



## How to Register for an ORCID iD

Registering for an ORCID iD is easy and should take no longer than two minutes to complete.

1. Begin by going to [ORCID.org](https://orcid.org).
2. Select “SIGN IN/REGISTER” at the top, right corner.
3. Select “Personal Account,” then “Register Now.” At this time, CSU does not have an Institutional Account, so be sure “Personal Account” is selected.
4. Provide the requested information (name, email address, and default preferences); review and accept the Terms of Use; and REGISTER.

*Note: The email address used to register for the ORCID iD will serve as the system username.*

5. Confirm identity. If there is an existing ORCID record with the same or similar name, users will be prompted to check that it does not belong to them. If it does belong to the user, the user should select that record and sign in rather than creating a new account.
6. An email will be provided to the address used to register. Complete registration by clicking the link provided in the email. Be sure to check the SPAM or JUNK folder if there isn't an email from ORCID.

Registration should now be complete.