CARNEGIE MELLON UNIVERSITY

Mellon College of Science Inter Office Correspondence

TO:	MCS Faculty
FROM:	Curtis A. Meyer, MCS Associate Dean for Faculty and Graduate Affairs
SUBJECT:	Creating ResearcherID and ORCID accounts
DATE:	March 3, 2015

ResearcherID is a convenient way to track your publications, and provide summary information that you may need in generating annual reports, grant proposals, etc. It is also used by some ranking systems. Having correct and up-to-date information for all members of our faculty may provide more accurate information to these systems. The ORCID system is now tied into the university systems. It will eventually facilitate grant submission. Setting up both of these, and populating them with your publications will take between 20 and 30 minutes.

Getting Started

Before starting, you will need a password with at least 8 characters that contains mixed case, a number and a symbol. Your username will be your Carnegie Mellon email xyzabc@cmu.edu

email

password

Set up an ORCID Account:

- Visit the CMU ORCID web site: <u>https://orcid.library.cmu.edu</u>
- Select Create My ORCID
- Fill out the form and submit to ORCID

Link an Existing ORCID to CMU

If you already have an ORCID ID, please link it to Carnegie Mellon.

- Visit the CMU ORCID web site: <u>https://orcid.library.cmu.edu</u>
- Select Provide Existing ORCID
- Fill out the form and submit.

Set up a ResearcherID Account:

- Open a new tab on your Browser.
- Visit the ResearcherID web site: http://www.researcherid.com
- Select Join Now Its Free.
- When you get an email, follow the link to setup your account and password.
- You will need to enter your name again.
- Fill in the pop-up using your Carnegie Mellon Email and Submit.
- You are now asked to login to ResearcherID

Your ResearcherID Number

Note that when you are setting up your account, there is a box labeled "Sub organization /Department". Enter your department here, and then click on "Add" to the right of the box. You can add multiple departments.

Link your account to your ORCID Account. <u>This is rather confusing</u>.

- Select share profile.
- You will then get an authorize page for ORCID, and may have to authorize twice.
- After it is happy, select the **My Research Profile** tab.

Once here you can manage your account information. You can also add your publication data but <u>**do not do this now**</u> as we will do it in the following section from ResearcherID where it is much easier!

Adding Publication Data to ResearcherID :

The default tool to add publications is Web of Science, a tool that works well for most fields. We will assume that Web of Science will work, but you will need to be on the CMU campus network for this to work.

- Select the **Add Publications** button.
- Click on the **Web of Science** tab.
- Do a search on your publications. From the results, select your publications and add them to your profile.

An alternate search tool is **SCOPUS**, which works somewhat better than **Web of Science** for some people. Try this if Web of Science did a poor job.

- Visit the site <u>http://www.scopus..com</u>, and then do a search.
- When you are happy with your publication list, **EXPORT** it as a **RIS** file. The RIS file can be read directly into ResearcherID.
- In ResearcherID, select Add Publications, and then select Upload RIS File.

Exchange Publication Information with ORCID

You can now share your publication information in ResearcherID with ORCID.

- Click on **Exchange Data with ORCID** near the top of your ResearcherID Profile page.
- Select the second item in the share list that includes publications.
- Select 100 publications per page, and then select all the publications on the page. Then Send.
- You will need to repeat for each page of 100 publications.
- Some people have gotten a completely non-informative error that the transfer did not work. This means that there is at least one publication in your list that is causing problems. The only way around this is to transfer smaller numbers of publications each time until you identify the culprit(s).

Periodic Updating of your Publications

Periodically, you will want to update your publication list in ResearcherID and ORCID.

- Login to your ResearcherID account from an on-campus machine.
- Click "Add Publications", in yellow about one third the way down the right-hand side of the page.
- Select "Search Web of Science"
- Modify the search form if necessary, and then search.
- Select and unchecked publications that are yours, and then click on "Add Selected Publications"
- Return to your researcher profile, and select Exchange data with ORCID to update ORICD.

Link Professional Society Membership to ORCID

Many professional societies will provide the capability to link your ORCID ID with your society membership. Some will do this when you publish articles, others will have links. At present, we know of one.

American Physical Society Members

- Visit the APS site at https://authors.aps.org/Profile/ and login to your account using your APS information.
- There will be a place where you can authorize ORCID. Select that, and then login to your ORCID account.