

This page explains how to an ORCID and how to 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](https://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 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 in to LUCRIS at <https://lucris.leidenuniv.nl/>
2. Click on the small 'Edit' icon next to your name.



3. In the appearing menu, you can change your personal settings. Next, click on **'More'** > **'Research Profile'**



4. Scroll down to **'Research identifiers'**. Please enter your ORCID here.

**Researcher Identifiers**

**DAI:**  
Please fill in your personal Digital Author Identifier preceded by "info:eu-repo/dai/nl/". An example of correct DAI-information: info:eu-repo/dai/nl/12345678

**ISNI:**

**ORCID ID:**


[Lookup ORCID](#) [Show](#)

- If you already signed in to ORCID you do not need to enter your ORCID registration number manually. Instead, press the button '**Lookup ORCID**'. A list with matching ORCID(s) will be shown. Click on '**Show**' to check whether the ORCID that was found is actually yours.

**ORCID ID:**

[Lookup ORCID](#) [Show](#)

1 matching ORCID(s) found.

 0000-0002-7467-9840	Please verify the ORCID by clicking on "Show" below. Click on "+" to confirm your selection.
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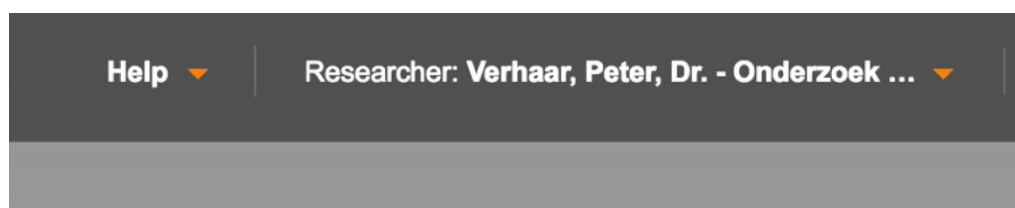
[Show](#)

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

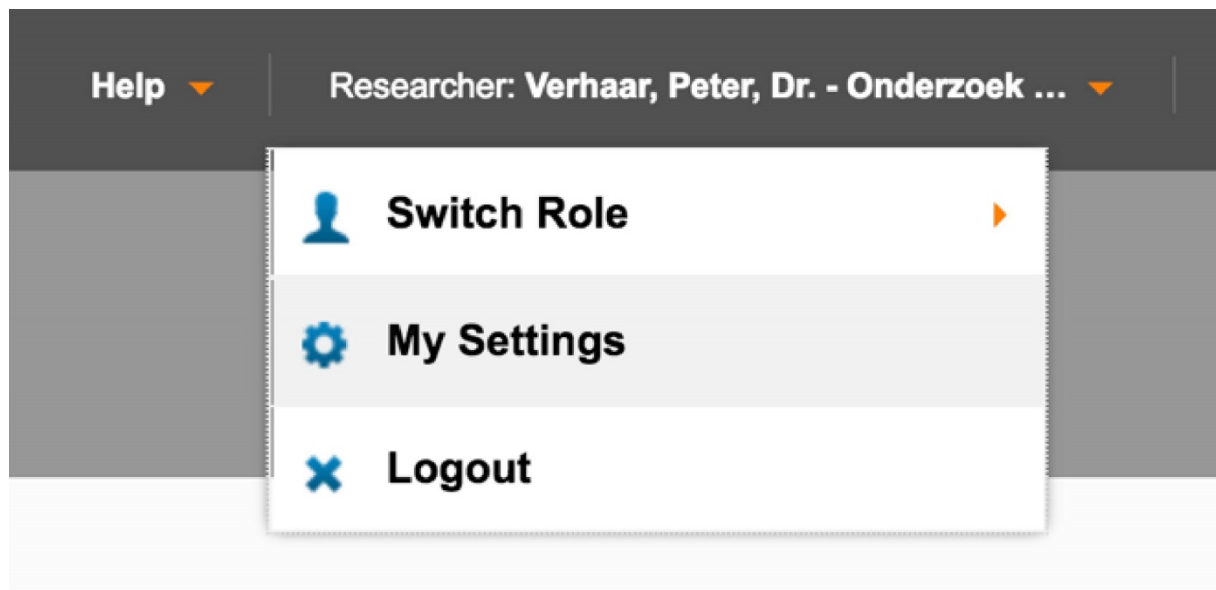
## Activating the connection between LUCRIS and ORCID

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

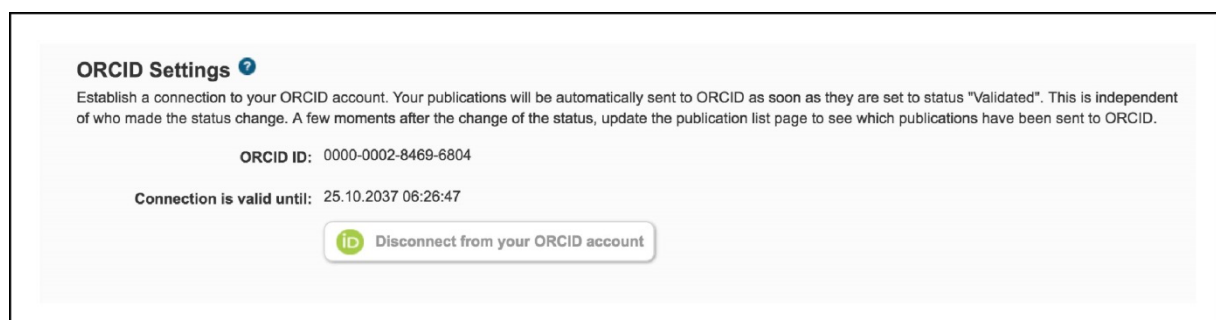
- (1) Click on the arrow in the top right corner next to your name.



- (2) Choose "My Settings"



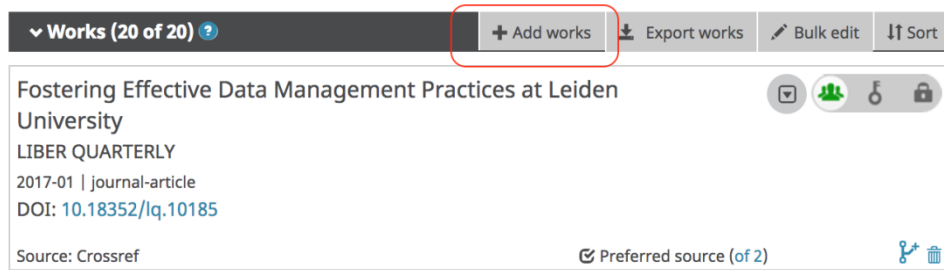
(3) On the appearing page, select “Connect to ORCID”, under “ORCID Settings”



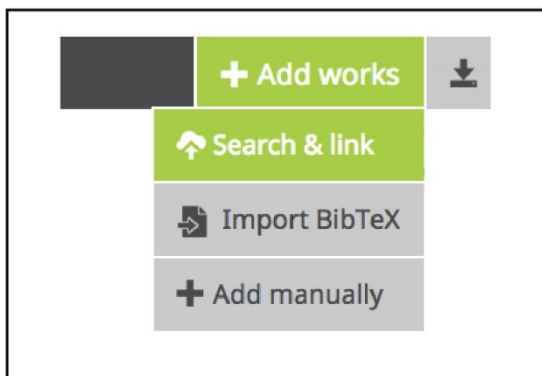
### Activating the auto-update function

ORCID is based on the philosophy that data should be entered only once and that information systems can reuse these data when 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:

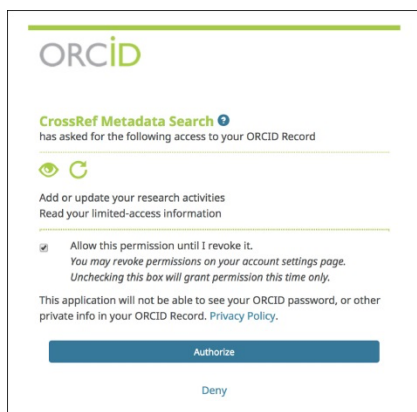
1. Sign into ORCID on <https://orcid.org/signin>
2. Under “WORKS”, click on “Add Works”



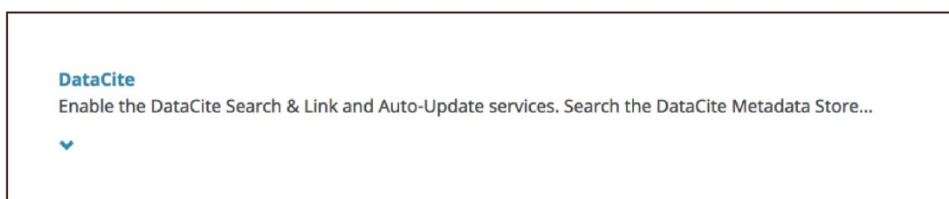
3. Next, click on “Search and Link”



4. In the appearing list, choose “CrossRef Metadata Search”.
5. On the new appearing page, 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.

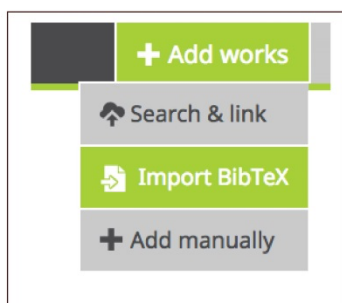
Importantly, this permission to add data to your record can be revoked at any moment. To do this, go to "Account Settings" and remove the permissions granted to Crossref or DataCite under "Trusted Organisations".

### 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 on new publications. Publications which were previously entered into LUCRIS will not be added retrospectively.

There are a number of ways, however, in which you can add your older publications to your ORCID record. One possibility is to make an export of all your works in the BibTeX format, and, then, to import these works into ORCID. Instructions on how to make an export in LUCRIS can be found below. Once you have made the export, 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 appearing list, select "Import Bibtex"



Alternatively, you can also import works from other bibliographic systems such as Europe PubMed Central, ISNI, BASE, MLA International Bibliography, Google Scholar or SCOPUS. More information on how to use the Search & Link Wizards for these systems can be found here:

<https://support.orcid.org/knowledgebase/articles/188278-import-works-website-user>

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

1. Open the Mendeley Desktop
2. Select the publications you want to add to ORCID

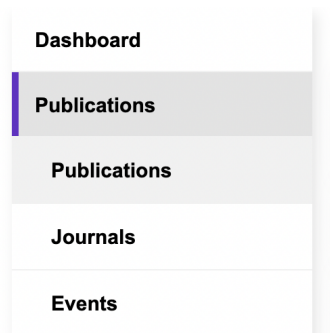
3. Choose “Export” by right-clicking on the selected titles (Windows) or by choosing CTRL-Click (Mac).
4. In the appearing window, select the Bibtex (.bib) format.

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

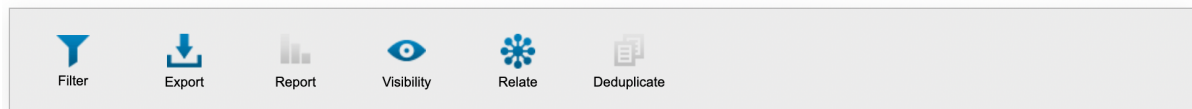
5. Sign into ORCID at <https://orcid.org/signin>
6. Under “Works”, Click on “Add Works”
7. In the list that appears, select “Import BibTex”

### Exporting titles from LUCRIS

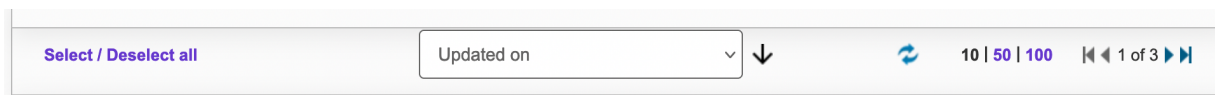
1. Log in to LUCRIS at <https://lucris.leidenuniv.nl/>
2. Click on ‘Publications’ in the menu on the left.



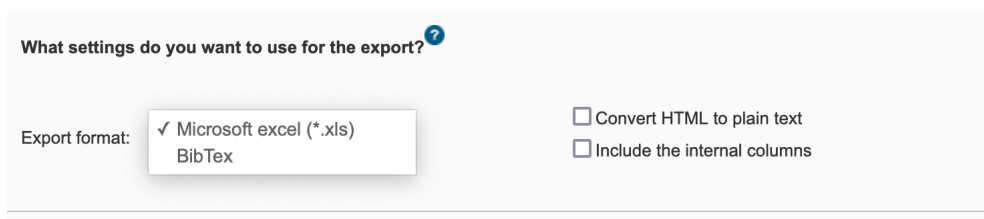
3. On the page that appears, click on ‘Export’.



4. Select all the publications that you want to export, by clicking on “Select / deselect all”. If necessary, scroll across the various pages of the list, using the arrows on the right.



5. Under ‘Export format’, click on ‘BibTex’



6. Finally, click on ‘Export’.

**Export**

The selected titles will be exported in a file named "Publications.bib".