YOUR ORCID IDENTIFIER

ORCID provides a persistent digital identifier that distinguishes you from other researchers. Learn more at orcid.org

On 17/11/16 the University of Melbourne Executive endorsed a compulsory ORCID for all University of Melbourne academic staff.

Academic staff who publish should:

- Register for an ORCID, if they do not already have one.
- Connect their ORCID to their Minerva Elements account. Minerva Elements is the University of Melbourne's research output collection and management system.

Why ORCID?

Taking these steps will:

- Facilitate the disambiguation of researchers and research outputs
- Enable linking and reuse of high quality, persistent data (e.g. publications, grants)
- Connect research activities: grant submission – manuscript submission – publication – reporting

Steps for Academics

- Register for an ORCID if you don’t already have one, then connect it to your Minerva Elements profile (see p.3-5)
- Include your ORCID identifier in all grant and manuscript submissions
  - article manuscripts to editors (and publishers' article submission systems)
  - grant applications to funding agencies (e.g. ARC & NHMRC)
  - conference papers, presentations and posters
  - books and book chapters manuscripts to publishers
- Link research databases to your ORCID identifier to collate your publications
  - Link your Scopus Author ID (see p.8)
  - Link your ResearcherID (see p.13)
ORCID Connecting Research Activities

1. **Apply for funding** (include your ORCID)

2. **Submit Manuscript** (include your ORCID)

3. **Manuscript published**

   - Your research output is linked with your ORCID

4. **Scopus**
   - Web of Science
   - CrossRef
   - ORCID assists with the disambiguation of authors and their research outputs

5. **ORCID**
   - Scopus Author ID
   - ResearcherID
   - ORCID assists with the correct research outputs being added to your research profiles

6. **Minerva Elements**

   *Examples of external data sources include: Scopus, Web of Science, PubMed, EPMC, CrossRef, Google Books, figshare.com.*

   *Publication identifiers (doi, Scopus ID, PubMed ID, EPMC ID) on your ORCID profile are used to retrieve publications from CrossRef, EPMC, PubMed, and Scopus.*
REGISTERING AND CONFIGURING ORCID IDENTIFIERS IN MINERVA ELEMENTS

Registering for an ORCID In Minerva Elements

If you do not have an ORCID, you can register for one while logged into Minerva Elements. This will not only register you for an ORCID, but will also connect your ORCID to your Minerva Elements account.

If you already have an ORCID, you still need to connect your ORCID to your Minerva Elements account. (see the next section, ‘Connecting your ORCID’).

1. Log in to Minerva Elements. From the home page, My Actions section, click the Add your ORCID link.

2. This will take you out of Minerva Elements to the ORCID website sign in page. Click Register now.
3. Complete all the required information and then click *Register.*

4. If you have a name similar to an existing ORCID account, ORCID will ask whether one of these accounts is yours. Click *None of these are me - continue to registration.*

5. The next screen will confirm that University of Melbourne has asked for access to your ORCID record. Click *Authorize.*

6. ORCID will return you to Minerva Elements and confirm that the ORCID connection is established.
7. On refreshing your homepage, you will see your ORCID has been added to your profile.

8. You will also get an email from ORCID asking you to verify your email address - follow the instructions in the email.

**Connecting your ORCID to Minerva Elements**

If you already have an ORCID, you should connect it to your Minerva Elements account.

1. Login to Minerva Elements. From the home page, **My Actions** section, click the **Add your ORCID** link.

Note that if you already have several claimed publications in Minerva Elements that feature your ORCID, your Publication Coordinator may have already associated your ORCID with your account; however, they cannot authorize it on your behalf. If this is the case, your ORCID will already be present on your account, but you will have an action to connect it, and you should click this link instead.
2. This will take you out of Minerva Elements to the ORCID website sign in page. Enter your credentials and then click **Sign into ORCID**.

![ORCID Sign in](image)

3. The next screen will confirm that University of Melbourne has asked for access to your ORCID record. Click **Authorize**.

![ORCID Authorization](image)

4. ORCID will return you to Minerva Elements and confirm that the ORCID connection is established.
5. On refreshing your homepage, you will see your ORCID has been added to your profile.

Connecting your ORCID account to your Minerva Elements account will mean that Minerva Elements will regularly search for new publications associated with your ORCID in external data sources. Any it finds will be automatically claimed for you.
LINK OTHER IDENTIFIERS TO YOUR ORCID

You may associate other researcher identifiers with your ORCID record so that profile and publication data can be exchanged between the different systems. For example: if you have research outputs indexed in the Scopus database, associating your Scopus Author ID can be useful. A Researcher ID - associated with Web of Science - can also be linked.

All research identifiers require maintenance, and one of the benefits of associating your ORCID with other identifiers is that it helps databases such as Scopus and Web of Science become more accurate in their indexing.

Linking your Scopus Author ID to your ORCID record

Scopus is a large bibliographic database which provides citation metrics for publications and authors. Authors indexed in Scopus are automatically assigned a Scopus Author Identifier.

- Refer to the Library’s guide for more information on the Scopus Author ID.
  http://unimelb.libguides.com/researcher_profiles/scopus

If you have outputs indexed in Scopus these are the steps to link your Scopus Author ID to your ORCID profile.

Go to your ORCID profile. https://orcid.org/signin

From the Scopus Author Wizard you can check that
- you have a single Scopus Author Identifier,
- all your publications have been assigned your Author ID, and
- that your Scopus Author Profile details are correct.

If incorrect, it’s possible to request author detail corrections via the Scopus Author details page.
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**Airlti**
Enables users to import metadata from Airlti, including journal article references...

**Australian National Data Service (ANDS) Registry**
The Australian National Data Service (ANDS) Registry allows researchers to connect their ORCID ...

**MLA International Bibliography**
Search the MLA International Bibliography for your works, including those published under vari...

**Redalyc**
Una plataforma que permite identificar tus trabajos publicados en revistas arbitradas de Acceso ...

**ResearcherID**
ResearcherID is a global, multi-disciplinary scholarly research community where members can r...

**Scopus - Elsevier**
Import your identifier, profile and publications. The wizard helps you find the correct Scopus pr...
Authorise access and data exchange between ORCID and Scopus

This launches the Scopus Author Wizard. You can correct your Scopus profile and send your Author ID and publications to ORCID.

Select all profiles that contain publications authored by you and click the Next button to continue.
Select your preferred name for Scopus profile


Review your Scopus profile. This is what will be sent to Scopus.
Send the Scopus ID to ORCID
Thank you for checking your profile. Your Scopus ID is now ready to be sent to ORCID.

Send your Scopus ID to ORCID....

......and publication list to ORCID

Scopus Author ID submitted
Your Author ID has been sent to ORCID. However, before we can send your publication list we must ask your permission. If you wish to send your list of publications to ORCID, please continue to the next step. Alternatively you can return to ORCID.

One final authorisation and done!

Scopus to ORCID
has asked for the following access to your ORCID record:
Add a publication to your publications list.

Scopus to ORCID
Import your identifier, profile and publications. The wizard helps you find the correct Scopus profile and to confirm your publications. You can then import your identifier and list of publications into ORCID. Any changes you make will be submitted to the Feedback team to update your Scopus profile.

Scopus documents submitted
Thank you for your request. We have now also sent your publication list to ORCID. The Scopus Author Feedback Team

The University of Melbourne. Research & Collections 2018 (ver.1.8)
Linking your ResearcherID to your ORCID record

ResearcherID is integrated with the database Web of Science (Clarivate Analytics). Unlike the Scopus Author ID, which is auto-generated, the ResearcherID needs to be actively set up.

Refer to the Library’s guide for more information on ResearcherID

- http://unimelb.libguides.com/researcher_profiles/researcherid

If you have already created a ResearcherID account you may associate it with your ORCID record so that profile and publication data can be exchanged between the two systems. In addition, your ORCID will be added to your profile in ResearcherID, and your ResearcherID will be added to your ORCID record. The steps to link your Researcher ID to your ORCID profile.

Go to your ORCID profile. https://orcid.org/signin
This launches ResearcherID. Enter your ResearcherID details to log in.

Send ResearcherID Publication data to ORCID.

Select publications from your list (100 per page). Send through to ORCID.

Research & Collections 2018.
Acknowledgement: The document is based on earlier guides created by MSE Research Services and Research Business Systems (RIC) staff.