How to set up ORCID account

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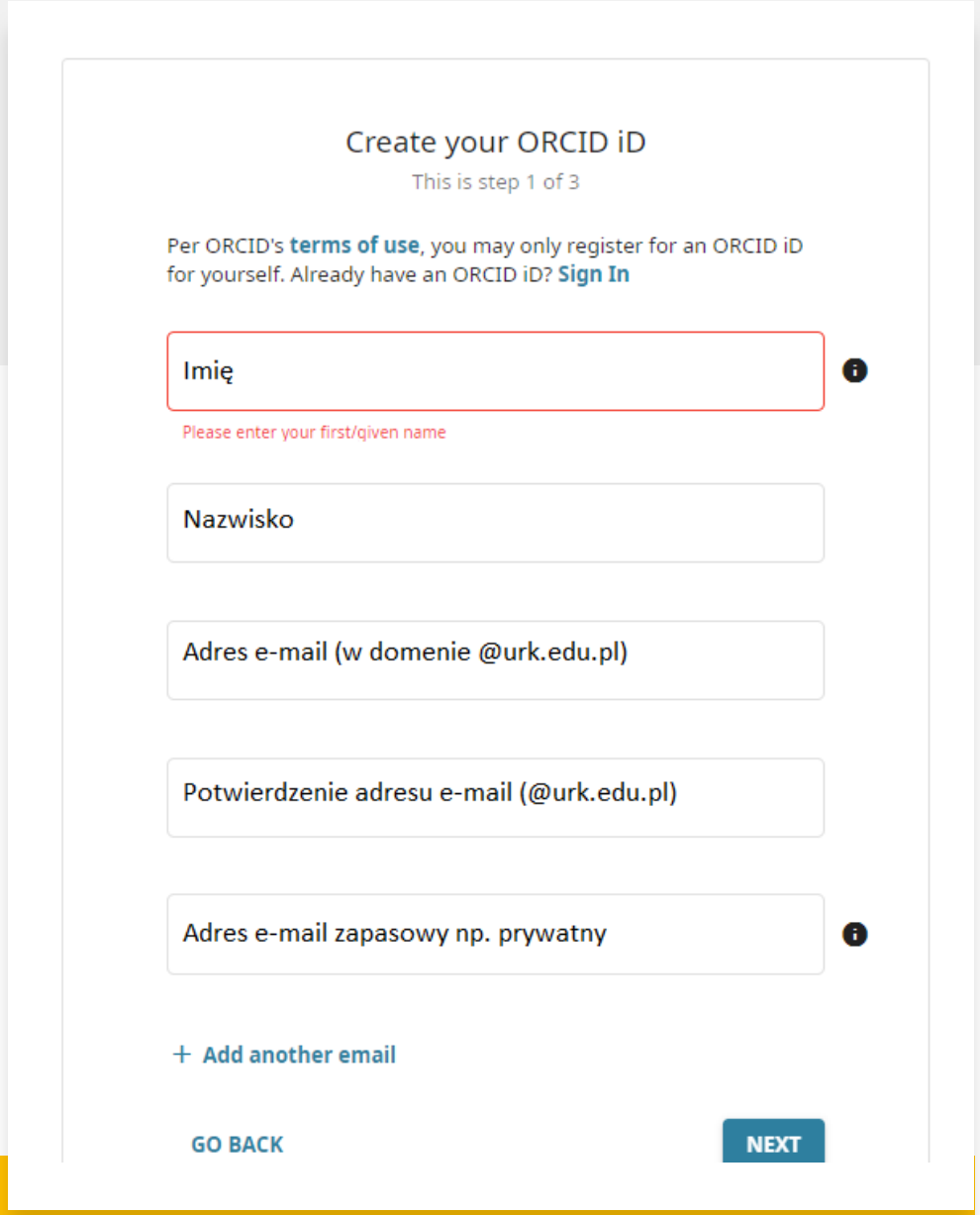
Step 1.

Go to the website https://orcid.org/register

and complete the following data:

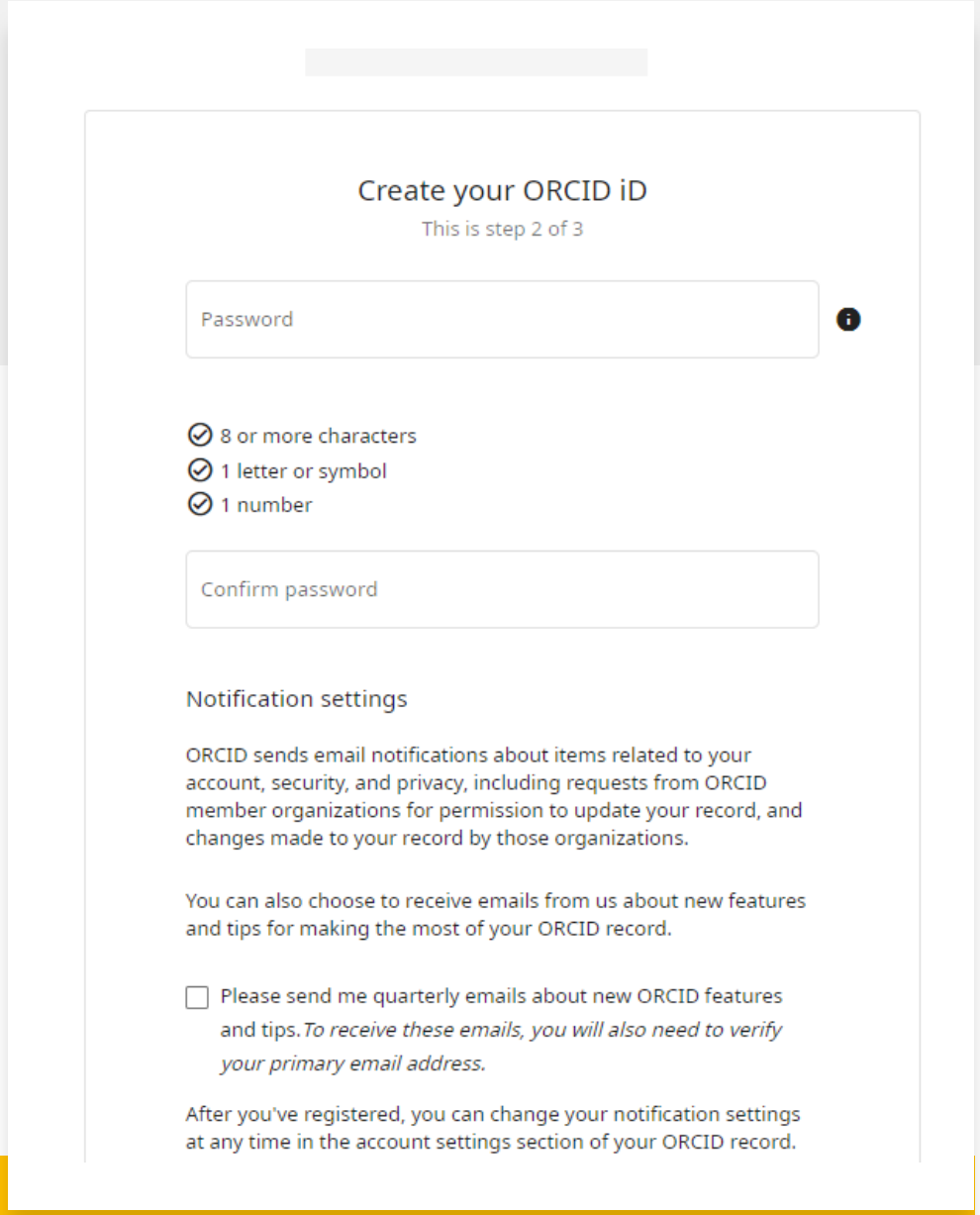
- name (Imię)
- surname (Nazwisko)
- e-mail address, preferably in the domain @urk.edu.pl
- e-mail address confirmation
- back-up e-mail address



Step 2.

In this step you create your password for ORCID system. To be accepted, a password must consist **of 8 or more characters**.

It should contain 8 or more characters, small and big letters, numbers and special characters, e.g. @!



Step 3.

The step where formal agreements are set up.

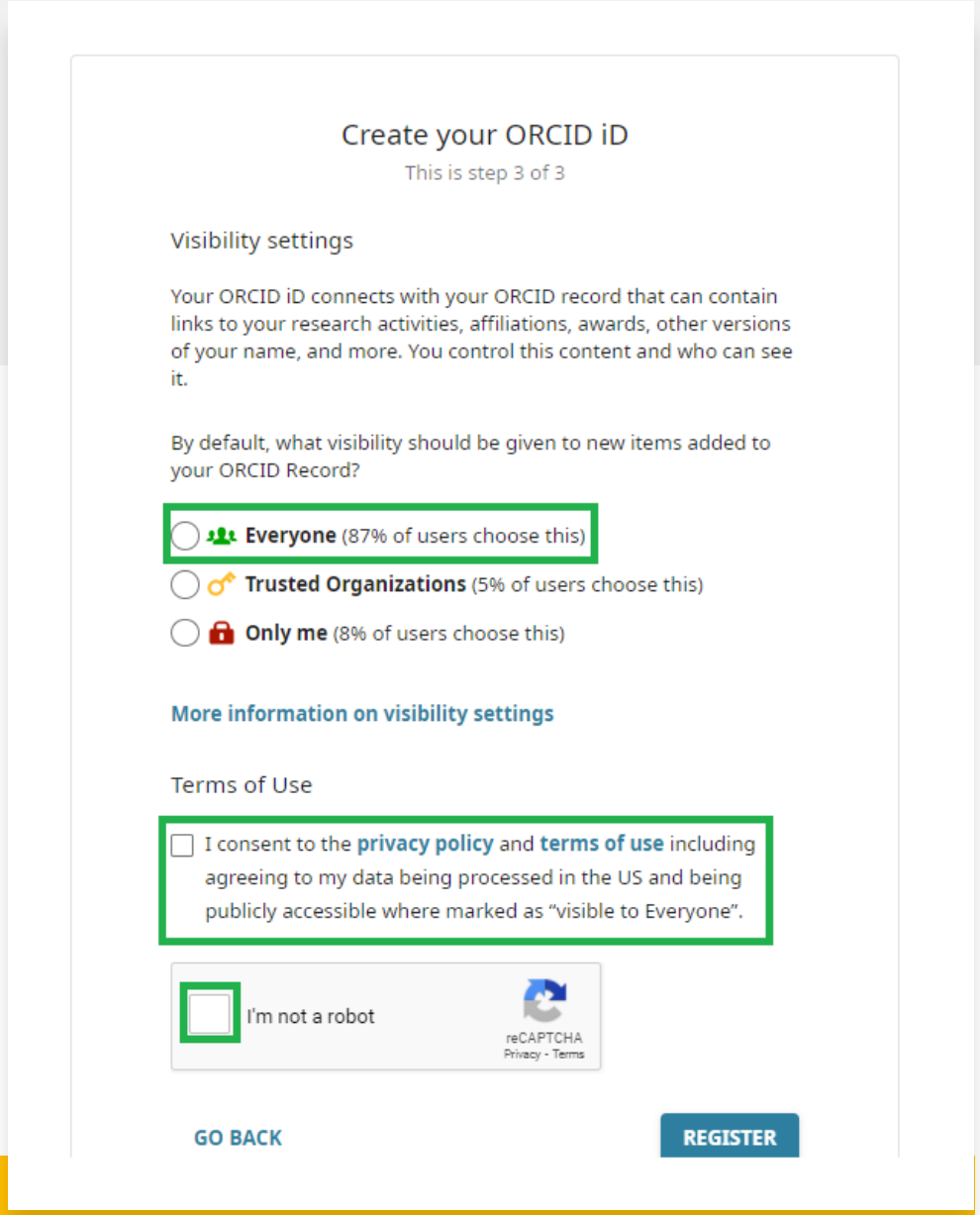
The first one allows to refer the other users of ORCID.ORG portal to your achievements.

The second one concerns the consent to the privacy policy of the service.

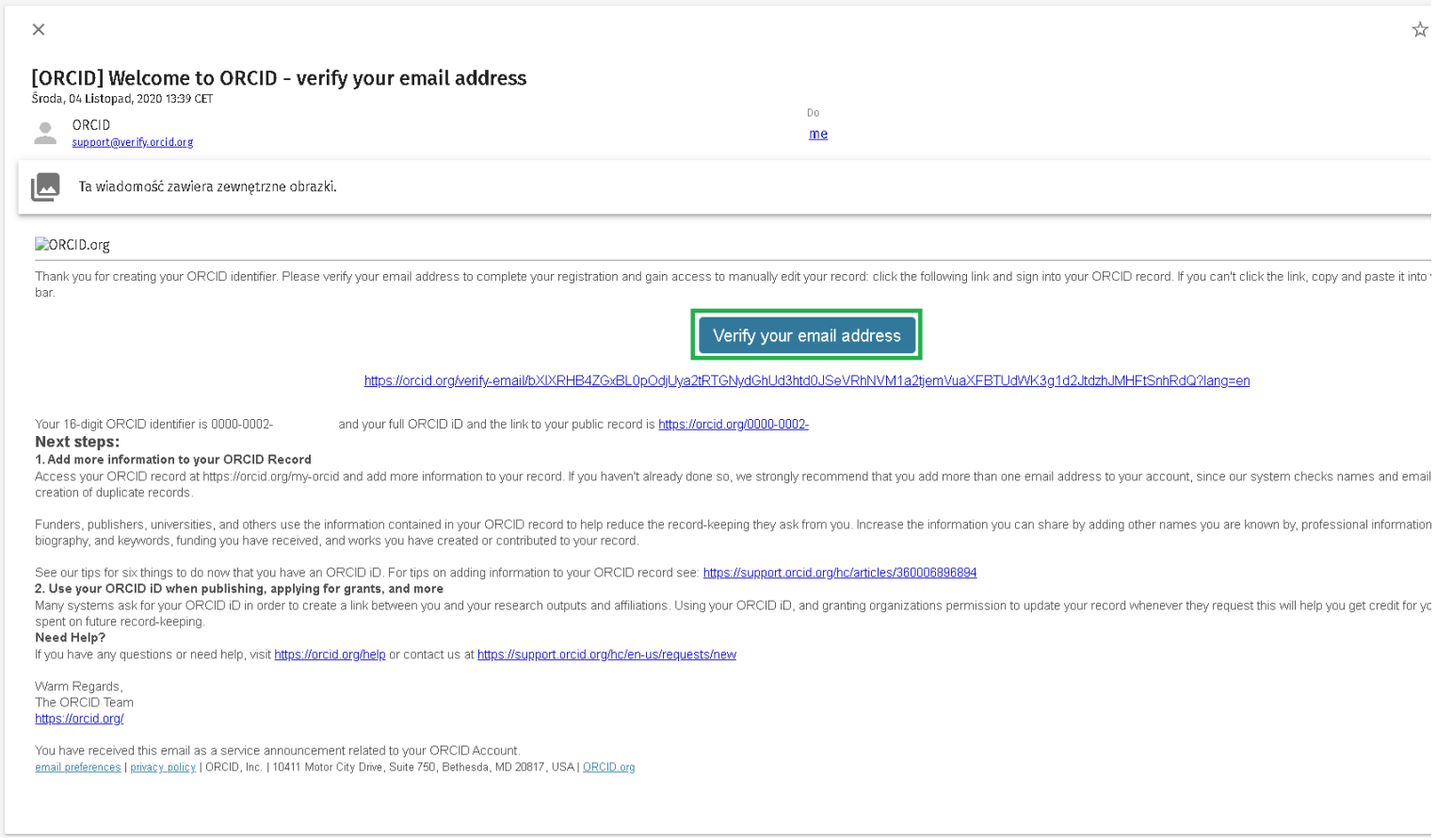
The last box is a solution used in order to protect websites. Its task is intended to prevent sending data by the machine / program impersonating a website user.

Once the above consents have been ticked,

click the REGISTER button



Step 4.



[ORCID] Welcome to ORCID - verify your email address

Środa, 04 Listopad, 2020 13:39 CET

ORCID
support@verify.orcid.org

Do
me

Ta wiadomość zawiera zewnętrzne obrazki.

ORCID.org

Thank you for creating your ORCID identifier. Please verify your email address to complete your registration and gain access to manually edit your record: click the following link and sign into your ORCID record. If you can't click the link, copy and paste it into
bar.

Verify your email address

https://orcid.org/verify-email/bXlXRHB4ZGxBL0pOdjUya2tRTGNydGhUd3htd0JSeVRhNVM1a2tjemVuaXFBTUdWK3g1d2JtdzhJMHFtSnhRdQ?lang=en

Your 16-digit ORCID identifier is 0000-0002- and your full ORCID iD and the link to your public record is https://orcid.org/0000-0002-

Next steps:

1. Add more information to your ORCID Record

Access your ORCID record at https://orcid.org/my-orcid and add more information to your record. If you haven't already done so, we strongly recommend that you add more than one email address to your account, since our system checks names and email creation of duplicate records.

Funders, publishers, universities, and others use the information contained in your ORCID record to help reduce the record-keeping they ask from you. Increase the information you can share by adding other names you are known by, professional information biography, and keywords, funding you have received, and works you have created or contributed to your record.

See our tips for six things to do now that you have an ORCID iD. For tips on adding information to your ORCID record see: https://support.orcid.org/hc/articles/360006896894

2. Use your ORCID iD when publishing, applying for grants, and more

Many systems ask for your ORCID iD in order to create a link between you and your research outputs and affiliations. Using your ORCID iD, and granting organizations permission to update your record whenever they request this will help you get credit for yc spent on future record-keeping.

Need Help?

If you have any questions or need help, visit https://orcid.org/help or contact us at https://support.orcid.org/hc/en-us/requests/new

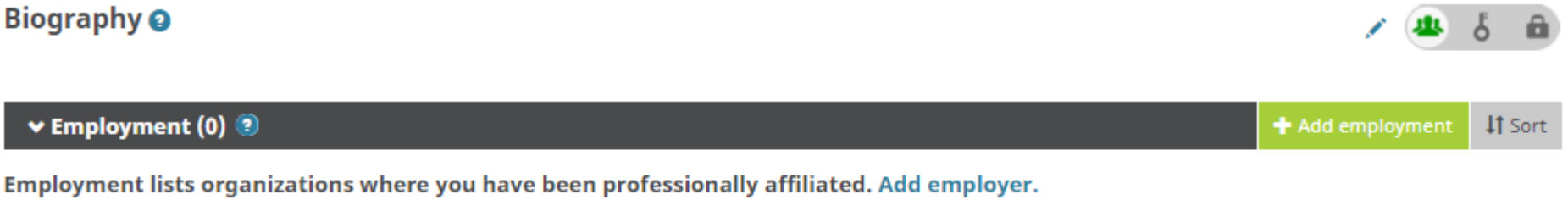
Warm Regards,
The ORCID Team
https://orcid.org/

You have received this email as a service announcement related to your ORCID Account.
email preferences | privacy policy | ORCID, Inc. | 10411 Motor City Drive, Suite 750, Bethesda, MD 20817, USA | ORCID.org

The last activity to fully activate your ORCID account is to confirm setting up the account. It will be sent to the e-mail address indicated in the step 1.

Click on **Verify your email adress** button

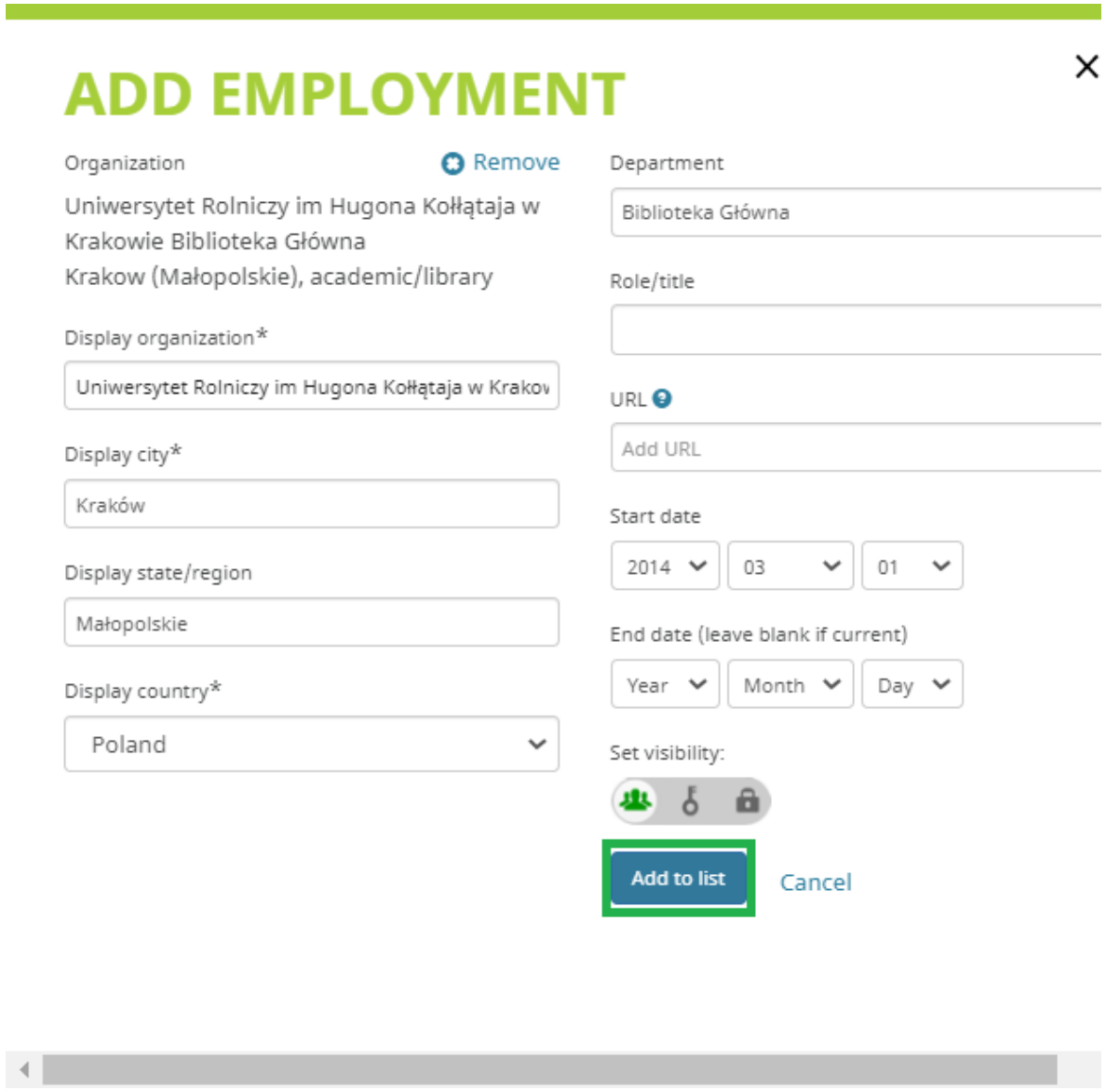
Step 5.



After setting up and activating an ORCID account, the next step is to complete information about yourself. Go to the following address:

https://orcid.org/my-orcid

and click **+ Add employment**



Then fill in the following information:

Display organization – enter: *Uniwersytet Rolniczy im. Hugona Kołłątaja w Krakowie*,

Display city – enter *Kraków*,

Display state/region – enter *Małopolskie*,

Display country – enter *Poland*

Department – enter your faculty,

Start date – enter the beginning of employment in the unit.

All the above data can also be provided in English. <u>According to the book of visual identification, an English name of our university is:</u>

UNIVERSITY OF AGRICULTURE IN KRAKOW

Then validate the information provided by means of the button **Add to list.**

Proceed in the same way with the following tabs: Education and qualifications as well as **Works**