

## Getting Started with ORCID

Creating a persistent, automatically updated record of your scholarly work

### Why ORCID?

ORCID provides a persistent identifier – an ORCID iD – that distinguishes you from other researchers and a mechanism for linking your research outputs and activities to your iD. Your ORCID iD moves with you throughout your career, improving the attribution and visibility of your work, and reducing duplication. ORCID iDs are fast becoming the standard in academia, and many publishers and funders now require them. [Learn more at orcid.org](https://orcid.org)

William & Mary is integrating ORCID to seamlessly correspond to your data in Faculty Success. You may already have an ORCID iD entered in Faculty Success, but we need researchers to authorize William & Mary as a trusted organization. This will enable us to sync your ORCID iD, eliminating the need for you to enter this information.



How an ORCID iD connects your professional work. Image courtesy of ORCID.

### How to get started:

[at orcid.wm.edu](https://orcid.wm.edu)

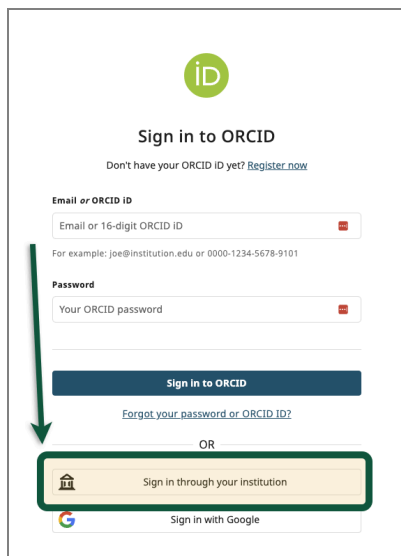
Clicking the Create/Connect ORCID iD button starts the process of authorizing William & Mary as a **trusted party** that can access your scholarly contributions listed in ORCID. If you already have an ORCID iD, the process will ask for that information, or you can register for a new account. Follow the steps below:

1. Click the button above for Create/Connect ORCID iD. If you're not already signed into CAS, you will be prompted to do so.

## 2. Select the button to “Sign in through your institution”

1. On the next screen in the field for Organization, type “William & Mary” and press the Continue button
  2. You will get a confirmation screen and will see the W&M logo. Select the link for “Sign in with this organization”
3. The next screen links your W&M account to your ORCID account. If you already have an ORCID iD, enter your login information here. If you don’t have an ORCID iD yet, select the link for “Register Now” at the bottom of the screen.
1. Register a new account:
  2. You will be prompted to create a username and password. Save this information! While at W&M, you can login with CAS, but if you leave, you can still access your ORCID account with the information entered here.
  3. ORCID will ask for some basic information. For Organization, please select “William & Mary”
  4. Set your visibility level. This controls who can see the items in your profile. Please select Trusted Parties or Everyone. Trusted Parties will let W&M connect your ORCID items with our systems.
4. Finally, confirm access authorization for W&M by clicking the button to Authorize access.
5. Once the authorization is complete, you will return to this website where you will see a link to your ORCID iD and a confirmation message that “William & Mary is now a trusted partner.”

## Step 1-2: Sign in through institution



The screenshot shows the ORCID sign-in interface. At the top is the ORCID logo. Below it is the heading "Sign in to ORCID" and a link "Don't have your ORCID ID yet? Register now". There are two input fields: "Email or ORCID ID" and "Password". Below these is a "Sign in to ORCID" button. A link "Forgot your password or ORCID ID?" is below the button. Below that is the word "OR" and a button "Sign in through your institution" which is highlighted with a green box and a green arrow pointing to it. At the bottom is a "Sign in with Google" button.

Click the button for "Sign in through your institution"

### Step 3: Connect or create ORCID account

If you already have an ORCID account, enter your login information on this screen. Otherwise click the "Register now" link

### Step 4: Confirm authorization

Click the Authorize access button to finish. You should be automatically redirected to this website with a confirmation message and a link to your ORCID iD.

## Questions? Contact Us

Have questions or need help? Let us know:

[scholarworks@wm.edu](mailto:scholarworks@wm.edu)