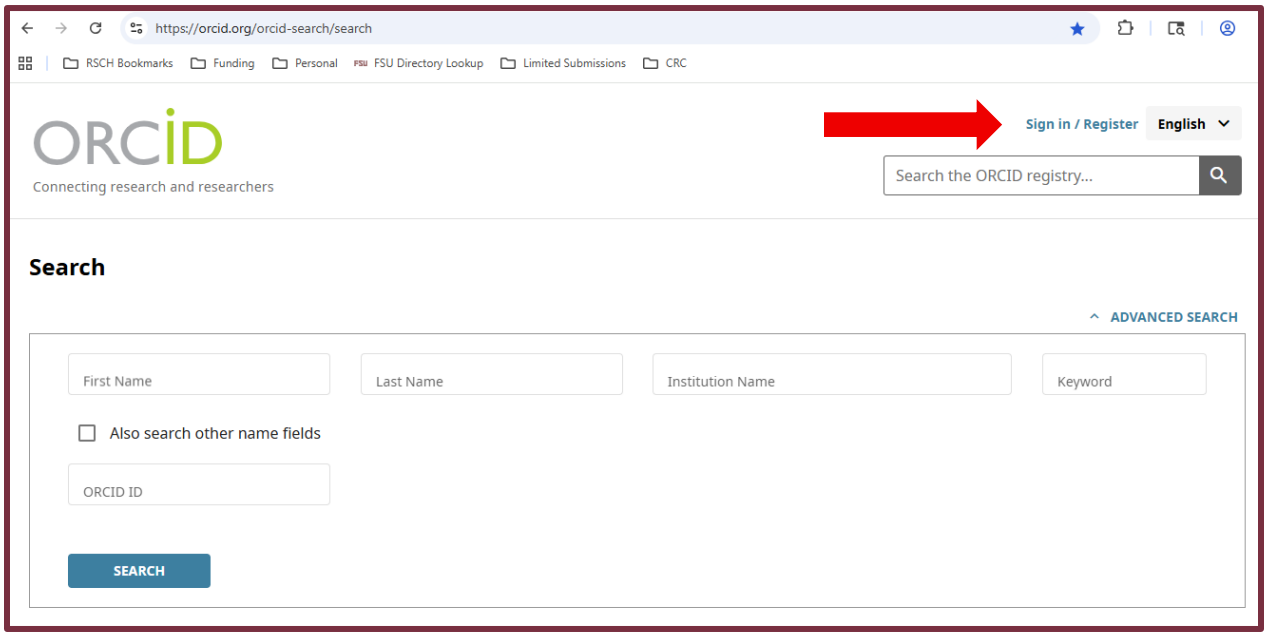
FSU
COUNCIL ON RESEARCH & CREATIVITY
DIVISION OF RESEARCH

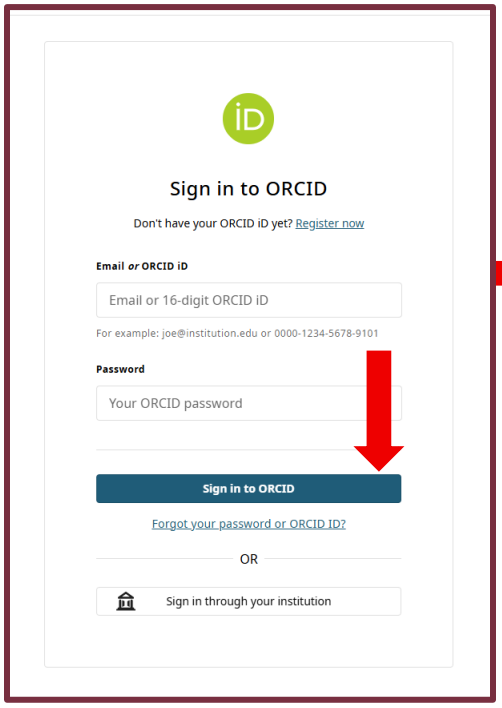
How to Create an ORCiD Account

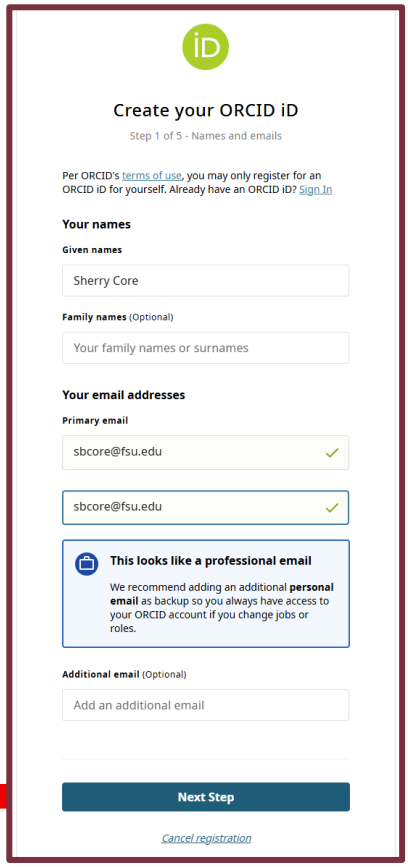
ORCiD (Open Researcher and Contributor ID) numbers are used to uniquely identify researchers and connect them to their scholarly work, ensuring proper attribution and reducing ambiguity in research communication. It links researchers to their publications, grants, affiliations, and other research activities, creating a comprehensive record of their work. Many systems, including grant application portals (for NIH and NSF), CV creation portals, and manuscript submission systems, now integrate with ORCiD, allowing researchers to auto-populate forms and streamline processes.

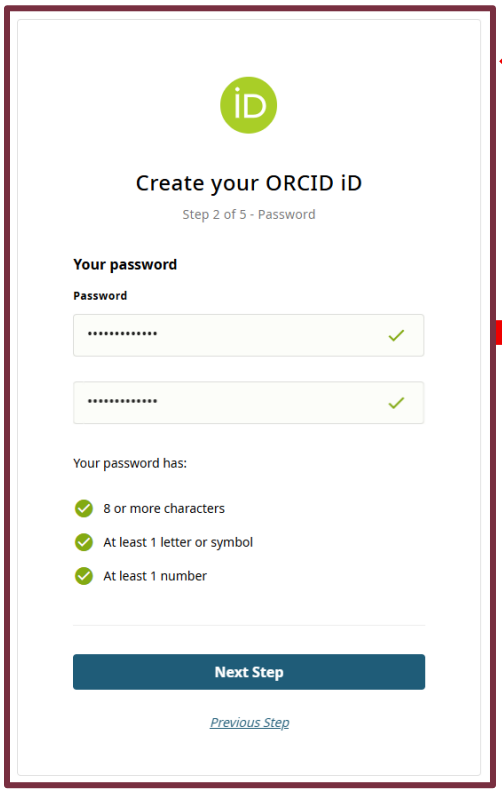
To begin, visit the ORCiD website and click to “Sign In/Register”:
https://orcid.org/orcid-search/search



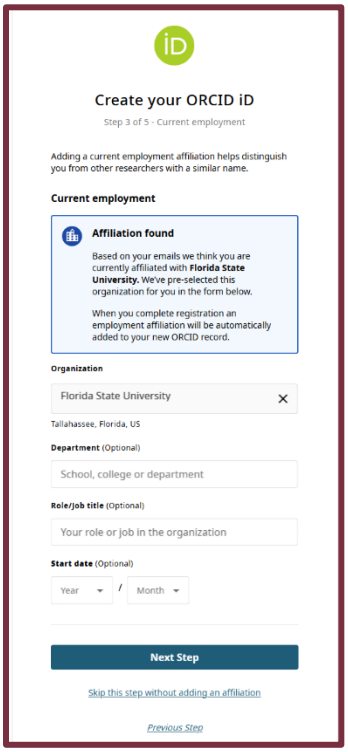
Click to “Register now”, and provide your name, primary email address, an optional personal email address, and create a password.



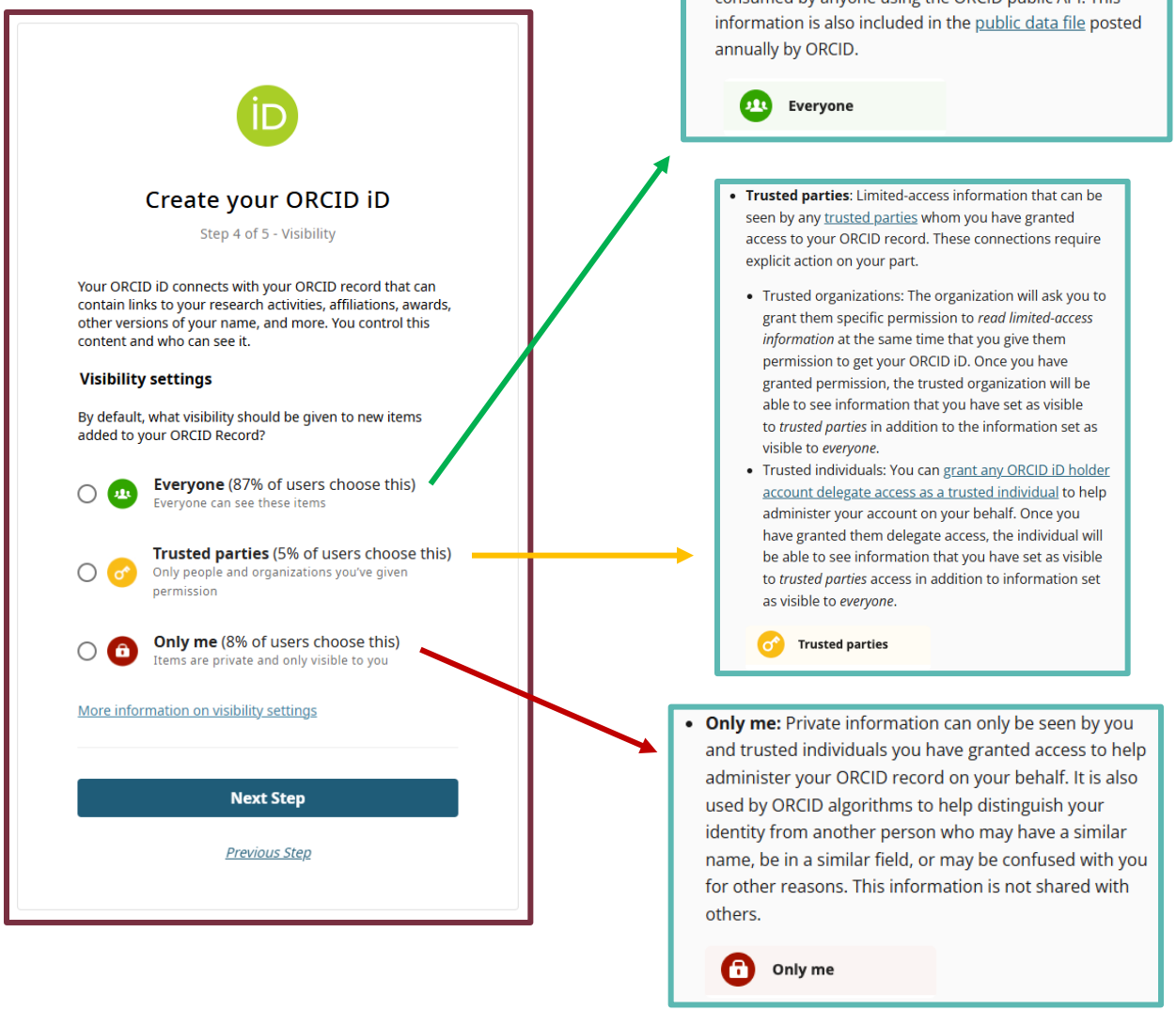




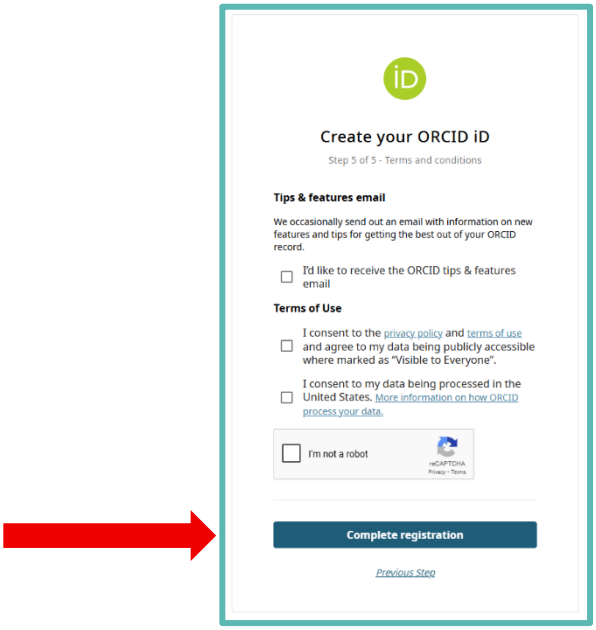
Based on your email address, it automatically selects FSU as your organization. Add the needed information.



Select your visibility.

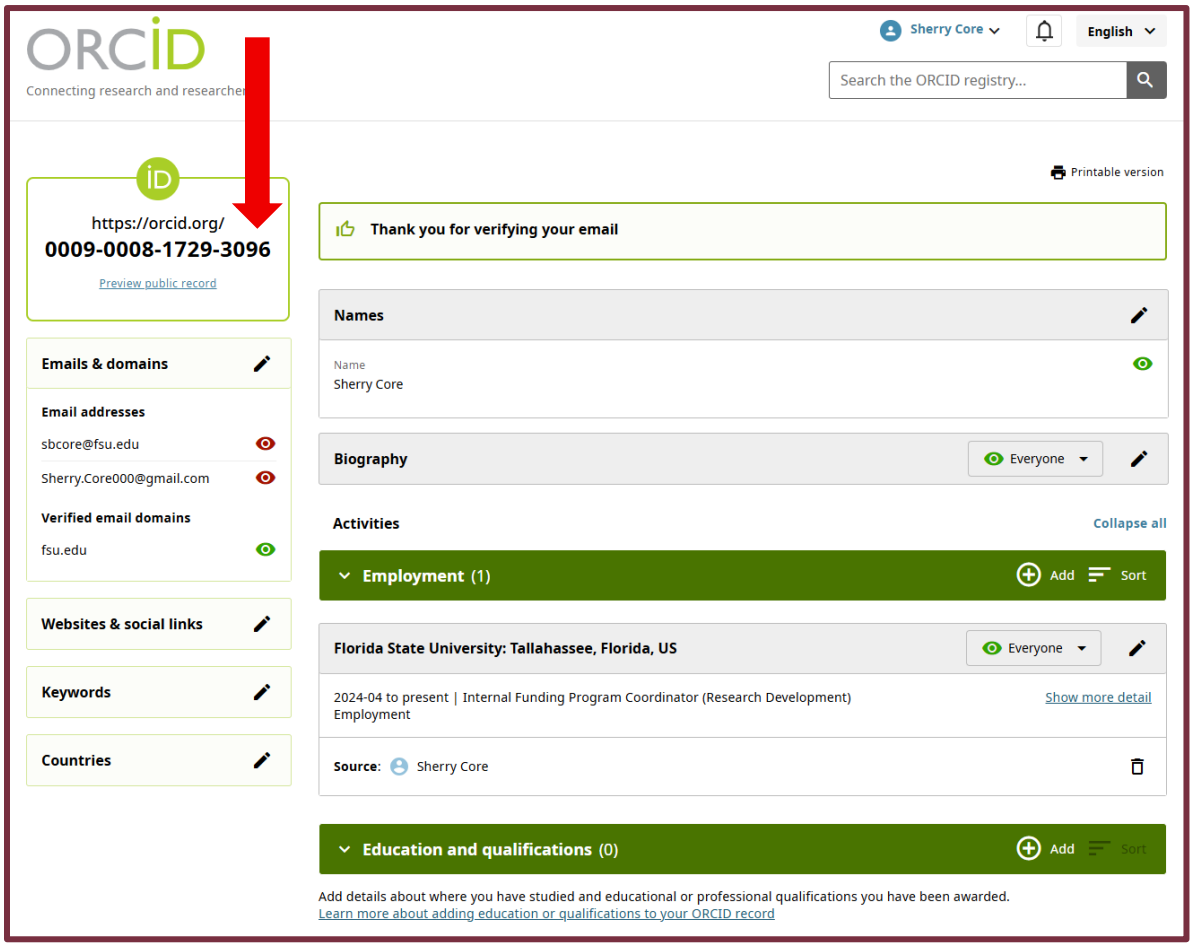


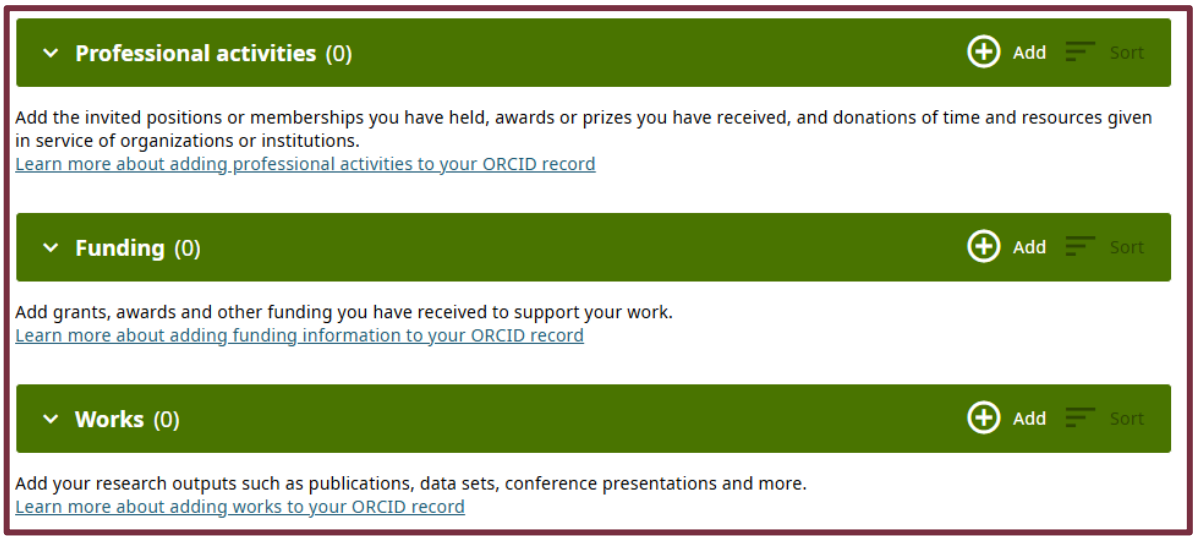
Complete your registration.



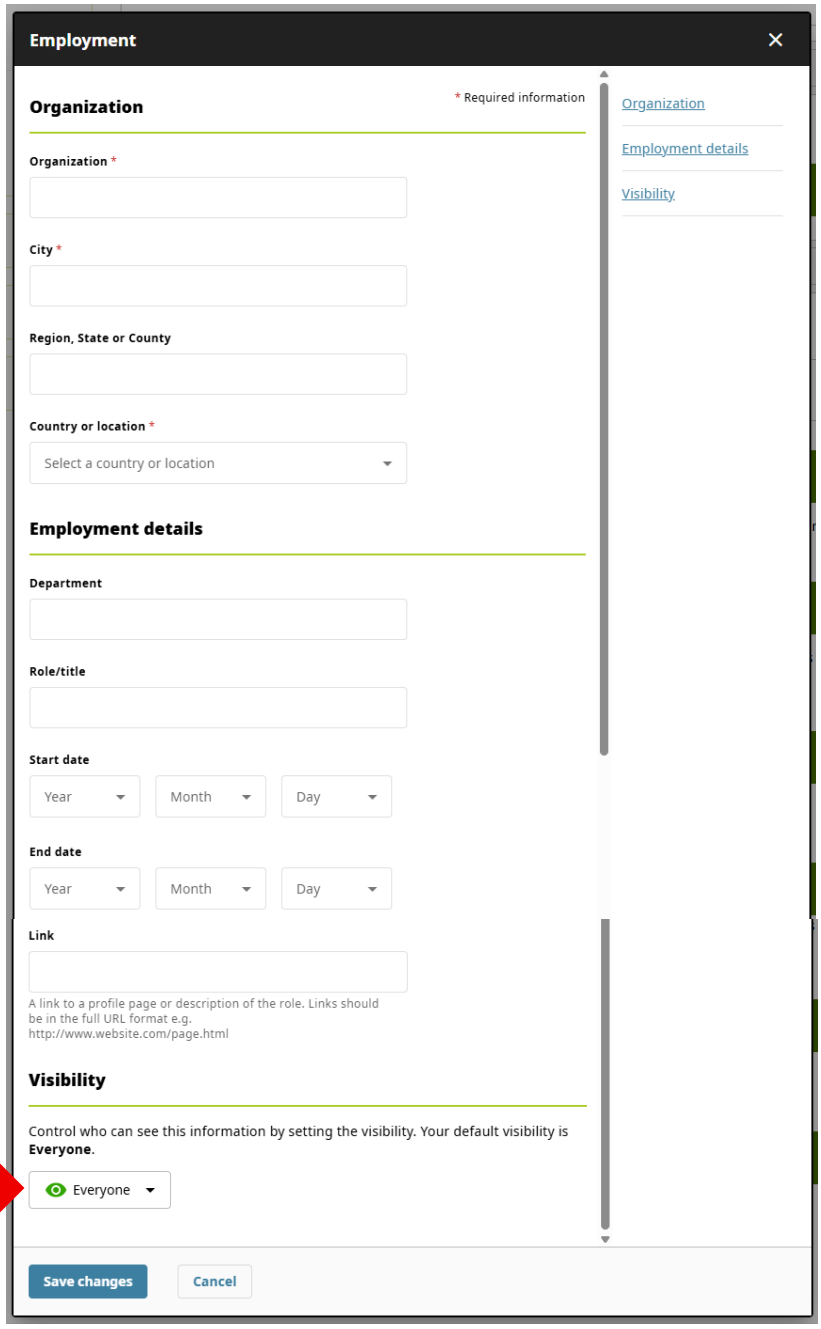
You now have an ORCiD account. It will send an automated email to the primary email address you provided, and you need to click the link in the email to “verify email”. You cannot start updating your ORCiD account until you verify the email.

You will be given an ORDiD number. This is the number that you need to provide in your CRC applications (like FYAP).





Update all areas with your employment history, education and qualifications, professional activities, funding, and works.



Every entry you make in each area will have its own visibility setting.

That's it! Just add your publications, funding, professional activities, etc., as they occur, and you will always have an updated record of your work that can be linked in grant applications or shared via ORCiD number.