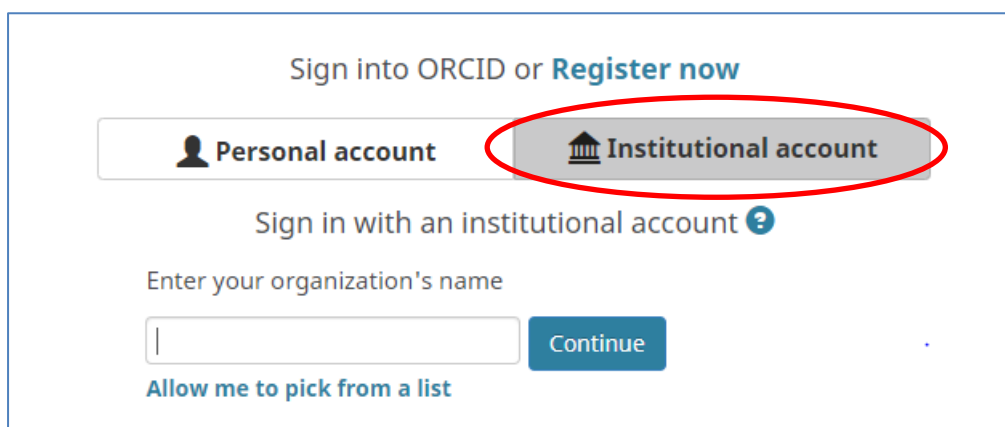


Registering for an ORCID

An ORCID (Open Researcher and Contributor ID) is a persistent digital identifier that distinguishes you from every other researcher. It helps provide links between you and your professional activities ensuring that your work is recognised.

1. To register for an ORCID visit <https://orcid.org/signin>. DO NOT click Register Now. Instead click on **Institutional Account**, search for **Glasgow Caledonian University** and sign in using your standard GCU login credentials.



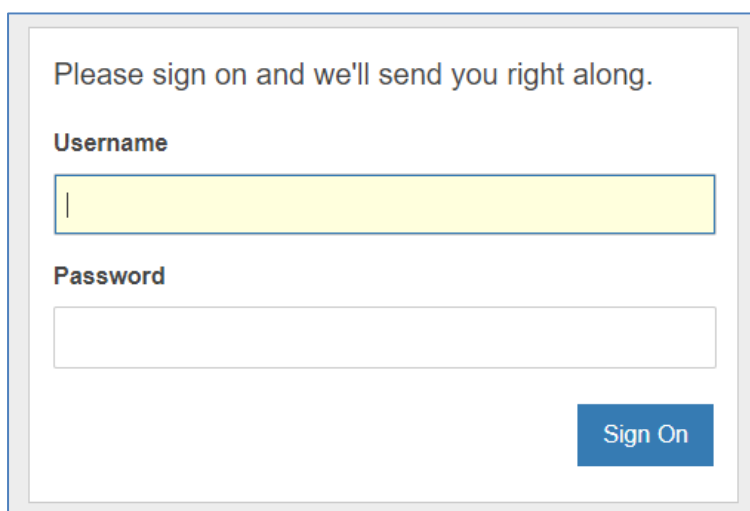
Sign into ORCID or **Register now**

Personal account Institutional account

Sign in with an institutional account ?

Enter your organization's name

[Allow me to pick from a list](#)



Please sign on and we'll send you right along.

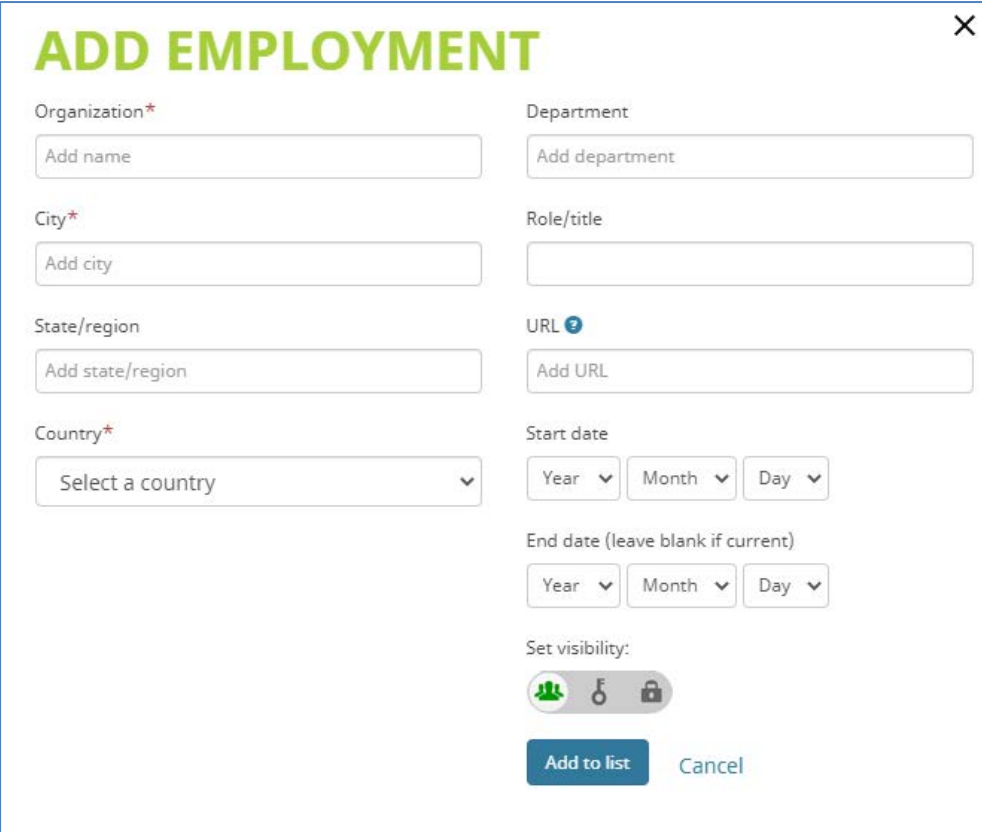
Username

Password

2. You will be prompted to create an ORCID. Complete all the required information. Further support is provided in this article: <https://support.orcid.org/hc/en-us/articles/360006897454>
3. Once your registration is complete you can begin to populate your profile. GCU recommends these minimum basic settings:
 - a. To ensure the highest level of visibility for your profile it is recommended that you set your ORCID visibility settings to **Everyone**.



- b. To help GCU accurately identify which of our researchers have ORCID IDs please add your current employer as **Glasgow Caledonian University**. To do this click **Add Employment** in the Biography section of your profile and complete the form. In the Organisation field please select Glasgow Caledonian University from the drop-down menu. Again we recommend you set the visibility settings to Everyone.



The screenshot shows a modal window titled "ADD EMPLOYMENT" with a close button (X) in the top right corner. The form is organized into two columns. The left column contains fields for "Organization*" (text input with "Add name" placeholder), "City*" (text input with "Add city" placeholder), "State/region" (text input with "Add state/region" placeholder), and "Country*" (a dropdown menu with "Select a country" and a downward arrow). The right column contains fields for "Department" (text input with "Add department" placeholder), "Role/title" (text input), "URL" (text input with "Add URL" placeholder and a help icon), "Start date" (three dropdown menus for Year, Month, and Day), and "End date (leave blank if current)" (three dropdown menus for Year, Month, and Day). Below the date fields is a "Set visibility:" section with three icons: a green person icon (selected), a key icon, and a lock icon. At the bottom of the form are two buttons: "Add to list" (a blue button) and "Cancel" (a grey button).

- c. You can choose what further information to add to your ORCID profile. A guide for those getting started with ORCID is available here:
<https://support.orcid.org/hc/en-us/articles/360006896894>