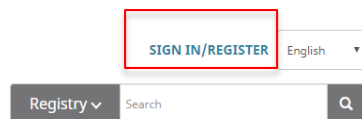


Step 1: Register for an ORCID Profile



Navigate to <https://orcid.org/>. The registration link is in the upper right-hand corner. You can login using your University of Idaho credentials by clicking on “Institutional Account.” Once your account is created, you will need to verify your account with the email you used for registration. Be sure you have access to that email address before you register.

When registering, mark the Visibility Setting to “Everyone” to ensure ability for information transfer.



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. [More information on visibility settings.](#)

By default, who should be able to see information added to your ORCID Record?

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

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.

ORCID/NIH BIOSKETCH INSTRUCTIONS

Step 2: Populate ORCID Profile

There are a number of ways to add works to your ORCID record yourself:

Add works by direct import from other systems to import links to your publications and other works to your ORCID record from other databases. This is the recommended process because it reduces or eliminates errors, and enables a reliable connection between your ORCID iD and your works

Add works using an identifier

Importing works from a BibTeX file

Add works manually

Main data points in ORCID → Fields in SciENcv:

NIH Biosketch:

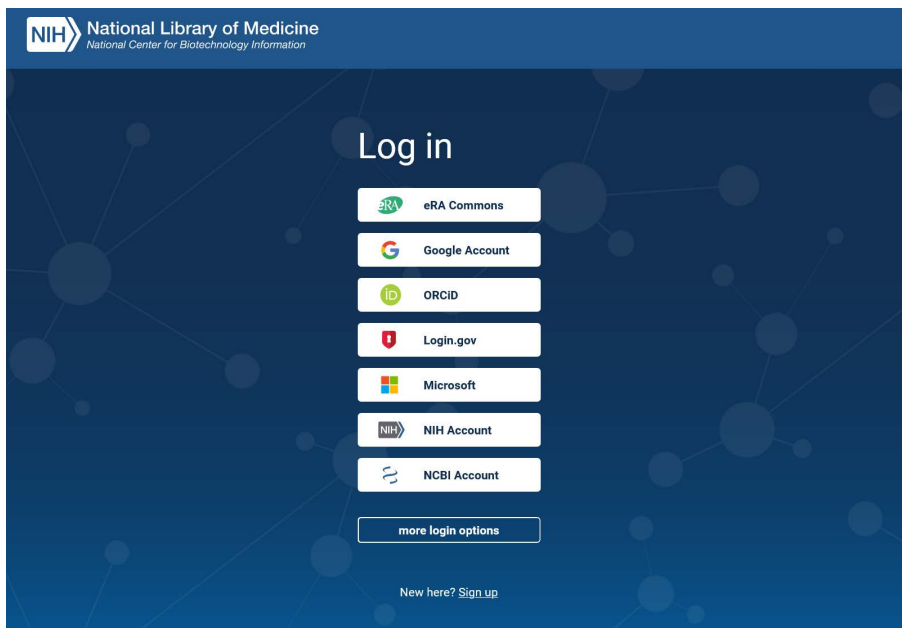
- **Biography** → "Personal Statement"
- **Employment** → "Positions and Honors"
- **Education** → "Education/Training"
- **Works** → "Personal Statement - Citations"
- **Funding** → "Additional Information: Research Support and/or Scholastic Performance"

The picture above illustrates how information entered in ORCID fields corresponds to fields in the NIH Biosketch.

ORCID/NIH BIOSKETCH INSTRUCTIONS

Step 3: Sign in to MyNCBI with ORCID

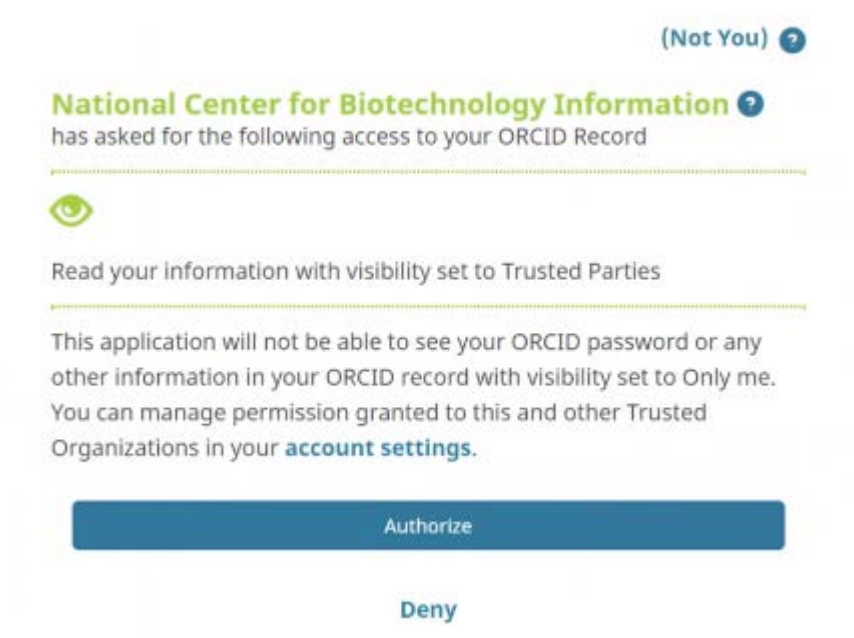
Navigate to <https://www.ncbi.nlm.nih.gov/account/>. Click the ORCID option to sign in with your ORCID ID.



ORCID/NIH BIOSKETCH INSTRUCTIONS


Step 4: Link ORCID and MyNCBI

Once you click the ORCID link, you will be taken to a webpage asking for your authorization to allow NCBI access to your ORCID profile. Click “Authorize”



(Not You) ?

National Center for Biotechnology Information ?
has asked for the following access to your ORCID Record



Read your information with visibility set to Trusted Parties

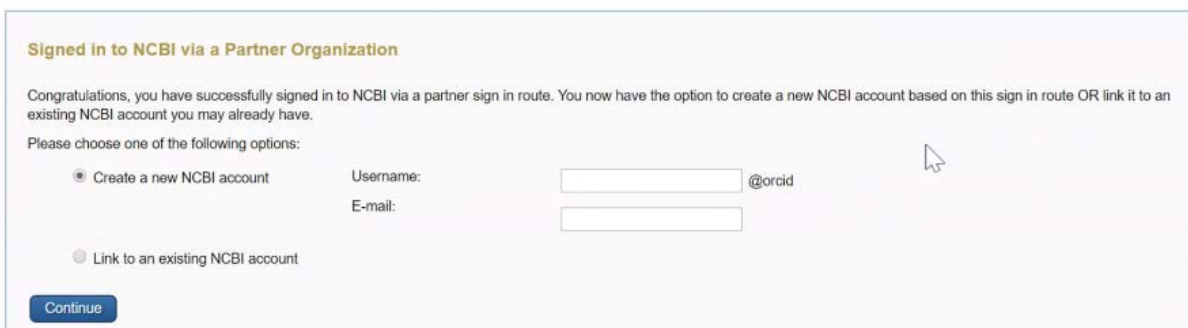
This application will not be able to see your ORCID password or any other information in your ORCID record with visibility set to Only me. You can manage permission granted to this and other Trusted Organizations in your [account settings](#).

Authorize

Deny

Step 5: Sign in to MyNCBI using your ORCID Profile

Once authorizing NCBI to read your ORCID profile, you will have be redirected to a webpage asking if you would like to continue to the ORCID/MyNCBI account or link to an already existing NCBI account. If you choose the first option, add your 16-digit identification number from your ORCID profile as the username and the email address you used to create your ORCID profile.



Signed in to NCBI via a Partner Organization

Congratulations, you have successfully signed in to NCBI via a partner sign in route. You now have the option to create a new NCBI account based on this sign in route OR link it to an existing NCBI account you may already have.

Please choose one of the following options:

Create a new NCBI account

Username: @orcid

E-mail:

Link to an existing NCBI account

Continue

ORCID/NIH BIOSKETCH INSTRUCTIONS

Step 6: Create a SciENcv Biosketch

Once you have signed in, you will be taken to your account homepage. In the lower right hand corner, there is a box for SciENcv. Click to create a new CV.

My NCBI [Customize this page](#) | [NCBI Site Preferences](#) | [Video Overview](#) | [Help](#)

Search NCBI databases

Search: PubMed

Search

Hint: clicking the "Search" button without any terms listed in the search box will transport you to that database's homepage.

My Bibliography

Your bibliography contains 13 items.

Share your bibliography with this URL:
<https://www.ncbi.nlm.nih.gov/myncbi/devin.becker.1/bibliography/public/>

[Manage My Bibliography >](#)

Recent Activity

You do not have any recent activity.

[Clear](#) [Turn Off](#)

[See All Recent Activity >](#)

Saved Searches

You don't have any saved searches yet.

Go and [create some saved searches](#) in PubMed or our other databases.

[Manage Saved Searches >](#)

Collections

All bibliographies and Other citations are now in [My Bibliography](#).

Collection Name	Items	Settings/Sharing	Type
Favorites	edit 0	Private	Standard

[Manage Collections >](#)

Filters

Filters for: PubMed

You do not have any active filters for this database.

[Add filters for the selected database.](#)

[Manage Filters >](#)

SciENcv

[Click here to create a new CV.](#)

If you already had a CV present, you'll click "Manage SciEncv" in the same box highlighted above. On the next page, click "Create New Biosketch" to create a new CV with your ORCID data.

Elisabeth Shook
<http://orcid.org/0000-0002-7372-3096> [edit](#)

SciENcv Biosketches [Edit](#) [Create New Biosketch](#)

Last Update	Name	Type	Sharing
12-Feb-2020 Test		NIH Biosketch	Private

[Create New Biosketch](#)

ORCID/NIH BIOSKETCH INSTRUCTIONS

After you click to start creating a new CV, complete the form on the new page by adding a title and selecting the appropriate biosketch format. Under “Choose Data Source,” select “External source” and navigate to ORCID in the dropdown menu. Click “Create”

Create a New Document

Document name

Enter a name to help you to identify this document

Format

- NIH Biosketch
- NIH Fellowship Biosketch
- NSF Biographical Sketch
- NSF Current and Pending (Other) Support
- IES Biosketch

Select a format for this document

Choose data source

- Start with a blank document
- Existing Document:

You do not have an existing document to copy.

External source:

Your ORCID account is linked to SciENcv.

Sharing

- Private
- Public

You can change the shared settings at any time.

Create

Cancel

Step 7: Add Citations

You should now see a Biosketch with your ORCID profile information (education, employment history, etc.) already added. To add the citations from your ORCID profile, click “Select Citations” under Section A.

A. Personal Statement [\[Edit statement \]](#)

You have not yet provided a personal statement.

Optional: You may identify up to four peer reviewed publications that specifically highlight your experience and qualifications for this project.

[\[Select citations \]](#)

You have not listed any citations.

ORCID/NIH BIOSKETCH INSTRUCTIONS

Click the ORCID tab. You should see a laundry list of your citations. Choose which of your publications you would like to include on your Biosketch. Once you have chosen the citations, click the “[Save Citations]” link

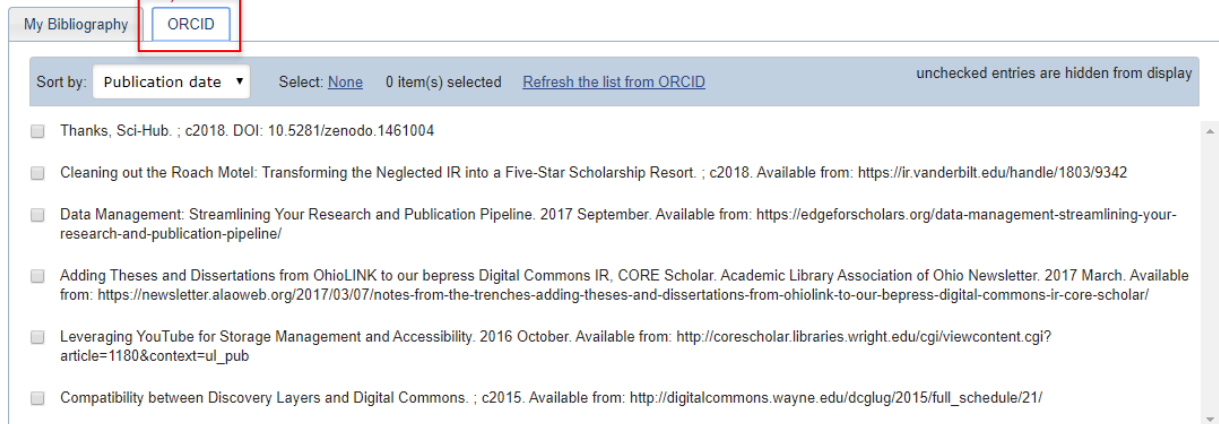
A. Personal Statement [\[Edit statement \]](#)

You have not yet provided a personal statement.

Optional: You may identify up to four peer reviewed publications that specifically highlight your experience and qualifications for this project.

[\[Save citations \]](#)

You have not listed any citations.



The screenshot shows the ORCID interface for managing a bibliography. At the top, there are two tabs: "My Bibliography" and "ORCID", with "ORCID" being the active tab. Below the tabs, there is a control bar with "Sort by: Publication date", "Select: None 0 item(s) selected", and a "Refresh the list from ORCID" link. A note on the right says "unchecked entries are hidden from display". The main area contains a list of six publications, each with a checkbox and a truncated title and URL. The publications listed are:

- Thanks, Sci-Hub. ; c2018. DOI: 10.5281/zenodo.1461004
- Cleaning out the Roach Motel: Transforming the Neglected IR into a Five-Star Scholarship Resort. ; c2018. Available from: <https://ir.vanderbilt.edu/handle/1803/9342>
- Data Management: Streamlining Your Research and Publication Pipeline. 2017 September. Available from: <https://edgeforscholars.org/data-management-streamlining-your-research-and-publication-pipeline/>
- Adding Theses and Dissertations from OhioLINK to our bepress Digital Commons IR, CORE Scholar. Academic Library Association of Ohio Newsletter. 2017 March. Available from: <https://newsletter.alaoweb.org/2017/03/07/notes-from-the-trenches-adding-theses-and-dissertations-from-ohiolink-to-our-bepress-digital-commons-ir-core-scholar/>
- Leveraging YouTube for Storage Management and Accessibility. 2016 October. Available from: http://corescholar.libraries.wright.edu/cgi/viewcontent.cgi?article=1180&context=ul_pub
- Compatibility between Discovery Layers and Digital Commons. ; c2015. Available from: http://digitalcommons.wayne.edu/dcglug/2015/full_schedule/21/

Fill in any other information needed for your Biosketch. Once you are finished, you can download your completed Biosketch in the appropriate format by clicking one of the format links in the lower right hand corner

Other Experience and Professional Memberships

You have not listed any professional memberships. Please [add one](#).

Honors

You have not listed any honors. Please [add one](#).

C. Contribution to Science [\[Edit section \]](#)

This section is currently empty. Click on edit section to add your contributions.

D. Additional Information: Research Support and/or Scholastic Performance [\[Edit awards \]](#)

There are no awards linked to this profile. Please edit the list to see available awards.

Download: [PDE](#) [Word](#) [XML](#)