ORCID stands for Open Researcher and Contributor ID. It is a sixteen-digit permanent digital identifier that disambiguates authors with the same or similar names through integration of the ID in key research workflows such as manuscript and grant submission. The database of identifiers is maintained by non-profit, **ORCID.org**.
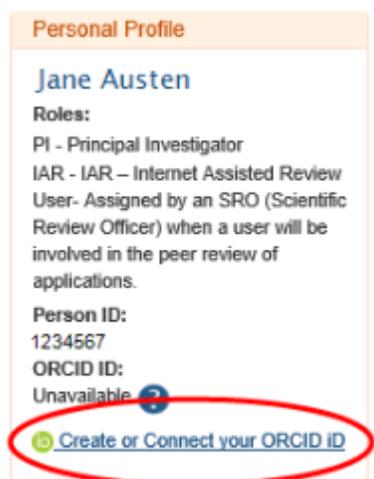
The below steps are also available as a video guide: https://era.nih.gov/files/ORCID-TwitterVideo/index.html

1. Navigate to eRA Commons and Log in	
2. Once logged in, click on the Personal Profile tab	
3. Click the "Create or Connect your ORCID ID" link under your Profile and you will be routed to the ORCID site.	
4a. If you already have an ORCID ID: Click the "Sign In" link at the top of the page to log in.	
4b. If you do not have an ORCID ID: Proceed to register a new Account.	

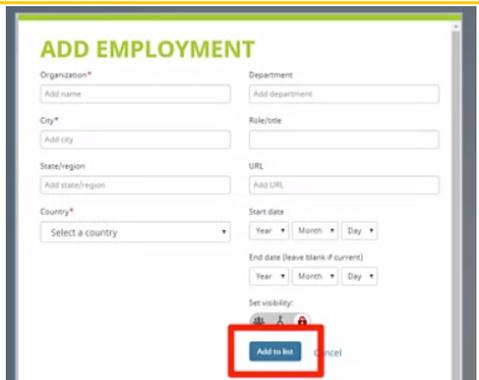|	
5. Once logged in or once your ORCID ID has been created, you will then be prompted to authorize NIH to access your personal ORCID profile (public information only). Click the "Authorize" Button. .	
6. **Now go back to your eRA Commons Personal profile** (**see steps 1 – 2**) to **ensure your ORCID ID is linked.** Your personal profile should look similar to the screenshot on the right. If you are not a newly registering user and you <u>do not</u> need to update your ORCID profile information, skip the remaining steps.	
7a. If you are newly registering, before proceeding to step 7b, you will need to verify your email address via the link sent to your email from support@verify.orcid.org	**Look for verification email from support@verify.orcid.org**
7b. Click the link to your ORCID profile in your eRA Commons Personal Profile and sign in or go to ORCID.org to sign directly.	
8a. Back in your ORCID profile, complete/update your Biography information. Start by clicking the "Add" button for each category (Employment, Education and qualifications, etc.)	
8b. Once the Add button is clicked, fill out your information in the popup window and click the "Add to list" button to save your work. Complete this for all the categories under the biography section.	
9. And that's it you're done!	