Establishing Your Scholarly/Professional Identity with ORCID

A Care and Feeding Manual

for Texas A&M Graduate Students

-- Draft version 0.2 and currently quite beta! 😊 --

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What is ORCID and Why is it Helpful to Establishing Your Identity?

You are totally unique. Your name, however, is not. That is where ORCID (Open Researcher and Contributor ID) can help. ORCID provides a unique scholar identifier to help you get credit for all your research/professional contributions. When integrated with publisher services and databases on the Internet, it helps online searchers find all your works of potential interest. It helps publishers, funding agencies, universities and professional associations distinguish you from others with the same or similar name.

Why ORCID iDs are the Most Effective Scholar Identifiers

- ORCID iD’s are global (they work around the world)
- ORCID iD’s are persistent (they identify you over your career regardless of your affiliation or employment status)
- ORCID respects privacy (iD holders are free to set their profile information to be as public or as private as desired)
- ORCID iD’s are portable (they go with you when or if you leave Texas A&M)
- ORCID iD’s are anonymous and secure (the 16-digit numeric identifier is randomly generated—no connection to age, nationality, place of origin, gender, or any other personal attribute)
- ORCID iD’s are interoperable (they work both in open information systems across the Internet and in private systems used by a particular university, publisher, agency, etc.)
- ORCID iD’s are not-for-profit (they are an international standard that representatives from both commercial and not-for-profit sectors have agreed to use, so their systems can work together for the greater good)
- ORCID iD’s are platform-agnostic, discipline-neutral, and publisher-independent (they work for everyone, regardless of field, publishing preferences, or preferred computing operating system)
- ORCID iD’s are free to acquire or maintain. ORCID is a not-for-profit organization.

Who Uses ORCIDs?

- Universities such as Boston University, Cornell, Harvard, University of Michigan, Texas A&M
- Learned Societies such as the American Physical Society, the American Geophysical Union, the Modern Language Association, to name a few
- Publishers including Copernicus GmbH Elsevier, ELife, Faculty of 1000, Hindawi Publishing Group, Nature Publishing Group, Proceedings of the National Academy of Sciences of the United States of America, Thomson Reuters, Oxford University Press, and many more!
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Beginning in Spring Semester 2014, all graduate students at Texas A&M are receiving ORCID Identifiers to distinguish their works from those with the same or similar names. The University Libraries and Office of Graduate and Professional Studies are working directly with personnel at ORCID.org to create unique 16-digit identifiers for each registered graduate student. Those identifiers will then go into the Campus Directory and also into the Vireo ETD Submission and Management System. When your thesis, dissertation, record of study, or capstone project is published in the OAK Trust Digital Repository at Texas A&M, the ORCID number will be part of the item record.

Additionally, the citation for your graduate scholarship will also be added to your ORCID profile by Texas A&M after your work is made available online in the OAK Trust Digital Repository. In that way, other individuals or organizations interested in your accomplishments will easily find your thesis, dissertation, record of study, or capstone report and associate it with your other research contributions or professional activities.

PRIVACY NOTE: At any time, you may change the settings in your ORCID profile to conceal your graduate work (or any other contribution) from public view.

Real-life example: Given an ORCID iD, see what works the person has produced

![Image]

Turn his 16-digit number into http://orcid.org/0000-0001-7542-0286.

It takes you to his ORCID profile.
Anatomy of an ORCID Profile
for http://orcid.org/0000-0001-5494-4806

This is the public view of the ORCID profile for the author of this guide.

This screen displays information that has been filled in by the author and made public using ORCID’s privacy settings.

What is NOT displayed on this screen?

• Information not supplied by the author

• Information for which the settings = Private

Let’s look behind-the-scenes to see how the profile was set up. Please continue to the next section.
Public display of ORCID profile shown above.

1. “First Name” and “Last Name” display by default if “Published Name” (2) is not made Public or remains null.

3. “Other Names” field not displayed since it is made Private.

4. ORCID number always displays. It is built into the ORCID profile.

5. “Websites” display if filled in and made Public. Clicking on website name goes to actual site location on the Web.

6. “Other IDs” displaying here are supplied by Trusted Third Parties whom the author has authorized to connect to her ORCID Record.

Account holder’s view of same information in “Account Settings”, viewable upon secure login
View of e-mail accounts under “Account Settings” tab

Every ORCID account must be associated with at least one valid and verified e-mail account, for technical and administrative reasons.

Note that in the account shown above, the TAMU email address is designated as “Primary”. It is also set as Public, although there is no requirement that e-mail addresses be made public. All e-mail addresses in the ORCID profile may be set to Private, if desired.

When Texas A&M arranges to set up your ORCID account, we supply the e-mail address that the University maintains as your official address for business purposes. This is the address listed in your campus directory record. You can view your record at http://hdc.tamu.edu/hdcapps/ldap/index.php?zone=search.

You may wish to add additional e-mail addresses that are associated with your works.

If you change affiliations, be sure to add the new e-mail address to your ORCID. It is a good idea to retain the TAMU e-mail address as well, even if it is no longer designated as 'Primary'.

Already Have an ORCID? How to avoid multiple ORCID iDs

The best way to avoid having a second ORCID created by Texas A&M is to make sure your existing profile with ORCID includes your official TAMU email address -- the one in the campus directory record. Before minting new iDs for TAMU folks, ORCID will check for an existing iD in their system but their matching algorithm is looking for the email in our campus directory.

You can associate more than one email with your ORCID -- the trick to avoiding duplicate ORCIDs is making sure that ONE of those emails matches the one in your official directory record.
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This option controls the privacy settings for any new work added to the ORCID profile. It does not control works already in your profile.

Whatever you choose as the default setting for new works can readily be changed later on, so don’t fret too much about this setting when you are first getting your profile set up!

What are “Trusted Parties”?

The term “Trusted Parties” refers to organizations that you are affiliated with, such as Texas A&M, that may synch their own systems with your ORCID profile. These types of organizations are known as “Member Creators” because they are authorized to create ORCIDs on behalf of their constituents.

“Trusted Parties” may also refer to third parties, such as the publishers Elsevier or Thomson, who maintain optional wizards to synch their databases with your ORCID profile as a value-added service to their customers. It is up to you whether to take advantage of these services to make your scholarly or professional identity more widely accessible.

View of privacy settings for new works under “Account Settings” tab
This option controls the type of notifications and information you will receive from ORCID. Feel free to select or decline these options as you wish: they do not affect the management of your ORCID iD.

Note that this section also provides a link to ORCID’s privacy rules, terms and conditions (which you already agreed to when you claimed your ORCID iD.)
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This section displays the permissions you have already authorized, allowing “Trusted Parties” of your choosing to access your account to retrieve or add information. The only permission that will be in your account once you finish the claiming process is Texas A&M.

It is up to you to request or agree to services from other organizations (publishers, funding organizations, learned societies) …. Should you choose to do so, you will be adding another permission to this section of your ORCID profile.
All of the information in this section may be added to the ORCID profile manually, and subject to the Account holder’s preferred privacy settings.

Under the “Works” section, note that a button is also provided to “Import Works” from third-party publishers like Elsevier (Scopus) and Thomson. Clicking this button launches a wizard to add content to from these outside sources. This requires granting permission to a “Trusted Party.”
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Claiming Your ORCID for the First Time

Once Texas A&M and ORCID have established your new ORCID, you will receive a notification email message as shown below.

Click on the link contained in the email message to finish claiming your ORCID iD.

What If You Do Not Claim Your ORCID by Clicking on the E-mail Link?

According to ORCID.org,

“If a Member Creator creates an ORCID Record on your behalf, you will receive an email from ORCID inviting you to claim the record. Until you claim a record, the Member Creator may continue to make privacy selections with respect to your record, and edit and update your record. When you claim a record and at any time thereafter, you can elect to take over management of your record, including through a Proxy. Any changes you make to privacy settings will override Member Creator settings.”

Note that Texas A&M is the ‘Member Creator’ mentioned in the above explanation.
Setting Up Initial Settings in Your ORCID Profile

Clicking on the email link takes you to your new ORCID account where you need to reset your password and set up the privacy settings for new works added to your ORCID Profile.

Almost done! You have two more steps to allow Texas A&M to add or view information in your ORCID profile.
Granting Texas A&M Permission to Synch with ORCID

Congratulations! You have distinguished yourself with an ORCID!

And again on the next screen ...
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Useful ORCID Resources for Texas A&M

Ask the Libraries about the Texas A&M ORCID Integration Program

orcid@library.tamu.edu

ORCID and Other Researcher Identifiers - Library Guide

http://guides.library.tamu.edu/researcher_ids

ORCID Web site

http://orcid.org/

ORCID Guide: I registered for my ORCID iD. . . now what?

https://orcid.org/blog/2013/12/05/i-claimed-my-orcid-id-now-what

ORCID Guide - Managing Duplicate ORCID iDs

https://orcid.org/blog/2014/01/09/managing-duplicate-iDs

ORCID Store on Cafe Press

http://www.cafepress.com/orcid

Record Your ORCID iD here!

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