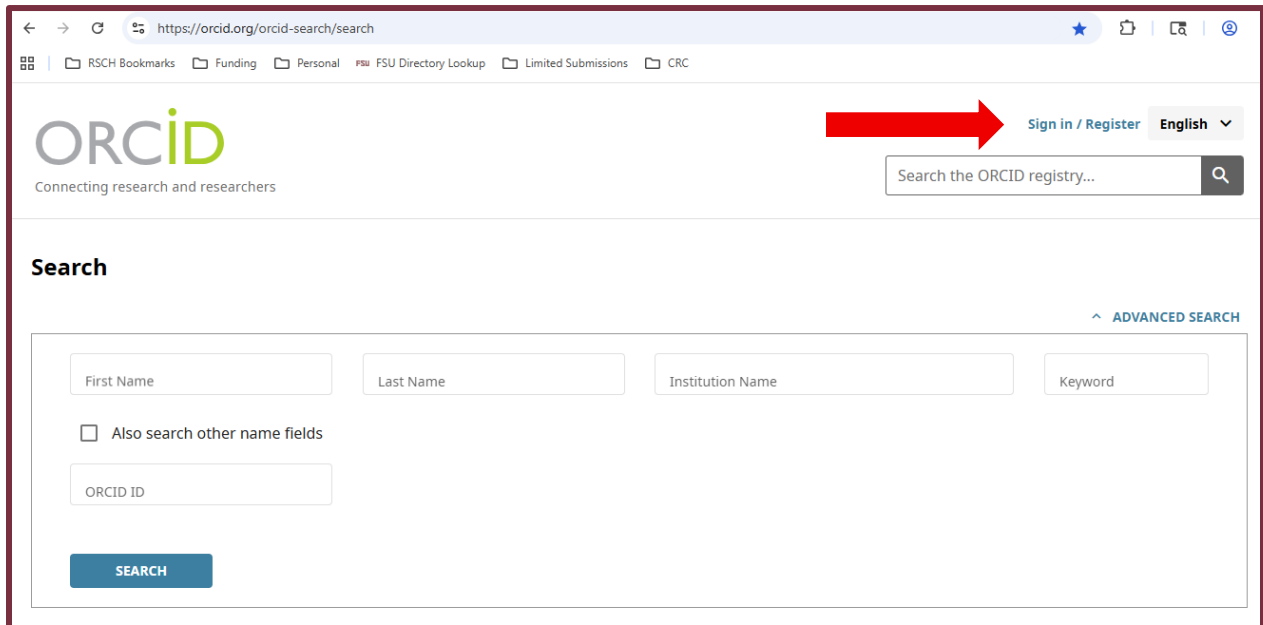


## How to Create an ORCID Account

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>



The screenshot shows the ORCID website's search page. At the top, the ORCID logo is on the left, and the text "Connecting research and researchers" is below it. On the right, there is a "Sign in / Register" link with a red arrow pointing to it, and a language dropdown menu set to "English". Below the logo, there is a search bar with the placeholder text "Search the ORCID registry...". The main section is titled "Search" and contains a form with four input fields: "First Name", "Last Name", "Institution Name", and "Keyword". There is a checkbox labeled "Also search other name fields" and an "ORCID ID" input field. A blue "SEARCH" button is at the bottom left of the form. An "ADVANCED SEARCH" link is on the right side of the form.

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

**Sign in to ORCID**  
Don't have your ORCID iD yet? [Register now](#)

**Email or ORCID iD**  
Email or 16-digit ORCID iD  
For example: joe@institution.edu or 0000-1234-5678-9101

**Password**  
Your ORCID password

**Sign in to ORCID**

[Forgot your password or ORCID iD?](#)

OR

Sign in through your institution

**Create your ORCID iD**  
Step 1 of 5 - Names and emails

Per ORCID's [terms of use](#), you may only register for an ORCID iD for yourself. Already have an ORCID iD? [Sign In](#)

**Your names**  
**Given names**  
Sherry Core

**Family names (Optional)**  
Your family names or surnames

**Your email addresses**  
**Primary email**  
sbcore@fsu.edu ✓

sbcore@fsu.edu ✓

**This looks like a professional email**  
We recommend adding an additional **personal email** as backup so you always have access to your ORCID account if you change jobs or roles.

**Additional email (Optional)**  
Add an additional email

**Next Step**

[Cancel registration](#)

**Create your ORCID iD**  
Step 2 of 5 - Password

**Your password**  
**Password**  
\*\*\*\*\* ✓

\*\*\*\*\* ✓

Your password has:

- ✓ 8 or more characters
- ✓ At least 1 letter or symbol
- ✓ At least 1 number

**Next Step**

[Previous Step](#)

**Create your ORCID iD**  
Step 3 of 5 - Current employment

Adding a current employment affiliation helps distinguish you from other researchers with a similar name.

**Current employment**

**Affiliation found**  
Based on your emails we think you are currently affiliated with **Florida State University**. We've pre-selected this organization for you in the form below.  
When you complete registration an employment affiliation will be automatically added to your new ORCID record.

**Organization**  
Florida State University X  
Tallahassee, Florida, US

**Department (Optional)**  
School, college or department

**Role/job title (Optional)**  
Your role or job in the organization

**Start date (Optional)**  
Year / Month


**Next Step**

[Skip this step without adding an affiliation](#)

[Previous Step](#)

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

Select your visibility.




## Create your ORCID iD


Step 4 of 5 - Visibility


Your ORCID iD connects with your ORCID record that can contain links to your research activities, affiliations, awards, other versions of your name, and more. You control this content and who can see it.

### Visibility settings

By default, what visibility should be given to new items added to your ORCID Record?

☐  **Everyone** (87% of users choose this)  
Everyone can see these items

☐  **Trusted parties** (5% of users choose this)  
Only people and organizations you've given permission

☐  **Only me** (8% of users choose this)  
Items are private and only visible to you

[More information on visibility settings](#)

[Next Step](#)


[Previous Step](#)

• **Everyone:** Information marked as *everyone* can be viewed by anyone who comes to the **orcid.org** website or consumed by anyone using the ORCID public API. This information is also included in the [public data file](#) posted annually by ORCID.


 **Everyone**

• **Trusted parties:** Limited-access information that can be seen by any [trusted parties](#) whom you have granted access to your ORCID record. These connections require explicit action on your part.


- Trusted organizations: The organization will ask you to grant them specific permission to *read limited-access information* at the same time that you give them permission to get your ORCID iD. Once you have granted permission, the trusted organization will be able to see information that you have set as visible to *trusted parties* in addition to the information set as visible to *everyone*.
- Trusted individuals: You can [grant any ORCID iD holder account delegate access as a trusted individual](#) to help administer your account on your behalf. Once you have granted them delegate access, the individual will be able to see information that you have set as visible to *trusted parties* access in addition to information set as visible to *everyone*.

 **Trusted parties**

• **Only me:** Private information can only be seen by you and trusted individuals you have granted access to help administer your ORCID record on your behalf. It is also used by ORCID algorithms to help distinguish your identity from another person who may have a similar name, be in a similar field, or may be confused with you for other reasons. This information is not shared with others.

 **Only me**

Complete your registration.



## Create your ORCID iD

Step 5 of 5 - Terms and conditions

### Tips & features email


We occasionally send out an email with information on new features and tips for getting the best out of your ORCID record.

☐ I'd like to receive the ORCID tips & features email

### Terms of Use

☐ I consent to the [privacy policy](#) and [terms of use](#) and agree to my data being publicly accessible where marked as "Visible to Everyone".

☐ I consent to my data being processed in the United States. [More information on how ORCID process your data.](#)

☐ I'm not a robot 

[Complete registration](#)

[Previous Step](#)

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 ORCID number. This is the number that you need to provide in your CRC applications (like FYAP).

**ORCID**  
Connecting research and researchers

Sherry Core English

Search the ORCID registry...

**iD**  
<https://orcid.org/0009-0008-1729-3096>  
[Preview public record](#)

**Thank you for verifying your email**

**Emails & domains**

**Email addresses**  
sbcore@fsu.edu  
Sherry.Core000@gmail.com

**Verified email domains**  
fsu.edu

**Websites & social links**

**Keywords**

**Countries**

**Names**  
Name: Sherry Core

**Biography**  
Everyone

**Activities**  
Collapse all

**Employment (1)**  
Add Sort

**Florida State University: Tallahassee, Florida, US**  
Everyone

2024-04 to present | Internal Funding Program Coordinator (Research Development)  
Employment  
[Show more detail](#)

Source: Sherry Core

**Education and qualifications (0)**  
Add Sort

Add details about where you have studied and educational or professional qualifications you have been awarded.  
[Learn more about adding education or qualifications to your ORCID record](#)

**Professional activities (0)**  
Add Sort

Add the invited positions or memberships you have held, awards or prizes you have received, and donations of time and resources given in service of organizations or institutions.  
[Learn more about adding professional activities to your ORCID record](#)

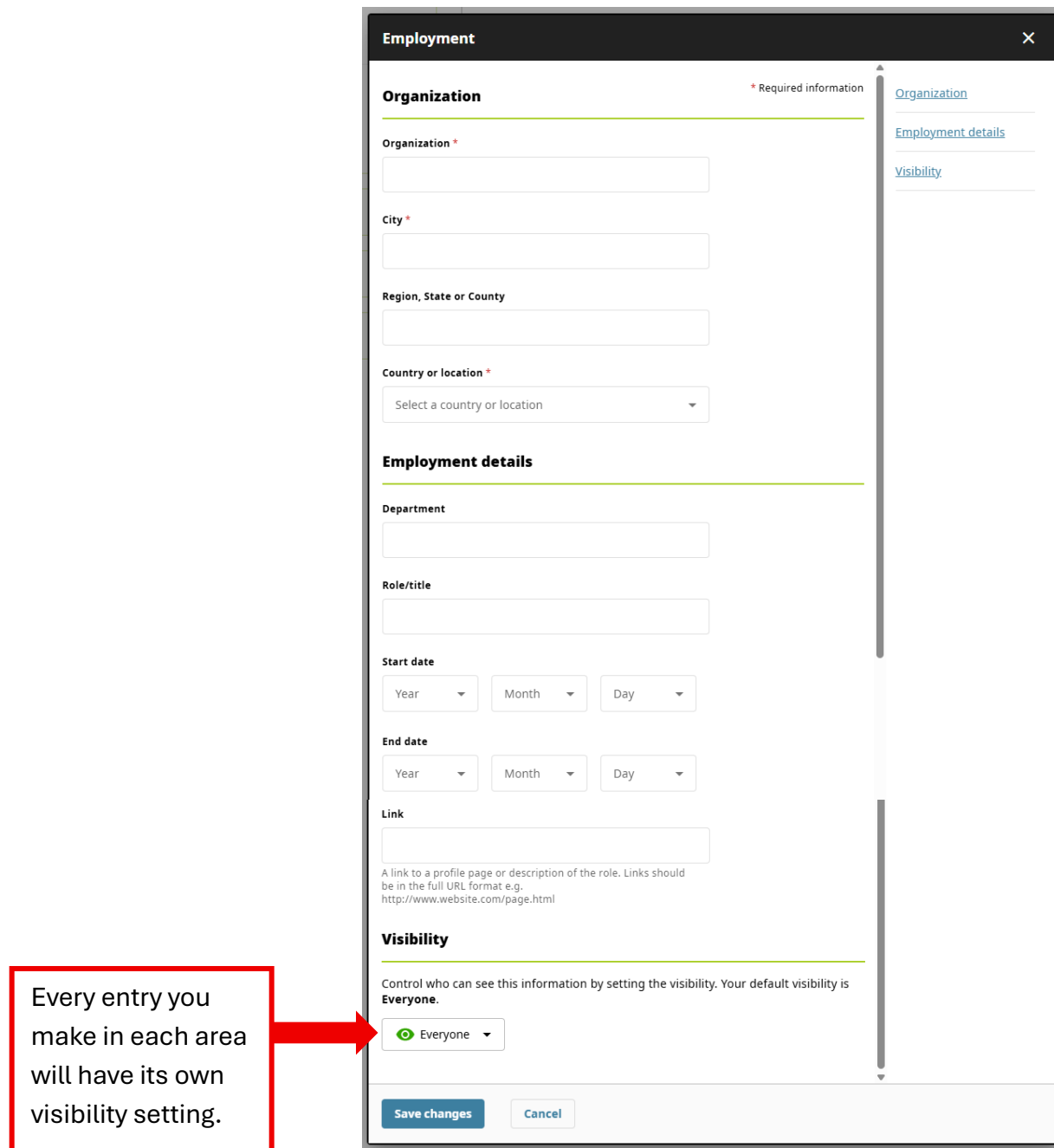
**Funding (0)**  
Add Sort

Add grants, awards and other funding you have received to support your work.  
[Learn more about adding funding information to your ORCID record](#)

**Works (0)**  
Add Sort

Add your research outputs such as publications, data sets, conference presentations and more.  
[Learn more about adding works to your ORCID record](#)

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



The screenshot shows a web form titled "Employment" with a close button (X) in the top right corner. The form is divided into three main sections: "Organization", "Employment details", and "Visibility".

- Organization** (marked with a red asterisk for required information):
  - Organization \* (text input)
  - City \* (text input)
  - Region, State or County (text input)
  - Country or location \* (dropdown menu with "Select a country or location" as the placeholder)
- Employment details**:
  - Department (text input)
  - Role/title (text input)
  - Start date (three dropdowns for Year, Month, and Day)
  - End date (three dropdowns for Year, Month, and Day)
  - Link (text input)
  - Below the link input, there is a note: "A link to a profile page or description of the role. Links should be in the full URL format e.g. <http://www.website.com/page.html>"
- Visibility**:
  - Text: "Control who can see this information by setting the visibility. Your default visibility is **Everyone**."
  - Visibility dropdown menu showing "Everyone" with an eye icon.

At the bottom of the form are two buttons: "Save changes" and "Cancel".

A red rectangular box on the left side of the form highlights the "Visibility" section. A red arrow points from this box to the "Everyone" option in the visibility dropdown menu.

On the right side of the form, there is a vertical scrollbar and a list of links: "Organization", "Employment details", and "Visibility".

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.