

## How do I create an ORCID iD?

An ORCID iD enables the automatic export of your research output information, as well as limited profile information, from the UWA Profiles and Research Repository to your ORCID record.

### *Login to start:*

1. Go to the [UWA Profiles and Research Repository](#)
2. Click on **login to the UWA Profiles and Research Repository here.**
3. Log in with your UWA Office365 login details.  
staffnumber@uwa.edu.au and Pheme password, or  
studentnumber@uwa.edu.au and Pheme password

### Welcome to the UWA Profiles and Research Repository

The UWA Profiles and Research Repository is an open platform where you can discover UWA staff, find information about their research, teaching, grants, and activities, and access their research outputs.

UWA Staff and HDR students can [log in to the UWA Profiles and Research Repository here](#).

For further assistance please contact [staffsupport-lib@uwa.edu.au](mailto:staffsupport-lib@uwa.edu.au) (for staff) and [hdrsupport-lib@uwa.edu.au](mailto:hdrsupport-lib@uwa.edu.au) (for students)



1. Click **Edit profile**



## Blake Shant

 [My public profile](#)

 [Add curriculum vitae](#)

 [Edit profile](#)

2. Click **Create or Connect your ORCID ID**

 [ORCID](#)

 [Create or Connect your ORCID ID](#)



3. A **Connect with your ORCID ID** information screen will appear, advising that you will be taken to the ORCID website to complete the registration. It will also describe the content that will be exported from the Repository to your ORCID record. Click on **Proceed**

### Connect with your ORCID ID

You will now be directed to the ORCID site where you can generate your ORCID ID (if you don't already have one) and/or authorise the export of content (e.g. research outputs) from the Repository to your ORCID record.

The Repository will automatically update the following content overnight. If you want to export content immediately, click 'Export':

- Institutional organisational affiliation
- Other personal identifiers (e.g. Scopus author ID, Researcher ID)
- Your Repository profile URL
- Your research outputs, where:
  - the publication state is either 'E-pub ahead of print' or 'Published'
  - the visibility of the record is 'Public - No restriction'
  - the workflow status is at least 'Approved'

[Cancel](#)

[Proceed](#)

4. You will be redirected to an ORCID login page. Complete the following fields to create an ORCID:

- Re-enter email address
- Create an ORCID password
- Select visibility settings
- Specify notification settings
- Tick the box to consent to the terms of use
- Tick the box to confirm 'I'm not a robot'
- Click **Register**



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

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

First name  
 \*

Last name

Primary email  
 \*

Additional email  
  
 Add another email

Create an ORCID password  
 \*

Confirm ORCID password  
 \*

**Register**

5. You will then be asked to allow the UWA Research Repository to access your ORCID record. Click **Authorize**. This authorisation enables your Repository research output information to be exported to your ORCID record.

You may choose to revoke this authorisation at any time by logging into your ORCID account. Go to your **name** at the top of the login screen and select from the drop down menu, navigating to your 'Account settings' and clicking on **Revoke Access** under 'Trusted organizations'.

ORCID Marsha Hernandez  
<https://sandbox.orcid.org/0000-0001-8598-6080>  
 (Not You?)

University of Western Australia Research Repository  
 has asked for the following access to your ORCID Record

Add or update your research activities  
 Add or update your biographical information  
 Get your ORCID ID  
 Read your limited-access information

This application will not be able to see your ORCID password or any other information in your ORCID record with visibility set to Only me. You can manage permission granted to this and other Trusted Organizations in your account settings.

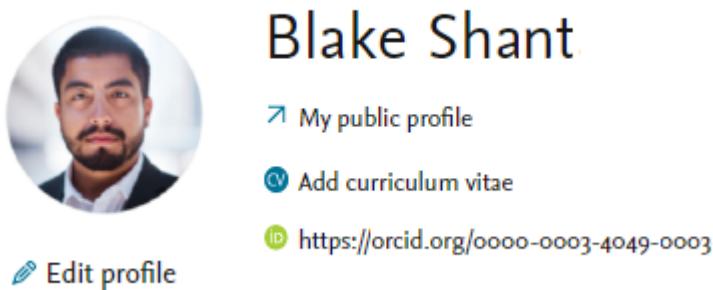
**Authorize** **Deny**

6. You will then be redirected to the Repository, with a message confirming that you have successfully created your ORCID iD.



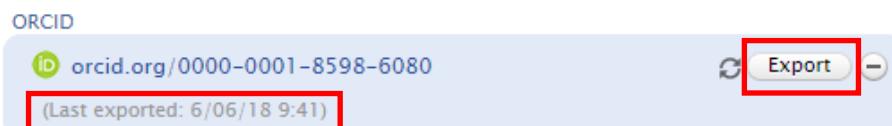
ORCID  
ID [orcid.org/0000-0001-8598-6080](https://orcid.org/0000-0001-8598-6080) ⟳ -  
✓ ORCID for 'Marsha Hernandez' applied. Remember to press save.

7. Click **Save** at the bottom of the screen.
8. The Repository will automatically update your profile content overnight. If you want to export the content to ORCID immediately, click **Edit profile**



Blake Shant  
My public profile  
Add curriculum vitae  
https://orcid.org/0000-0003-4049-0003  
Edit profile

9. Click **Export**. Once the export is complete, a message will display indicating the date and time of the last export.



ORCID  
ID [orcid.org/0000-0001-8598-6080](https://orcid.org/0000-0001-8598-6080) ⟳ Export -  
(Last exported: 6/06/18 9:41)

Content exported includes:

- Research outputs that are:
  - Approved or Validated
  - Published or E-pub ahead of print
  - Visibility = 'Public – no restriction'
- UWA affiliation
- Repository profile URL
- Other person identifiers (e.g. Scopus author ID, Researcher ID)

10. Click **Save** at the bottom of the screen.

You will receive an email from ORCID to complete the registration and verify your email address.

**Remember:** When updating fields in your profile, the **Create or Update** button will apply your changes, but you will still need to press the blue **Save** button to retain any changes (this is always located at the bottom of the record window).

