This page explains how you can create an ORCID, and how you can link your publications and your data sets to your ORCID record.

The following topics will be covered:

- Creating an ORCID
- Registering your ORCID in LUCRIS
- Activating the connection between LUCRIS and ORCID
- Activating the auto-update function
- Adding older works to your ORCID account

Creating an ORCID

Creating an ORCID id takes less than a minute.

- Go to orcid.org/register
- Fill out your name and email and choose a password
- Click on ‘register’

With these simple actions, you will have created an ORCID identifier for yourself.

Registering your ORCID in LUCRIS

You are also advised to enter your ORCID id into LUCRIS, by adding it to your research profile under the heading Researcher Identifiers. To do this, follow the steps below.

1. Log into LUCRIS at https://lucris.leidenuniv.nl/
2. Click on ‘Set Personal Preferences’
3. In the menu that appears, you can change your personal settings. Next, click on ‘More’ > ‘Research Profile’
4. Scroll down to ‘Research identifiers’. Here you can enter your ORCID.

5. If you already have an ORCID you do not need to enter your ORCID number manually. Instead, you can press the button ‘Lookup ORCID’. A list with matching ORCIDs will be shown. Click on ‘Show’ to check whether the ORCID that was found is actually yours.

Press the plus-icon (‘+’) to confirm and connect your ORCID to your LUCRIS account.

Activating the connection between LUCRIS and ORCID

Once your ORCID identifier is registered in LUCRIS, the system can be also authorised to add all the new publications automatically to your ORCID record, once they are validated in LUCRIS. Follow the steps below:

(1) Click on the arrow in the top right corner, next to your name.
Choose “My Settings”

On the page that appears, select “Connect to ORCID”, under “ORCID Settings”

Activating the auto-update function

ORCID is based on the philosophy that data should be entered only once and that information systems ought to reuse these data when they are needed. One of the ways in which you can enable systems to exchange data about your publications is by activating the auto-update functionality. Essentially, this entails a process in which information about your new publications is added to your ORCID record automatically. To make use of the auto-update function, you need to activate it only once. This can be done as follows:

1. Sign into ORCID on https://orcid.org/signin
2. Under “WORKS”, click on “Add Works”
3. Next, click on “Search and Link”

4. From the list that appears, choose “CrossRef Metadata Search”.
5. On the new page that appears, click on “Authorize”.

6. Do the same for the DataCite Search & Link and Auto-update services.
Crossref and DataCite are the organisations which manage DOIs for publications and for data sets. When you add CrossRef and DataCite to your record as ‘trusted organisations’, using the steps above, this can reduce the need of having to rekey data. When you submit a manuscript or a data set to a publisher or a repository that assigns DOI, the information about these resources can be added automatically to your ORCID record.

Importantly, this permission to add data to your record can also be revoked at any moment. To do this, go to “Account Settings” and remove the permissions granted to Crossref or to DataCite under “Trusted Organisations”.

Adding publications to your ORCID account

When you set up a connection between LUCRIS and ORCID, or when you activate the auto-update functionality, this will only have an effect for new publications. Publications which have already been entered into LUCRIS will not be added retrospectively. There are a number of ways, however, in which you can add your older publication to your ORCID record.

Perhaps the easiest way of adding works that have already been registered in LUCRIS is by sending a request to cds@library.leidenuniv.nl to receive a list of all your works in LUCRIS in the BibTex format. Once you have received this file, the titles can be imported into ORCID by following the steps below:

7. Sign into ORCID at https://orcid.org/signin
8. Under “Works”, Click on “Add Works”
9. In the list that appears, select “Import BibTex”

Alternatively, you can also import works from other bibliographic systems such as Europe PubMed Central, ISNI, BASE, MLA International Bibliography or SCOPUS. More information on how to use these Search & Link Wizards for these systems can be found here: https://support.orcid.org/knowledgebase/articles/188278-import-works-website-user

If you have a list of your own publications in the reference management system Mendeley, you can follow the steps below:

1. Open Mendeley Desktop
2. Select the publications that you want to add to ORCID
3. Choose “Export” by right-clicking on the selected titles (Windows) or by choosing CTRL-Click (Mac).
4. In the window that appears, select the Bibtex (.bib) format.

Once you have the BibTex file, these titles can added to your ORCID record as follows:

5. Sign into ORCID at https://orcid.org/signin
6. Under “Works”, Click on “Add Works”
7. In the list that appears, select “Import BibTex”