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Instrukcja zakładania konta na platformie ORCID ID

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Jak założyć konto ORCID ID?

- ▶ Proszę kliknąć w link kierujący na stronę ORCID ID:
<https://orcid.org/>
- ▶ Wyświetli się następujący widok strony:

The screenshot displays the ORCID.org homepage. At the top, the ORCID logo is accompanied by the tagline "Connecting research and researchers". Navigation links include "ABOUT", "FOR RESEARCHERS", "MEMBERSHIP", "DOCUMENTATION", "RESOURCES", and "NEWS & EVENTS". A search bar and "SIGN IN/REGISTER" link are also visible. The main content area features a dark green background with a network diagram and the text "Distinguish yourself in three easy steps". Below this, three numbered steps are outlined: 1. REGISTER, 2. USE YOUR ORCID ID, and 3. SHARE YOUR ORCID ID, each with a brief description of the step.

ORCID
Connecting research and researchers

SIGN IN/REGISTER English ▾

Search...

ABOUT FOR RESEARCHERS MEMBERSHIP DOCUMENTATION RESOURCES NEWS & EVENTS

iD

Distinguish yourself in three easy steps

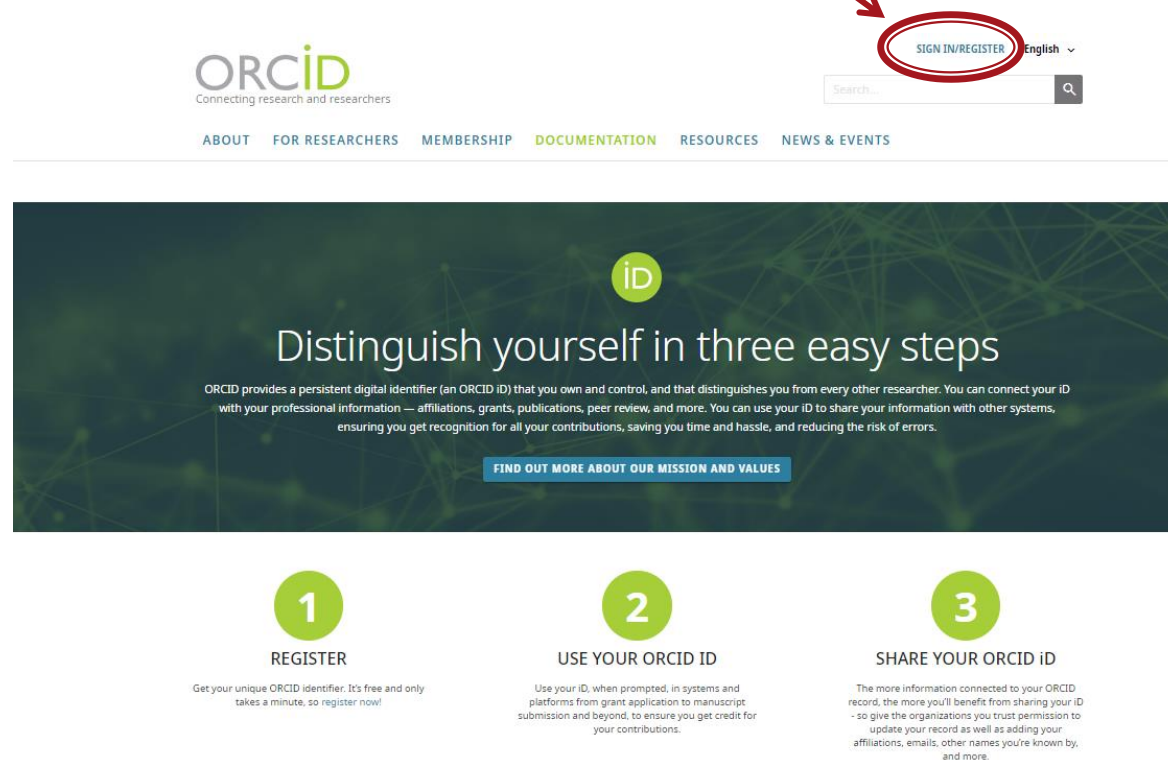
ORCID provides a persistent digital identifier (an ORCID ID) that you own and control, and that distinguishes you from every other researcher. You can connect your ID with your professional information — affiliations, grants, publications, peer review, and more. You can use your ID to share your information with other systems, ensuring you get recognition for all your contributions, saving you time and hassle, and reducing the risk of errors.

[FIND OUT MORE ABOUT OUR MISSION AND VALUES](#)

- 1**
REGISTER
Get your unique ORCID identifier. It's free and only takes a minute, so register now!
- 2**
USE YOUR ORCID ID
Use your ID, when prompted, in systems and platforms from grant application to manuscript submission and beyond, to ensure you get credit for your contributions.
- 3**
SHARE YOUR ORCID ID
The more information connected to your ORCID record, the more you'll benefit from sharing your ID - so give the organizations you trust permission to update your record as well as adding your affiliations, emails, other names you're known by, and more.

Krok 1

- ▶ Proszę odszukać napis „**Sign in/ Register**” w prawym górnym rogu strony, a następnie go kliknąć.



The screenshot shows the ORCID website interface. At the top left is the ORCID logo with the tagline "Connecting research and researchers". To the right is a search bar and a "SIGN IN/REGISTER" button, which is circled in red. A red arrow points from the text in the slide to this button. Below the navigation bar are links for "ABOUT", "FOR RESEARCHERS", "MEMBERSHIP", "DOCUMENTATION", "RESOURCES", and "NEWS & EVENTS". The main content area features a dark background with a network diagram and the text "Distinguish yourself in three easy steps". Below this is a blue button that says "FIND OUT MORE ABOUT OUR MISSION AND VALUES". At the bottom, there are three numbered steps: 1. REGISTER, 2. USE YOUR ORCID ID, and 3. SHARE YOUR ORCID ID, each with a brief description.

ORCID
Connecting research and researchers

English ▾

Search...

ABOUT FOR RESEARCHERS MEMBERSHIP DOCUMENTATION RESOURCES NEWS & EVENTS

iD

Distinguish yourself in three easy steps

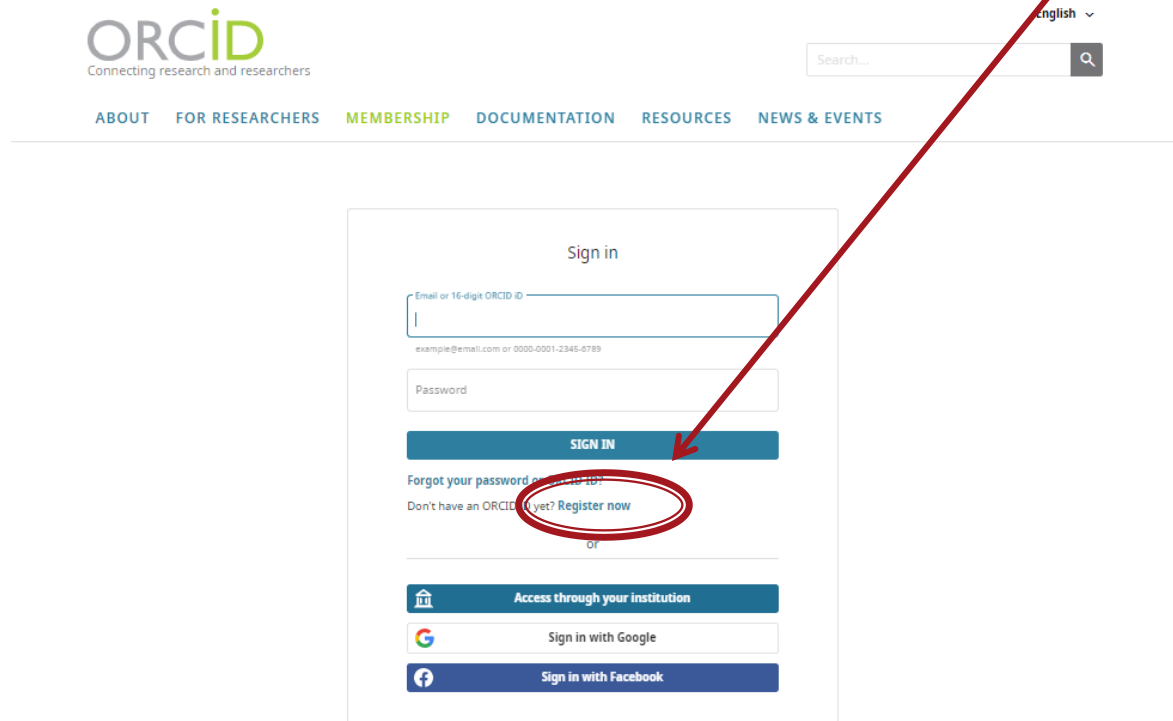
ORCID provides a persistent digital identifier (an ORCID iD) that you own and control, and that distinguishes you from every other researcher. You can connect your iD with your professional information — affiliations, grants, publications, peer review, and more. You can use your iD to share your information with other systems, ensuring you get recognition for all your contributions, saving you time and hassle, and reducing the risk of errors.

FIND OUT MORE ABOUT OUR MISSION AND VALUES

- 1**
REGISTER
Get your unique ORCID identifier. It's free and only takes a minute, so register now!
- 2**
USE YOUR ORCID ID
Use your iD, when prompted, in systems and platforms from grant application to manuscript submission and beyond, to ensure you get credit for your contributions.
- 3**
SHARE YOUR ORCID ID
The more information connected to your ORCID record, the more you'll benefit from sharing your iD - so give the organizations you trust permission to update your record as well as adding your affiliations, emails, other names you're known by, and more.

Krok 2

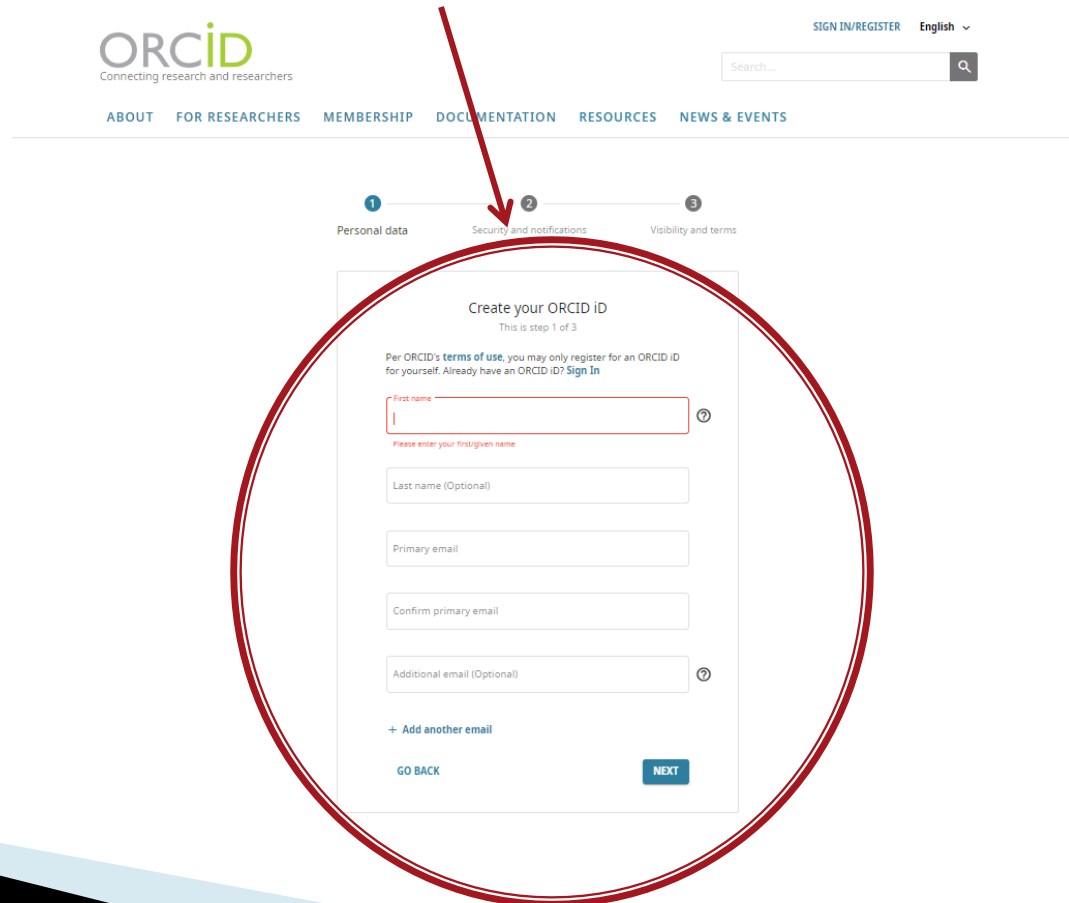
- ▶ W celu założenia nowego konta proszę kliknąć napis „**Register now**”, znajdujący się pod niebieską belką.



The screenshot shows the ORCID website's sign-in interface. At the top left is the ORCID logo with the tagline "Connecting research and researchers". To the right is a search bar and a language dropdown menu set to "English". Below the header is a navigation menu with links: ABOUT, FOR RESEARCHERS, MEMBERSHIP, DOCUMENTATION, RESOURCES, and NEWS & EVENTS. The main content area is titled "Sign in" and contains a form with two input fields: "Email or 16-digit ORCID ID" and "Password". Below the password field is a blue "SIGN IN" button. Underneath the button are two links: "Forgot your password or ORCID ID?" and "Don't have an ORCID ID yet? Register now". The "Register now" link is circled in red. Below these links is an "or" separator. At the bottom of the sign-in box are three buttons for external authentication: "Access through your institution" (with a building icon), "Sign in with Google" (with the Google logo), and "Sign in with Facebook" (with the Facebook logo). A red arrow points from the top right of the slide towards the "Register now" link.

Krok 3

- ▶ Proszę uzupełnić **okienka** odpowiednimi danymi osobowymi. Na kolejnym slajdzie znajduje się podgląd przykładowo uzupełnionych danych.



ORCID
Connecting research and researchers

SIGN IN/REGISTER English

Search...

ABOUT FOR RESEARCHERS MEMBERSHIP DOCUMENTATION RESOURCES NEWS & EVENTS

1 Personal data 2 Security and notifications 3 Visibility and terms

Create your ORCID iD
This is step 1 of 3

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

First name ?
Please enter your first/given name

Last name (Optional)

Primary email

Confirm primary email

Additional email (Optional) ?

+ Add another email

GO BACK NEXT

1

Personal data

2

Security and notifications

3

Visibility and terms

Create your ORCID iD

This is step 1 of 3

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

First name 

Last name (Optional)

Primary email

Confirm primary email

Additional email (Optional) 

+ Add another email

GO BACK

NEXT

W tym polu
można też dodać
dodatkowe
adresy e-mail
(opcjonalnie)



Krok 4

- ▶ Wprowadzone dane należy zatwierdzić przyciskiem „Next”.

ORCID
Connecting research and researchers

SIGN IN/REGISTER English

Search...

ABOUT FOR RESEARCHERS MEMBERSHIP DOCUMENTATION RESOURCES NEWS & EVENTS

1 Personal data 2 Security and notifications 3 Visibility and terms

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This is step 1 of 3

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First name
Imię

Last name (Optional)
Nazwisko

Primary email
nazwisko.imie@uni.opole.pl

Confirm primary email
nazwisko.imie@uni.opole.pl

Additional email (Optional)

+ Add another email

GO BACK NEXT

Krok 5

- ▶ W kolejnym kroku proszę ustalić hasło dla swojego konta ORCID. Musi się ono składać z co najmniej 8 znaków, w tym 1 litery lub symbolu (do wyboru) oraz 1 cyfry. Hasło należy wpisać **dwukrotnie**.

Personal data Security and notifications Visibility and terms

Create your ORCID iD
This is step 2 of 3

Password

- 8 or more characters
- 1 letter or symbol
- 1 number

Confirm password

Notification settings

ORCID sends email notifications about items related to your account, security, and privacy, including requests from ORCID member organizations for permission to update your record, and changes made to your record by those organizations.

You can also choose to receive emails from us about new features and tips for making the most of your ORCID record.

Please send me quarterly emails about new ORCID features and tips. To receive these emails, you will also need to verify your primary email address.

After you've registered, you can change your notification settings at any time in the account settings section of your ORCID record.

GO BACK NEXT



Obligatoryjnie ORCID wysłała powiadomienia e-mail o kwestiach bezpośrednio związanych z kontem, bezpieczeństwem i prywatnością, prośby od organizacji członkowskich ORCID o pozwolenie na aktualizację rekordu oraz wiadomości o zmianach dokonanych przez te organizacje.

1 Personal data 2 Security and notifications 3 Visibility and terms

Create your ORCID iD
This is step 2 of 3

Password ⓘ

- 8 or more characters
- 1 letter or symbol
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Confirm password

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GO BACK NEXT

Jeśli chcesz otrzymywać informacje mailowe na temat nowych, dostępnych na stronie ORCID ID funkcji lub przydatnych wskazówek, zaznacz ten kwadracik (opcjonalnie). Ustawienia te można zmienić w każdym momencie.

Krok 6

- ▶ Na koniec proszę zatwierdzić wprowadzone dane przyciskiem „Next”.

ORCID
Connecting research and researchers

SIGN IN/REGISTER English ▾

Search...

ABOUT FOR RESEARCHERS MEMBERSHIP DOCUMENTATION RESOURCES NEWS & EVENTS

1 Personal data 2 Security and notifications 3 Visibility and terms

Create your ORCID iD

This is step 2 of 3

Password ?

.....

- ✔ 8 or more characters
- ✔ 1 letter or symbol
- ✔ 1 number

Confirm password

.....

Notification settings

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GO BACK **NEXT**

Krok 7

- ▶ Profil ORCID autora musi być publicznie dostępny i widoczny dla ewaluatorów. W tym celu trzeba zaznaczyć właściwe ustawienie widoczności profilu.
- ▶ Proszę kliknąć kółko przy napisie "Everyone" (z zieloną ikonką).

Progress: 1 Personal data, 2 Security and notifications, 3 **Visibility and terms**




Create your ORCID iD

This is step 3 of 3

Visibility settings

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, what visibility should be given to new items added to your ORCID Record?

-  **Everyone** (87% of users choose this)
-  **Limited Organizations** (5% of users choose this)
-  **Only me** (8% of users choose this)

[More information on visibility settings](#)

Terms of Use

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

I'm not a robot 
reCAPTCHA Privacy - Terms

[GO BACK](#) [REGISTER](#)

Everyone



- ▶ Informacje oznaczone jako „Everyone” są widoczne przez ewaluatorów.
- ▶ Jest to jedyne właściwe ustawienie widoczności profilu ORCID na potrzeby ewaluacji.

Krok 8



- ▶ Proszę kliknąć **kwadracik** oznaczający zgodę na stosowaną przez ORCID politykę prywatności (obligatoryjne).

Personal data Security and notifications **3** Visibility and terms

Create your ORCID iD

This is step 3 of 3

Visibility settings

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By default, what visibility should be given to new items added to your ORCID Record?

- Everyone** (87% of users choose this)
- Trusted Organizations** (5% of users choose this)
- Only me** (8% of users choose this)

More information on visibility settings

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I'm not a robot  reCAPTCHA
Privacy - Terms

[GO BACK](#) [REGISTER](#)

Krok 9

- ▶ Proszę też zaznaczyć kwadracik przy oświadczeniu „**Nie jestem robotem**” oraz wykonać zadanie kontrolne, które pojawi się automatycznie w tym samym oknie przeglądarki (obligatoryjne).

Progress: 1 Personal data, 2 Security and notifications, 3 **3** Visibility and terms

Create your ORCID iD

This is step 3 of 3

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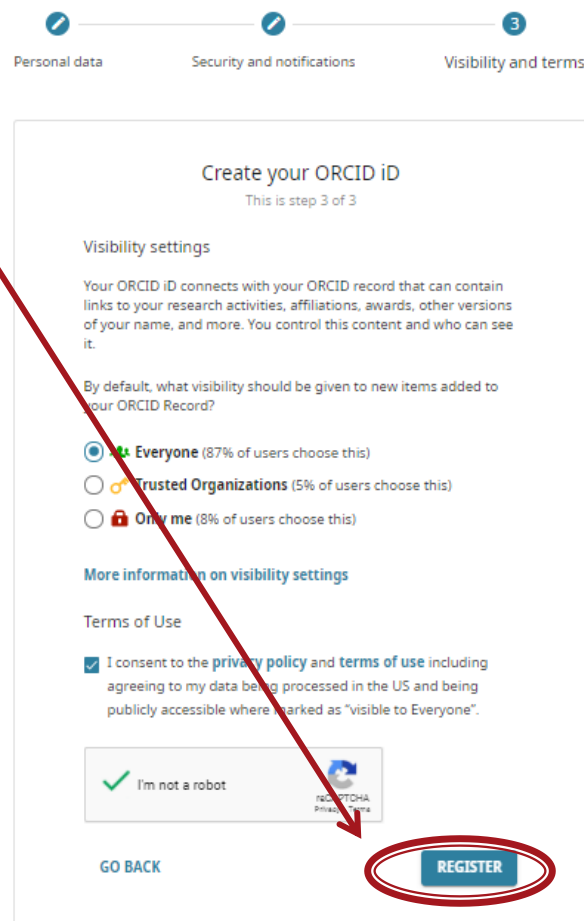
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I'm not a robot

[GO BACK](#) [REGISTER](#)

Krok 10

- ▶ Na koniec wystarczy kliknąć przycisk „**Register**”.
- ▶ Nowy profil ORCID został utworzony!



Personal data Security and notifications **3** Visibility and terms

Create your ORCID iD

This is step 3 of 3

Visibility settings

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Terms of Use

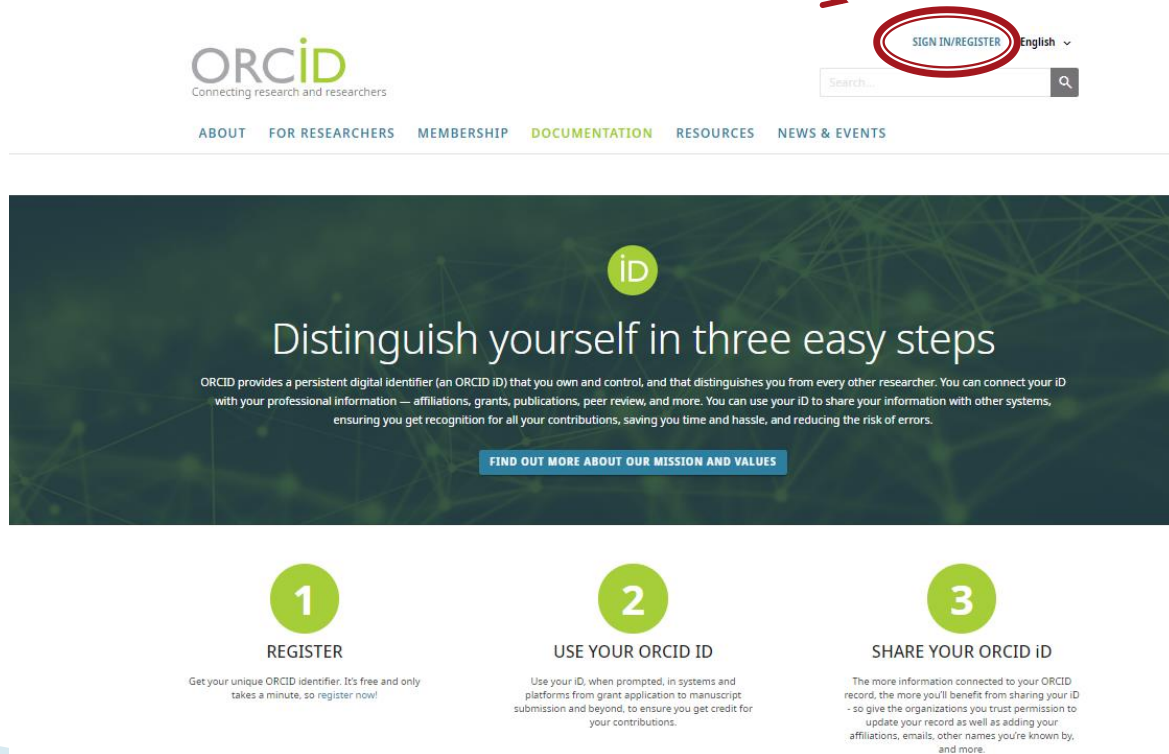
I consent to the [privacy policy](#) and [terms of use](#) including agreeing to my data being processed in the US and being publicly accessible where marked as "visible to Everyone".

I'm not a robot 

[GO BACK](#) **REGISTER**

Krok 1 1

- ▶ Aby sprawdzić swój numer ORCID, należy zalogować się na utworzone konto.
- ▶ Proszę kliknąć napis **"Sign in/ Register"**, umieszczony w prawym górnym rogu strony.



The screenshot shows the ORCID website header with the logo "ORCID Connecting research and researchers" on the left. On the right, there is a search bar and a "SIGN IN/REGISTER" button circled in red. A red arrow points from the text "Proszę kliknąć napis 'Sign in/ Register'" to this button. Below the header is a navigation menu with links: ABOUT, FOR RESEARCHERS, MEMBERSHIP, DOCUMENTATION, RESOURCES, NEWS & EVENTS. The main content area features a dark green background with a network diagram and the text "Distinguish yourself in three easy steps". Below this is a blue button that says "FIND OUT MORE ABOUT OUR MISSION AND VALUES". At the bottom, there are three numbered steps: 1. REGISTER, 2. USE YOUR ORCID ID, and 3. SHARE YOUR ORCID ID, each with a brief description.

ORCID
Connecting research and researchers

English

Search

ABOUT FOR RESEARCHERS MEMBERSHIP DOCUMENTATION RESOURCES NEWS & EVENTS

ID

Distinguish yourself in three easy steps

ORCID provides a persistent digital identifier (an ORCID ID) that you own and control, and that distinguishes you from every other researcher. You can connect your ID with your professional information — affiliations, grants, publications, peer review, and more. You can use your ID to share your information with other systems, ensuring you get recognition for all your contributions, saving you time and hassle, and reducing the risk of errors.

FIND OUT MORE ABOUT OUR MISSION AND VALUES

1 REGISTER
Get your unique ORCID identifier. It's free and only takes a minute, so register now!

2 USE YOUR ORCID ID
Use your ID, when prompted, in systems and platforms from grant application to manuscript submission and beyond, to ensure you get credit for your contributions.

3 SHARE YOUR ORCID ID
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Krok 12

- ▶ W pierwszym okienku proszę wpisać **adres e-mail** podany przy rejestracji.
- ▶ W drugim okienku proszę wprowadzić swoje **hasło** do profilu ORCID.

The image shows a screenshot of the ORCID sign-in page. The page title is "Sign in". There are two input fields: "Email or 16-digit ORCID ID" and "Password". Both fields are circled in red, and red arrows point from the text in the list to these fields. Below the input fields is a blue "SIGN IN" button. Underneath the button, there are links for "Forgot your password or ORCID ID?" and "Don't have an ORCID ID yet? Register now". Below these links is the word "or". At the bottom, there are three buttons for alternative sign-in methods: "Access through your institution" (with a building icon), "Sign in with Google" (with the Google logo), and "Sign in with Facebook" (with the Facebook logo).

Krok 13

- ▶ Po zalogowaniu się do konta ORCID automatycznie wyświetli się profil autora. W lewym górnym rogu znajduje się imię i nazwisko autora, a tuż pod zieloną belką numer ORCID.

ORCID
Connecting Research and Researchers

ABOUT FOR RESEARCHERS MEMBERSHIP DOCUMENTATION RESOURCES NEWS & EVENTS

Imię Nazwisko Biography

ORCID ID
https://orcid.org/0000-0001-7975-1952
View publication stats

Krok 14

- ▶ Przed wylogowaniem się z konta proszę sprawdzić ustawienie widoczności profilu. Po prawej stronie powinna się znajdować **zielona ikonka** dostępu.



The screenshot shows the ORCID website interface. At the top left is the ORCID logo with the tagline "Connecting Research and Researchers". To the right, there is a user profile dropdown menu showing "Imię Nazwisko" and a language selector set to "English". Below this is a search bar. A navigation menu contains links for "ABOUT", "FOR RESEARCHERS", "MEMBERSHIP", "DOCUMENTATION", "RESOURCES", and "NEWS & EVENTS". The main content area displays the user's name "Imię Nazwisko" and a "Biography" section. A green box highlights the "ORCID ID" and its URL: "https://orcid.org/0000-0001-7975-1955", with a "View public version" link below it. In the top right corner of the profile area, a small toolbar contains three icons: a pencil (edit), a green person icon (visibility), and a lock icon (privacy). A red arrow points from the text in the first list item to this green person icon, which is also circled in red.

Przesyłanie publikacji

- ▶ Teraz można rozpocząć przesyłanie publikacji z Bazy Wiedzy do profilu ORCID na potrzeby ewaluacji.
- ▶ Pomocne w tym celu mogą być slajdy 8–15 z instrukcji "Dodawanie publikacji do profilu ORCID", umieszczonej pod adresem: <http://bg.uni.opole.pl/orcid/>