ORCID is adopted widely by educational institutions, publishers, and grantors and utilized in databases like Scopus and Web of Science. UT Southwestern Medical Center mandates that all its learners – students, clinical trainees, and postdocs – create and/or connect their ORCID iD with UT Southwestern Medical Center as a “Trusted Organization.” All learners will be required to complete a brief mandatory UT Southwestern online training module about ORCID, in which the learner will be required to provide the last four digits of their ORCID account for UTSW registration confirmation.

GETTING STARTED

ORCID registration is a quick process requiring only an email and password to access and establish your account. You will be assigned a unique identifier number. By establishing your ORCID iD with UT Southwestern, you will:

- Allow UT Southwestern access to the trusted affiliation and public-level information you choose to share from your ORCID record, which will provide tracking capabilities for future uses.
- Authorize the ability for UT Southwestern to update your affiliation data and your scholarly works (publication, grants, etc.) if implemented in the future at your discretion.

Source data from UT Southwestern may further legitimize your ORCID record content. **You always control all your ORCID account information including what is shown and shared with UT Southwestern and the general public.**

HOW TO REGISTER FOR AN ORCID iD

Go to the ORCID@UTSW Registration page (library.utsouthwestern.edu/orcid) or choose the green “ORCID@UTSW” link on the top of the Library’s navigation header. Choose from the following links:

- **Create an ORCID iD** if you have don’t have one.
- **Connect My Existing ORCID iD** if you have one and want to connect it to UT Southwestern.
- **Do I Have an ORCID iD?** if you aren’t sure if you have one. (This option will take you to orcid.org where you can type in your name into the search box using the “THE ORCID REGISTRY” option.) If you do, you may reset your password and then follow the steps below to register your ORCID iD with UT Southwestern as a “Trusted Institution.” Log-in to the ORCID@UTSW registration page using your current UT Southwestern username and password.
Click on the **Create or Connect your ORCID iD** button.

If you already have an ORCID iD, click the blue **Sign In** text at the top. Otherwise, fill out the following information requested:

- **First & last name**
- **Primary email** - *This does not have to be your UTSW email. However, you may include it as an additional email.*
- **ORCID password**
- **Default visibility setting** – *The purpose of ORCID is for others to be able to identify your works publicly. Therefore, we recommend choosing **Everyone & Trusted Parties** settings. You may change these settings in your account profile items at anytime.*
  - Everyone
  - Trusted Parties
  - Only me
- **Notification settings** – Quarterly email from ORCID.
- **Terms of Use acceptance**
- **reCAPTCHA verification**

Once you have completed this click on the **Register** button. Your ORCID iD has now been created.

You will now be asked to link your ORCID iD with UT Southwestern as a “Trusted Institution.” Source data from UT Southwestern may further legitimize your ORCID record content. You always control all your ORCID account information including what is shown and shared with UT Southwestern and the general public.

Select the **“Authorize”** button. (Note: If you choose “Deny”, an ORCID iD will be created, but it will not be given to UT Southwestern.) Once you authorize, you will receive a confirmation screen. You may click on the hyperlink provided and begin updating your ORCID record. Please consult the Library’s [ORCID Portal](http://library.utsouthwestern.edu) for more informational handouts and videos.