



Create & Connect a New ORCID iD to Rutgers

If you do not have an existing ORCID iD, you need to create one and connect it to your Rutgers NetID. Please follow the steps in the next few slides to create and connect.

Rutgers University Libraries

October 25, 2017



Go To <http://personalinfo.rutgers.edu>

- Log in with your NetID

RUTGERS Central Authentication Service (CAS)

Please Log In

You have requested access to a site that requires Rutgers authentication. This is not a public network and explicit authorization is required. For security reasons, please Log Out and Exit your web browser when you are done accessing services that require authentication!

Enter your Rutgers NetID and Password

NetID:

Password: Ensure proper security — keep your password a secret

Authentication Type:

Notify me before logging me into other sites.

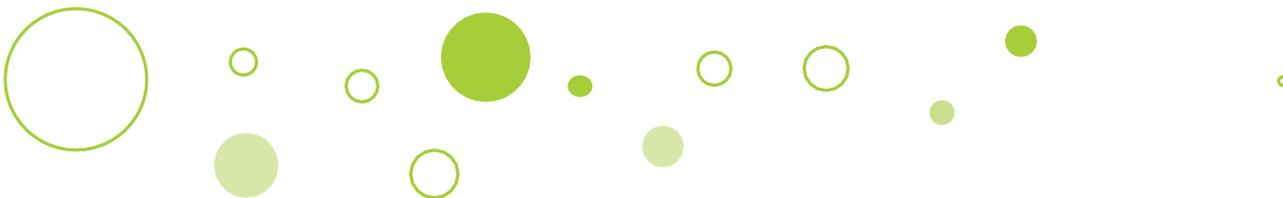
To protect your privacy, please logout and exit your browser when you are done accessing services that require authentication

Forgotten [NetID](#) or [password](#)? First-time users, [activate your NetID](#).

Links to campus web sites: [Camden](#), [Newark](#), [New Brunswick/Piscataway](#), [Rutgers University](#).
 For assistance, contact the Help Desks in: [Camden](#), [Newark](#), or [New Brunswick/Piscataway](#).

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THE STATE UNIVERSITY OF NEW JERSEY



Within the <http://personalinfo.rutgers.edu> Website

- Once you are in the Personal Contact Information website, click the ORCID tab.

RUTGERS Personal Contact Information Welcome | xxxx xxxxx | Log out

Emergency Contacts and Notification Address Update Directory Listing **ORCID** FAQ

*Required fields are marked with *.*

IN CASE OF A PERSONAL EMERGENCY

Rutgers University employees (including legacy UMDNJ employees) should update their emergency contact information as follows:

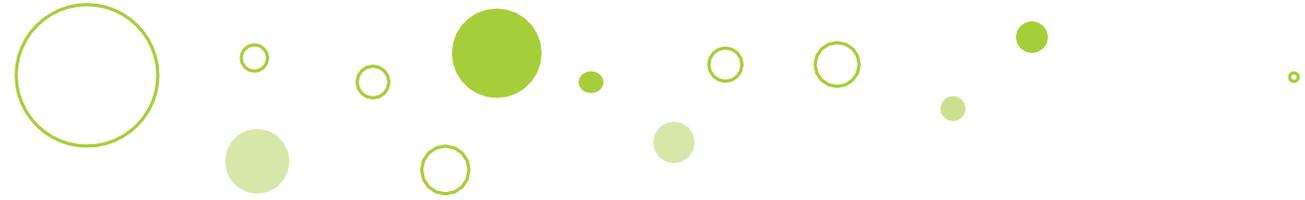
- Please go to [HR Employee Self-service](#).

IN CASE OF A RUTGERS EMERGENCY

[Emergency Notification System \(ENS\)](#) is used at Rutgers University to send emergency text messages to your mobile phone during emergency situations as deemed by Public Safety and to reset a forgotten NetID password. ENS messages are also sent out to conduct system tests.

I'd like to receive ENS messages for the following campuses *

- New Brunswick/Piscataway
- Newark
- Camden
- New Brunswick/Piscataway-RBHS



Under the ORCID iD

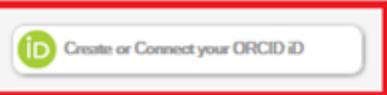
YOUR ORCID INFORMATION

Disambiguate yourself from every other researcher by using ORCID iD, a unique and persistent author identifier. Take charge of your researcher profile, connect your name with your scholarship, and simplify workflows with your publishers and funders.



Your ORCID iD is unavailable.

To fix this, click the button below to **Create** an ORCID iD or to **Connect** an existing ORCID iD to Rutgers.



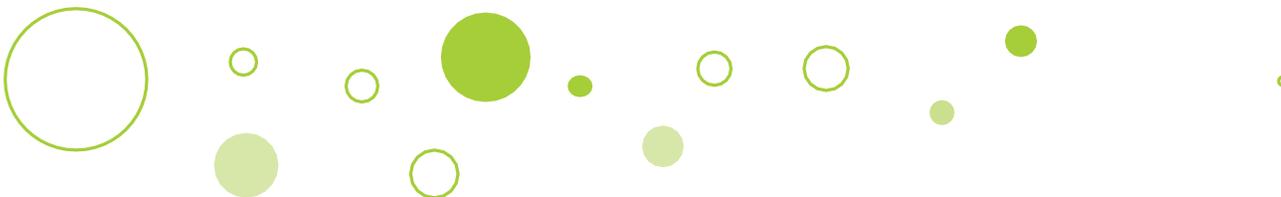
Click the "Create or Connect your ORCID iD" button to create.

ORCID AND RUTGERS
Better Together

- Help to build a trusted Rutgers research environment.
- Raise visibility of your researcher profile with an ORCID iD-enhanced Rutgers directory listing.
- Validate yourself as a Rutgers affiliate.

Get Help
[ORCID FAQ](#)
orcid@rutgers.edu

For questions, comments or suggestions contact your [Campus Help Desk](#).



Register for an ORCID Account

- After clicking the “Create or Connect to your ORCID iD” button, you will be prompted to **create an ORCID account**.
- Notice that your email address is automatically populated.
- If you have already registered, you just need to sign in.

ORCID

Already have an ORCID ID? [Sign In](#)

As per ORCID's terms and conditions, you may only register for an ORCID ID for yourself.

First name
XXXX

Last name
XXXXXX

Email
XXXXX@rutgers.edu

Re-enter email

Create an ORCID password

Confirm ORCID password

Your ORCID iD connects with your ORCID Record that can contain links to your research activities, affiliations, awards, other versions of your name, and more. You control this content and who can see it.

By default, who should be able to see information added to your ORCID Record?

Public Limited Private

Email frequency

The ORCID registry provides notifications about things of interest, like updates to your ORCID record or being made a trusted individual, when they occur ([learn more about notifications](#)). How often would you like these notifications delivered to you via email?

Re-enter email

Create an ORCID password

Confirm ORCID password

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Weekly summary

I'm not a robot

[Terms of Use](#)

I consent to the [privacy policy](#) and terms and conditions of use, including agreeing to my data being processed in the US and being publicly accessible where marked Public.

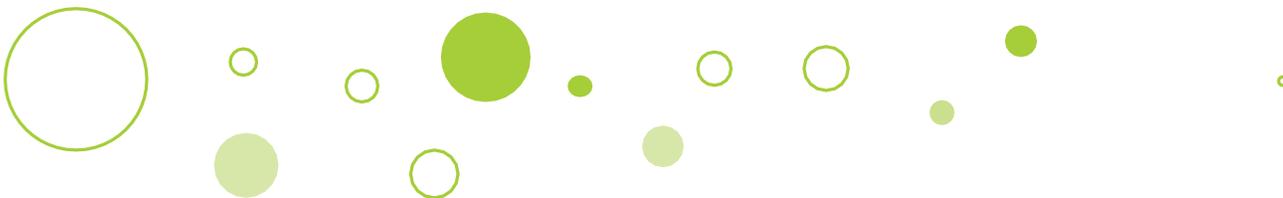
Register



Authorize Rutgers to Access Your ORCID Record

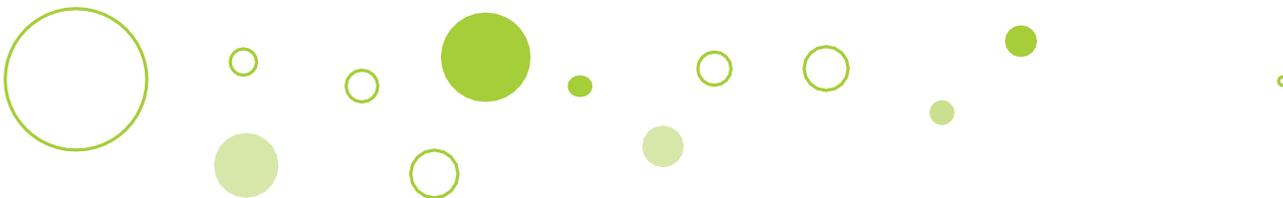
The screenshot shows the ORCID authorization interface. At the top left is the ORCID logo. To its right, the text 'XXXX XXXXX' and the URL 'http://orcid.org/0000-0000-9999-8888' are displayed. Below this is a link '(Not You?)'. The main heading reads 'Rutgers, The University of New Jersey' followed by 'has asked for the following access to your ORCID Record'. A section titled 'iD' with the subtext 'Get your ORCID iD' is shown. A checkbox is checked, with the text 'Allow this permission until I revoke it. You may revoke permissions on your account settings page. Unchecking this box will grant permission this time only.' Below this, a disclaimer states 'This application will not be able to see your ORCID password, or other private info in your ORCID Record. Privacy Policy.' At the bottom, there are two buttons: a large blue 'Authorize' button and a smaller 'Deny' link.

- After you entered the password and clicked the Register button, you will be brought to this screen to authorize Rutgers to have access to your ORCID Record.
- Click Authorize.



Wait, Not Linked Yet

Warning: You are not done yet. This just indicates that you are now ready to connect your Rutgers account to ORCID account by clicking the **Log in to ORCID** button. You only need to complete this step once.



What Shall I Do If I Get an Error Screen?

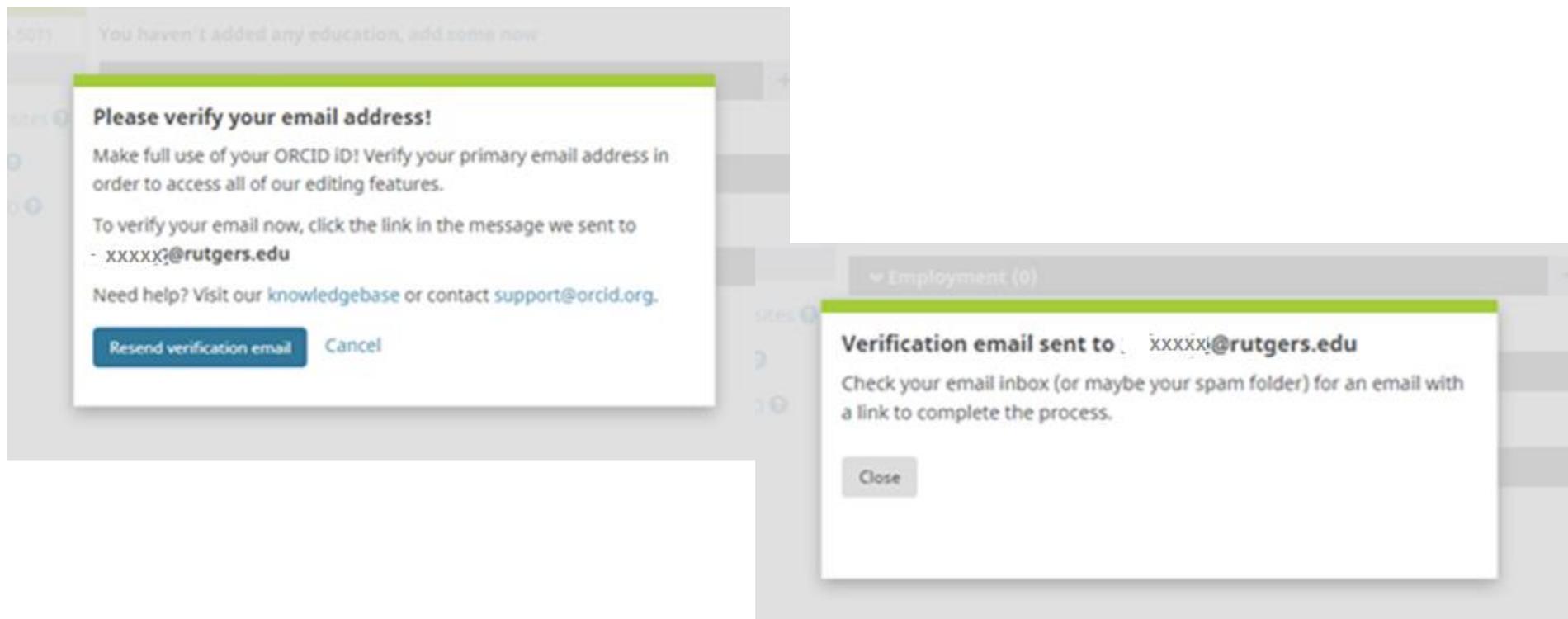
- Occasionally, after clicking the Authorize button, you may get an error screen like the one below. To fix this, click the Create or Connect you ORCID iD button.

The screenshot shows the Rutgers Personal Contact Information page. At the top, there is a navigation bar with links for Emergency Contacts and Notification, Address Update, Directory Listing, ORCID, and FAQ. A red error message box states: "ERROR: Your changes have not been saved! Please fix the following errors and resubmit." Below this, a bullet point indicates: "There was a problem connecting to ORCID. Please try again, view the FAQs or contact your Campus Help Desk." The main content area is titled "YOUR ORCID INFORMATION" and contains text explaining the benefits of ORCID ID. A message states: "Your ORCID ID is unavailable. To fix this, click the button below to Create an ORCID ID or to Connect an existing ORCID ID to Rutgers." A button labeled "Create or Connect your ORCID ID" is highlighted with a red box. To the right, there is a green box titled "ORCID AND RUTGERS Better Together" with three bullet points: "Help to build a trusted Rutgers research environment," "Raise visibility of your researcher profile with an ORCID ID-enhanced Rutgers directory listing," and "Validate yourself as a Rutgers affiliate." Below this is a "Get Help" section with links for "ORCID FAQ" and "orcid@rutgers.edu". At the bottom, there is a footer with contact information for the Campus Help Desk and the Rutgers logo.



Verify Your Email Address

- As instructed, you go to your email inbox to verify your email address.
- If you don't get an email, click the "Resend verification email".

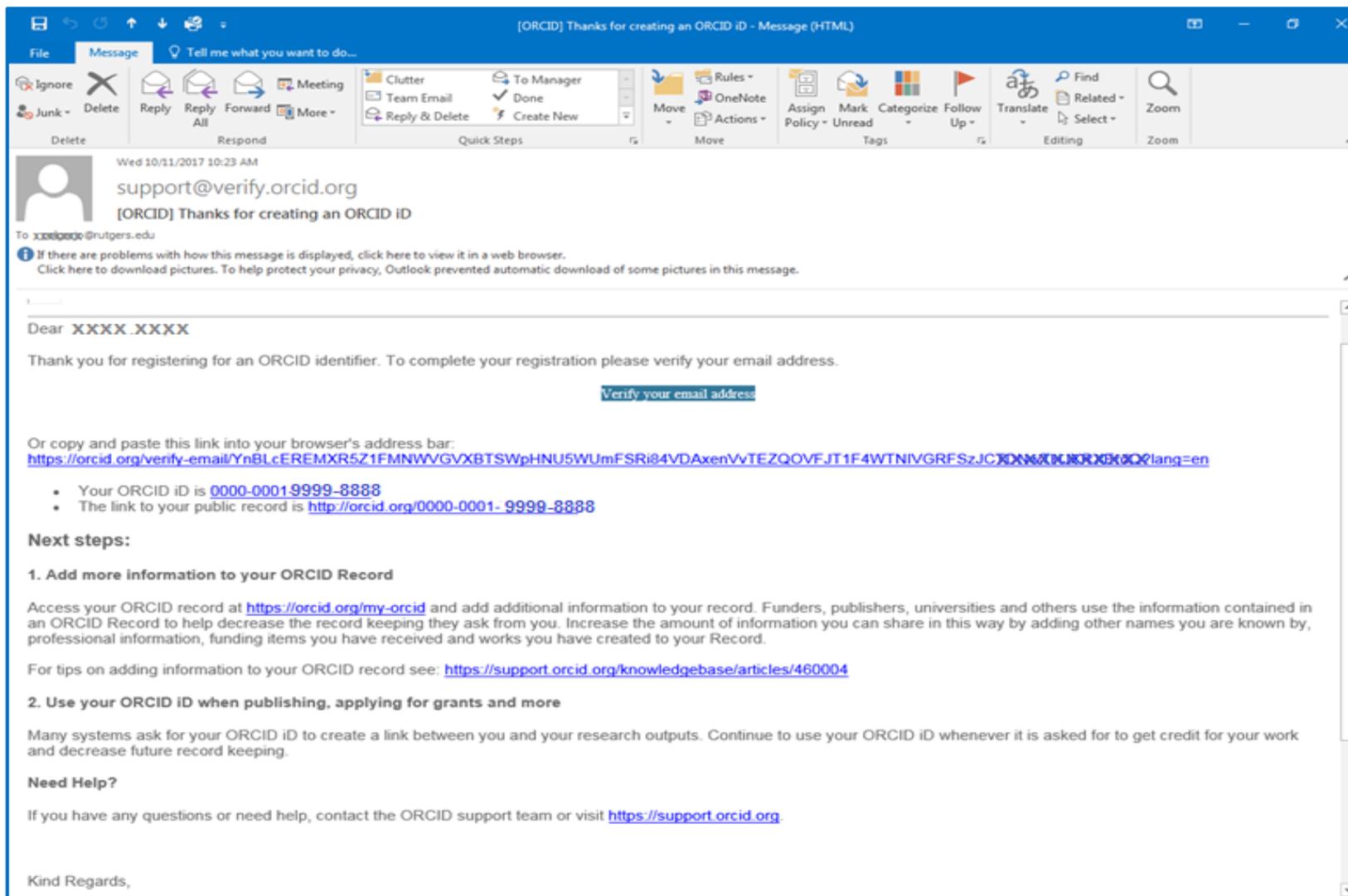


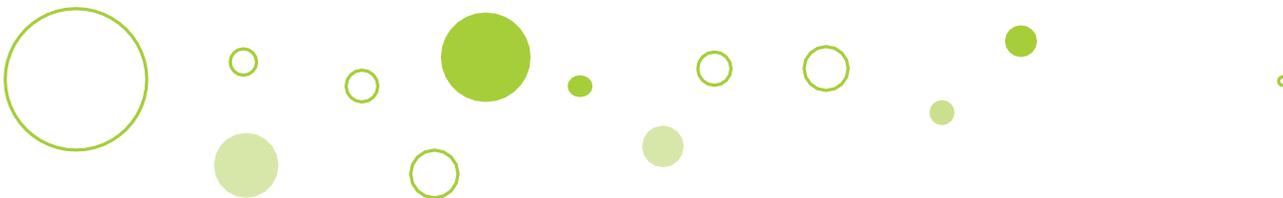
The image shows two screenshots of ORCID verification pop-up messages. The first screenshot shows a message titled "Please verify your email address!" with instructions to verify the primary email address to access editing features. It provides a link to a message sent to "xxxxx@rutgers.edu" and offers a "Resend verification email" button and a "Cancel" button. The second screenshot shows a message titled "Verification email sent to xxxxx@rutgers.edu" with instructions to check the email inbox (or spam folder) for a link to complete the process, and a "Close" button.



Verify Your Email

- Click the link in the email you received to verify your email address.





Wait, Not Linked Yet

RUTGERS Personal Contact Information Welcome . XXXX XXXX Log out

Emergency Contacts and Notification | Address Update | Directory Listing | **ORCID** | FAQ

SUCCESS: Your ORCID ID is ready to connect to Rutgers. You must log in to ORCID using the button below to complete the link between your ORCID ID and your Rutgers NetID.

YOUR ORCID INFORMATION

Your ORCID ID is:
<https://orcid.org/0000-0003-9999-8888>

Log in to ORCID

Warning: You are not done yet. This just indicates that you are now ready to link your Rutgers account to ORCID account by clicking the **Log in to ORCID** button. **You only need to complete this step once.**

ORCID AND RUTGERS
Better Together

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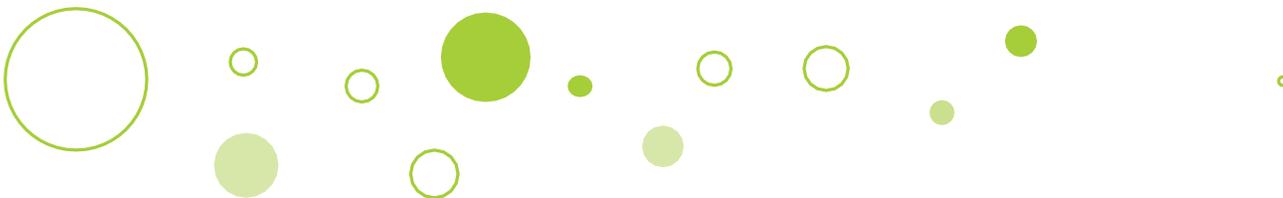
RUTGERS



Complete the Linking Process

- Log in your ORCID account with your Rutgers email address and the password you just created.
You will only need to complete this step once.

The screenshot shows the ORCID sign-in page for Rutgers users. The browser address bar shows "Secure | https://orcid.org/shibboleth/signin". The page features the ORCID logo and navigation tabs for "FOR RESEARCHERS", "FOR ORGANIZATIONS", "ABOUT", "HELP", and "SIGN OUT". Below these are sub-tabs: "MY ORCID RECORD", "INBOX", "ACCOUNT SETTINGS", "DEVELOPER TOOLS", and "LEARN MORE". A search bar is at the top right, and a language dropdown is set to "English". The main content area includes the text "3,926,697 ORCID iDs and counting. See more..." and a heading "Link your Rutgers, The State University of New Jersey account to your ORCID record". Below this, it states "You are signed into Rutgers, The State University of New Jersey as 'XXXXXX@rutgers.edu'". Instructions follow: "To finish linking this Rutgers, The State University of New Jersey account to ORCID, sign into your ORCID ID below." A note says "You will only need to complete this step once. After your account is linked, you will be able to access your ORCID record with your Rutgers, The State University of New Jersey account. Questions? Visit our knowledgebase". At the bottom, there are links for "Link my existing ORCID ID", "Register for an ORCID ID", and "Return to ORCID sign in". The sign-in form includes fields for "Email or ORCID ID" and "ORCID password", a "Sign into ORCID" button, and a "Forgotten your password?" link.



Your ORCID Account

The screenshot shows the ORCID user interface. At the top, there is a search bar and a language dropdown set to 'English'. Below this is a navigation menu with tabs for 'FOR RESEARCHERS', 'FOR ORGANIZATIONS', 'ABOUT', 'HELP', and 'SIGN OUT'. Under 'FOR RESEARCHERS', there are sub-tabs for 'MY ORCID RECORD', 'INBOX', 'ACCOUNT SETTINGS', 'DEVELOPER TOOLS', and 'LEARN MORE'. The main content area is titled 'Biography' and features a profile card for a user with the name 'XXXX XXXX'. The profile card includes the ORCID ID '0000-0001-XXXX XXXX' and a link to 'View public version'. Below the profile card are several utility links: 'Display your ID on other sites', 'Public record print view', and 'Get a QR Code for your ID'. The biography section is divided into five categories: Education (0), Employment (0), Funding (0), and Works (0). Each category has a '+ Add' button and a 'Sort' button. The user has not added any entries in any of these categories. On the left side of the biography section, there are links for 'Also known as', 'Country', 'Keywords', 'Websites', and 'Emails' (with the email address 'xxxxx@rutgers.edu').



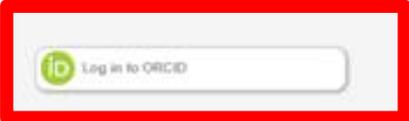
Now Your Rutgers NetID Is Linked to Your ORCID iD

RUTGERS Personal Contact Information Welcome .XXXX XXXX Log out

Emergency Contacts and Notification Address Update Directory Listing **ORCID** FAQ

YOUR ORCID INFORMATION

 Your ORCID iD is:
<https://orcid.org/0000-0001-9999-8888>

 Log in to ORCID

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For questions, comments or suggestions contact your [Campus Help Desk](#)

RUTGERS

Your NetID is now connected to your ORCID iD. To access your ORCID account, just click your ORCID iD above or the "Log in to ORCID" button on the right.



You Can Also Log in ORCID at <https://orcid.org>

- You can also go to the ORCID website to log in to ORCID with either **your personal account** or **your institutional account (NetID)**.

Secure | <https://orcid.org/signin>

Bookmarks Citation Finder Imported R RULogin R RWJ R RUL RU R BookRoom IRB Save to RefWorks

Search English

ORCID Connecting Research and Researchers

FOR RESEARCHERS FOR ORGANIZATIONS ABOUT HELP SIGN IN

SIGN IN REGISTER FOR AN ORCID ID LEARN MORE

3,926,697 ORCID iDs and counting. See more...

Sign into ORCID or Register now

Personal account Institutional account

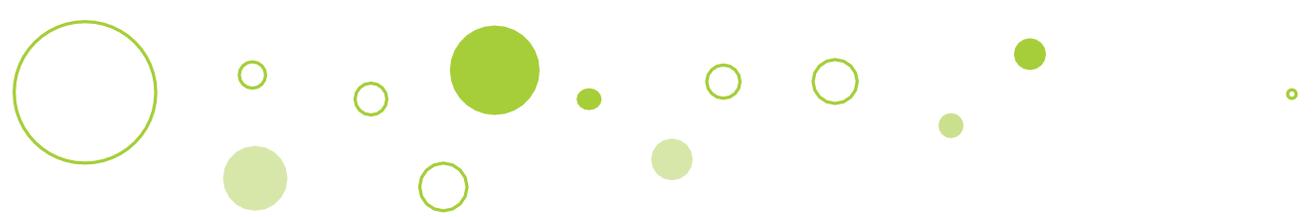
Sign in with an institutional account ?

Use a suggested selection:

Rutgers, The State University of ... Or enter your organization's name

Continue

Allow me to pick from a list



Get Help

Create or Connect: personalinfo.rutgers.edu/orcid

Website: libraries.rutgers.edu/orcid

Email: orcid@libraries.rutgers.edu