

ORCID: practical guidelines

What is ORCID?	1
Benefits of ORCID	1
ORCID @ Hasselt University	2
Practical guidelines	2
Create an ORCID account	2
Create an ORCID iD and/or link it to your academic file (“ <i>academisch dossier</i> ”)	2
How to populate your ORCID-profile and keep it up-to-date	2
Option 1: Add your research output to your ORCID profile by direct import from Web of Science	2
Option 2: Add your research output to your ORCID profile by direct import from Scopus	2
Option 3: Add your research output to your ORCID profile by direct import from other external systems (e.g., Scopus, Crossref, DataCite, ...)	3
Option 4: Add your research output to your ORCID profile using an identifier	3
Option 5: Import your publications from the Document Server into your ORCID profile	3
Option 6: Add works manually	3
Automatic updates to your ORCID profile as you publish	3
For further questions	3

What is ORCID?

ORCID stands for “Open Researcher and Contributor ID”. ORCID is a global, not-for-profit organisation, managed by a consortium of universities, national libraries, research institutes and data repositories that has the mission to make the links between research, grants and innovation activities visible by identifying researchers by means of a unique identifier (an ORCID iD). An ORCID iD is unique and distinguishes a researcher from every other researcher with the same or a similar name. With an ORCID iD a researchers output can be linked uniquely and unambiguously to his/her profile.

Benefits of ORCID

ORCID provides direct added value to every researcher. An ORCID iD is a personal signature that allows you to be unambiguously identified throughout your entire career, even if your name changes or you move to a different organisation, discipline or country. ORCID is widely supported in the research community worldwide. By using your ORCID iD in research workflows, such as manuscript and grant submission (e.g. FWO), you can connect yourself with your professional activities and affiliations. After signing in to your record, you can grant permission for the systems and platforms you use to update

your ORCID record with trusted information about you and your work. This enables easy and error-free collection, sharing and re-use of this information.

ORCID @ Hasselt University

Hasselt University encourages and supports the use of ORCID. Every researcher of Hasselt University is asked to register his/her ORCID iD in the academic file (“*academisch dossier*”). With this information, central administrations are able to uniquely and unambiguously identify the research output of the UHassel researchers. This can be used to detect research output in public databases, for bibliometric analyses in the context of evaluations and promotions, and to promote the work of researchers on the UHassel website or the [Flemish Research Information Space \(FRIS\)](#).

Practical guidelines

Create an ORCID account

Registering your ORCID iD is an online process that should take less than a minute of your time. Follow these [instructions on how to create an ORCID account](#).

Create an ORCID iD and/or link it to your academic file (“*academisch dossier*”)

As Hasselt University encourages and supports the use of ORCID, every researcher is asked to register his/her ORCID iD in the academic file (“*academisch dossier*”). A manual on how to link it to your [academic file](#) (“*academisch dossier*”) can be found at the [website of the Hasselt University Library](#).

How to populate your ORCID-profile and keep it up-to-date

“Works” in your ORCID profile refer to your research outputs, including publications, datasets, conference presentations, and more. While it is possible to add works manually, we recommend that you give permission to “trusted organisations” to automatically add/update your research outputs in your ORCID profile. Allowing trusted organisations to add information to your record ensures the data connected with your ORCID iD is up-to-date and trustworthy, and saves you time entering information manually. The organisation which added the work to your record will be listed as the source of the item.

Option 1: Add your research output to your ORCID profile by direct import from Web of Science

You can import information from Web of Science into your ORCID profile. The best way to do this is via your Web of Science Researcher Profile. Follow [these instructions on how to add Web of Science publications to your ORCID profile](#).

Option 2: Add your research output to your ORCID profile by direct import from Scopus

You can import information from Scopus into your ORCID profile. The best way to do this is via your Scopus Author ID. Follow these [instructions on how to import your Scopus publications into your ORCID profile](#).

Option 3: Add your research output to your ORCID profile by direct import from other external systems (e.g., Scopus, Crossref, DataCite, ...)

You can import information from other databases, like Crossref and Scopus,, from discipline specific databases like Europe PubMed Central and the MLA International Bibliography, and from country and/or language-specific databases such as Airiti, KoreaMed, and Redalyc.

Follow these [instructions on how to import your publications from these databases into ORCID](#).

Option 4: Add your research output to your ORCID profile using an identifier

You can add research output using a DOI (not ISTIC and CNKI) or PubMed ID. Follow these [instructions on how to do this](#).

Option 5: Import your publications from the Document Server into your ORCID profile

You can import your publications from the Document Server into your ORCID profile. Instructions on how to do this can be found on the [website of the Hasselt University Library](#).

Option 6: Add works manually

You can add your research output manually to your ORCID profile. Follow [these instructions on how to do this](#).

Automatic updates to your ORCID profile as you publish

ORCID offers its users the possibility to grant permission to “trusted organisations” to automatically update the publications and datasets in their ORCID profile whenever they publish a journal article or a dataset. Common ways to accomplish these automatic updates are via [Publons](#) (Web of Science), [Crossref](#) and [DataCite](#).

For further questions

Do you have a specific question? The colleagues of the Hasselt University Library are ready to help you! You can always contact them for assistance (bib@uhasselt.be, tel: 011/26.81.22 or 011/26.90.77).