

Linking ORCID ID and SciENCv

Step-by-Step Guide

1. Register for an ORCID ID by completing the [online ORCID ID registration form](#).
 - a. Enter your given (first) name.
 - b. Enter your family (last) name.
 - c. Enter your primary email address.
 - d. Provide an additional email address to ensure you can still use your ORCID ID if you lose access to your primary email address.
 - e. Select **Next Step**.

Create your ORCID iD
Step 1 of 5: Names and emails

Per ORCID's [terms of use](#), you may only register for an ORCID ID for yourself. Already have an ORCID ID? [Sign in](#)

Your names

Given names
The names you most commonly go by

Family names (Optional)
Your family name or surname

Your email addresses

Primary email
The email address you use most

Confirm primary email

Additional email (Optional)
Add an additional email

Next Step

[Cancel registration](#)

2. Enter your **Employment**.
 - a. Select the + sign to add your current employment.
 - b. Enter your current employment as “University of California, Los Angeles” to help distinguish you from other researchers with a similar name.
 - c. Set your visibility as **Everyone** or **Trusted Parties** is recommended to enable sharing information with the systems you interact with and delegating access to your ORCID ID record to others.

Employment (1)

+ Add Sort

University of California at Los Angeles: Los Angeles, US

Everyone

Senior Training & Skill Development Officer (Office of Contract and Grant Administration) Employment [Show more detail](#)

Source: Kassie Obelleiro

3. Enter your **Education and Qualities**.

Education and qualifications (1)

+ Add Sort

Add Education

Add Qualification

University of California, Davis: Davis, California, US

Everyone

2017-06 | B.A. (Sociology) Education [Show more detail](#)

Source: Kassie Obelleiro

- a. Select the + sign and select **Add Education**.

- i. Complete the pop-up window for each degree from an academic higher education program.

The screenshot shows a green header bar with a dropdown arrow, the text 'Education and qualifications (1)', and '+ Add' and 'Sort' icons. Below is a card for 'University of California, Davis: Davis, California, US' with details: '2017-06 | B.A. (Sociology) Education' and 'Source: Kassie Obelleiro'. A pop-up menu is open over the card, with 'Add Education' highlighted in a blue box. Other options in the menu are 'Add Qualification' and 'Show more detail'.

- b. Select the + sign and select **Add Qualification**.

- i. Complete the pop-up window for each professional or vocational accreditation, certification, or training program.

This screenshot is similar to the previous one, showing the same degree entry. However, the pop-up menu is open with 'Add Qualification' highlighted in a blue box. The 'Add Education' option is also visible but not highlighted.

- 4. Enter **Professional Activities** such as invited positions or memberships, awards or prizes and service.

- a. Select the + sign and select the type of **Professional Activity** to add.

- i. Complete the pop-up window for the activity.

The screenshot shows a green header bar with a dropdown arrow, the text 'Professional activities (0)', and '+ Add' and 'Sort' icons. The '+ Add' icon is highlighted with a blue box. Below the header is a text prompt: 'Add the invited positions or memberships you have held, awards or prizes you have received in service of organizations or institutions.' A pop-up menu is open, listing four options: 'Add Invited Position', 'Add Distinction', 'Add Membership', and 'Add Service'.

- 5. Add grants, awards and other funding in **Funding**.

- a. Select the + sign.

i. Select **Search and Link**.

▼ Funding (0) Add Sort

Add grants, awards and other funding you have received to support your work.
[Learn more about adding funding information to your ORCID record](#)

Search & link
Add manually

ii. Select **Dimensions Wizard** to import your awarded grants from funders around the world, including the NIH, NSF, UK Research Councils, Wellcome Trust, Austrian Research Council, and others.

Link funding [X]

Search and Link wizards are our recommended way to populate your record. They make adding works, funding and peer reviews simple and save you time over updating your record manually. Select a platform from the list below to start linking items to your record.

[More information about linking funding to your ORCID record](#)

Available Search & Link wizards (1)

DimensionsWizard

Import your awarded grants from funders around the world, all in one easy-to-use wizard provided by Dimensions. Dimensions's ... [Show more](#)

iii. Select **Authorize Access**.

iv. Finds grants by Name or Grant Title.

1 Select grants to submit **2 Verify & submit to ORCID**

Find by name Find by grant title

Note: Name searches are not case sensitive. Also, an entry like 'M Smith' will not bring back 'Mike Smith' so please enter the name as it would have appeared. You may also use the "*" wildcard. For example, 'Mi*' will bring back 'Mike', 'Michael' etc. Only the first 1000 matching grants will be retrieved.

First name: Last name: **Find by name**

No grants found for the provided name. Please check spelling.

[See which grant sources are covered by us.](#)

If you would like your funder to be added, please contact us at wizard@dimensions.ai

v. Import your awards.

b. If you do not find an awarded grant.

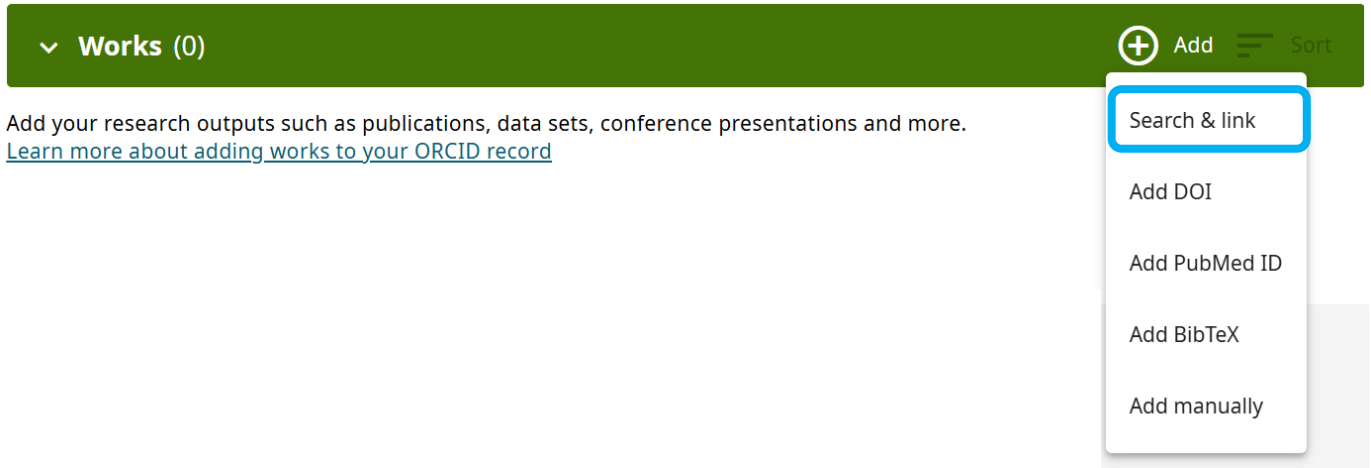
i. Select the + sign and select **Add Manually** and complete the pop-up window for each grant.

▼ Funding (0) Add Sort

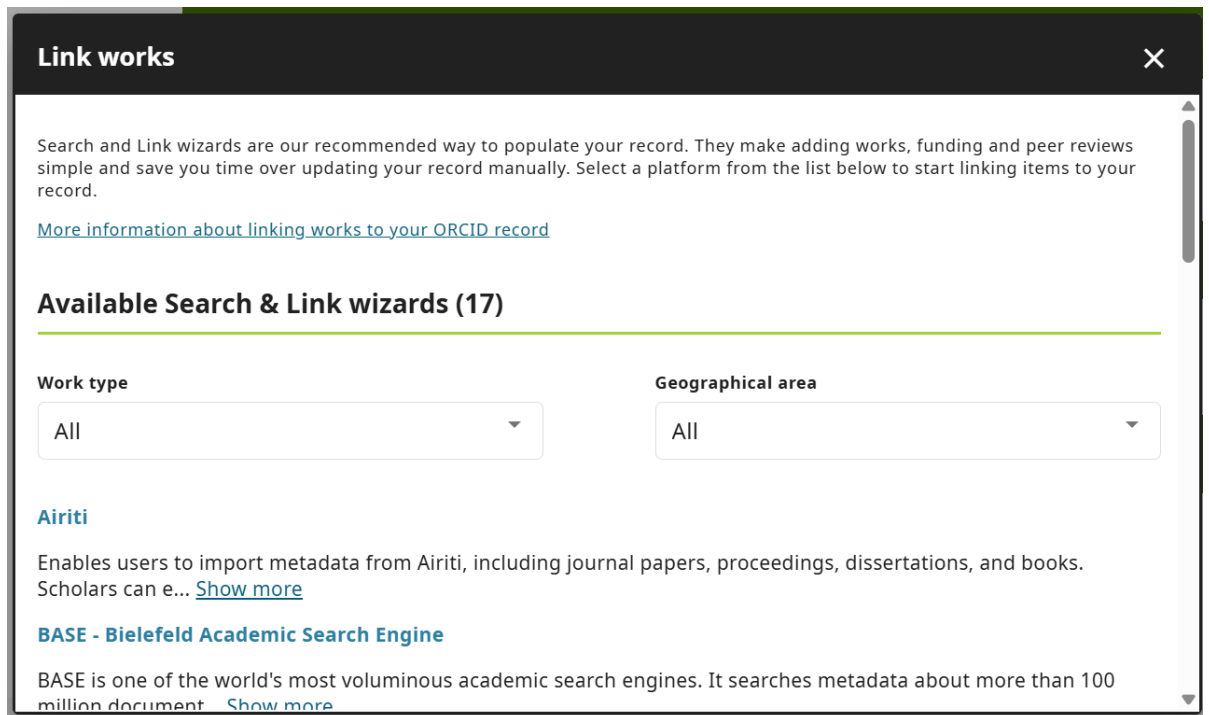
Add grants, awards and other funding you have received to support your work.
[Learn more about adding funding information to your ORCID record](#)

Search & link
Add manually

6. Add your Works, such as publications, data sets, conference presentations and more.
 - a. Select the + sign.
 - b. Select **Search & link** to import your publications from connected databases such as Scopus and Crossref Metadata Search ([available databases](#)).

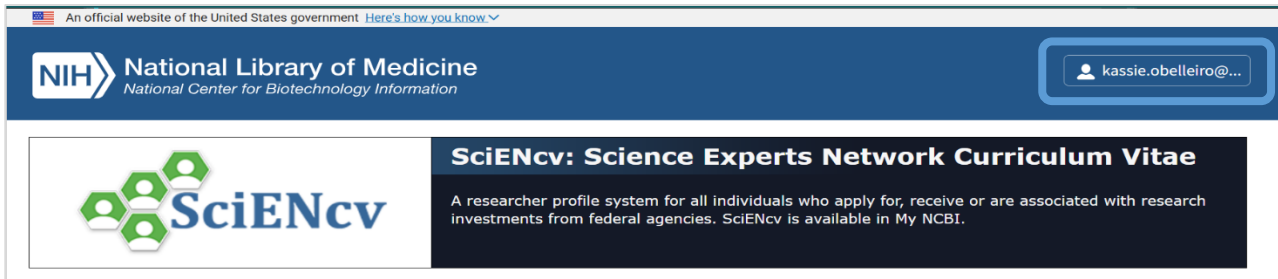


- i. Select a Database to link to your ORCID id and complete the associated pop-ups to authorize access and enable auto-updates.
- ii. Repeat for each Database.

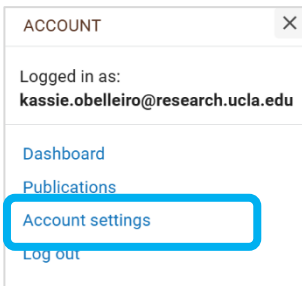


Link ORCID ID and SciENcv

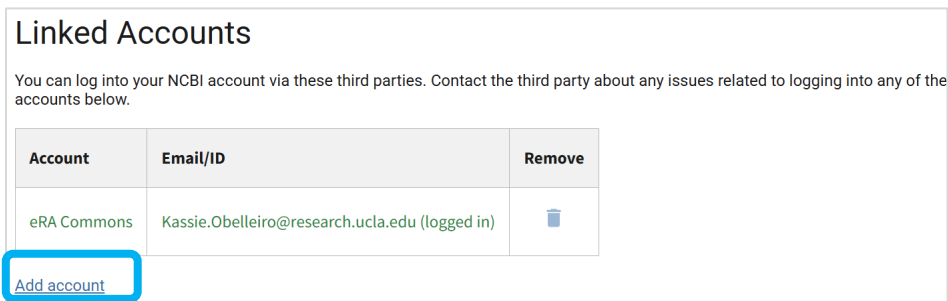
1. Login to [SciENcv](#).
2. Select **your name** in the top right corner.



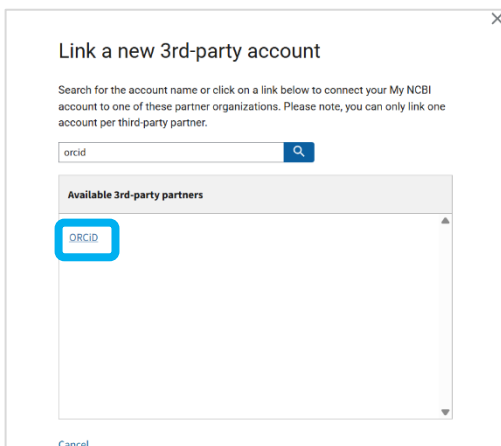
3. Select **Account Settings**.



4. Scroll to *Linked Accounts* and select **Add Account**.



5. Search for and select ORCID.



6. Complete the ORCID online sign-in form and select **Sign in to ORCID**.

id

Sign in to ORCID

Don't have your ORCID ID yet? [Register now](#)

Email or ORCID ID

For example: joe@institution.edu or 0000-1234-5678-9101

Password

Sign in to ORCID

[Forgot your password or ORCID ID?](#)

7. Select **Authorize Access**.

id

Authorize access

You are currently signed in as:

Kassie Obelleiro
<https://orcid.org/0009-0003-2944-6233>
[Sign out](#)

National Center for Biotechnology Information
[Show details](#)

This organization has asked for the following access to your ORCID record:

Read your information with visibility set to Trusted Parties

If authorized, this organization will have access to your ORCID record, as outlined above and described in further detail in [ORCID's privacy policy](#).

You can manage access permissions for this and other Trusted Organizations from within your list of [Trusted parties](#).

Authorize access

8. Select **Make selected domains public**.

id

Share your verified email domains

We've found some unshared email domains in your ORCID record.

Sharing your email domains lets you prove your association with an organization or institution without having to make your full email address public.

Your verified email domains

Uncheck any email domains you don't want to share on your public ORCID record

ucla.edu

Make selected domains public

[Continue without making domains public](#)

Resources

- [How do I register for an ORCID ID?](#)
- [MyNCBI User Manual: SciENcy](#)