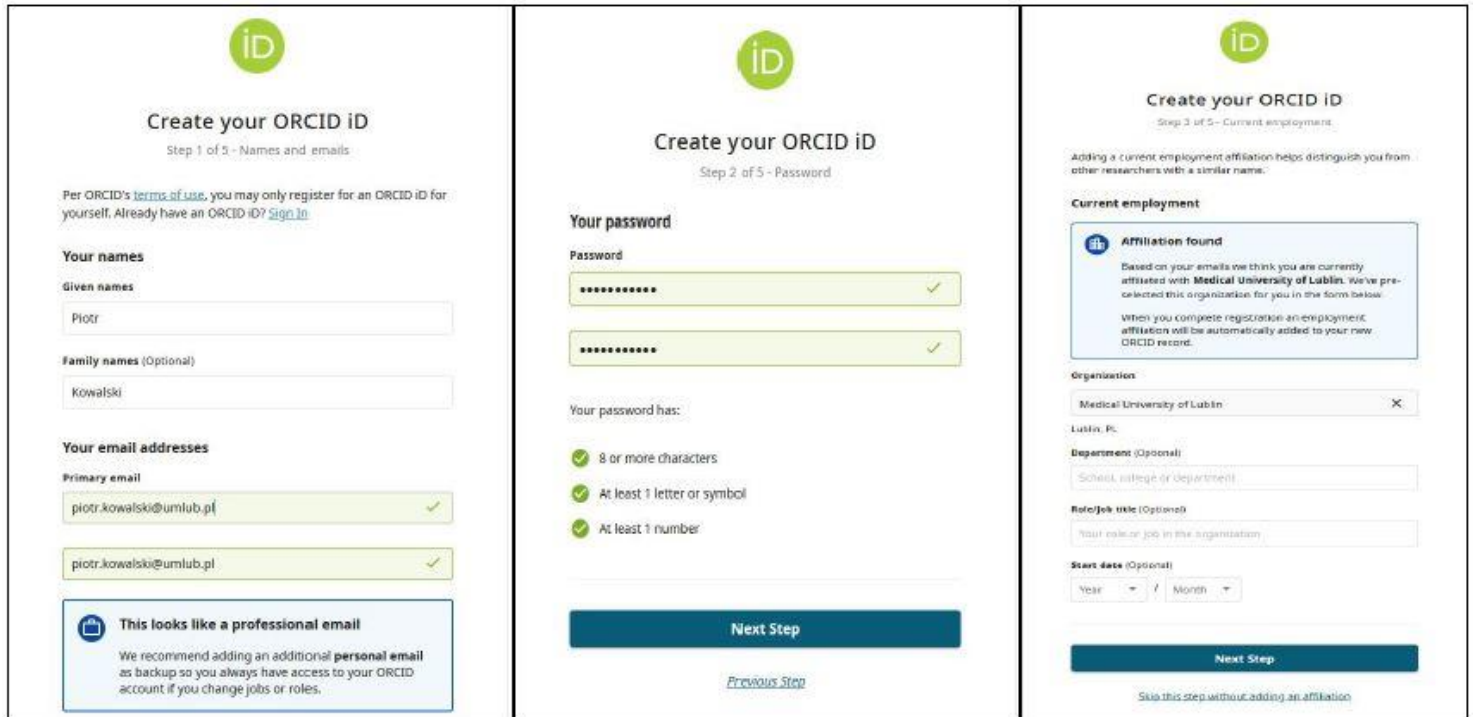


Creating an ORCID ID

1. Open the website <https://orcid.org/register>
2. Complete the registration form.

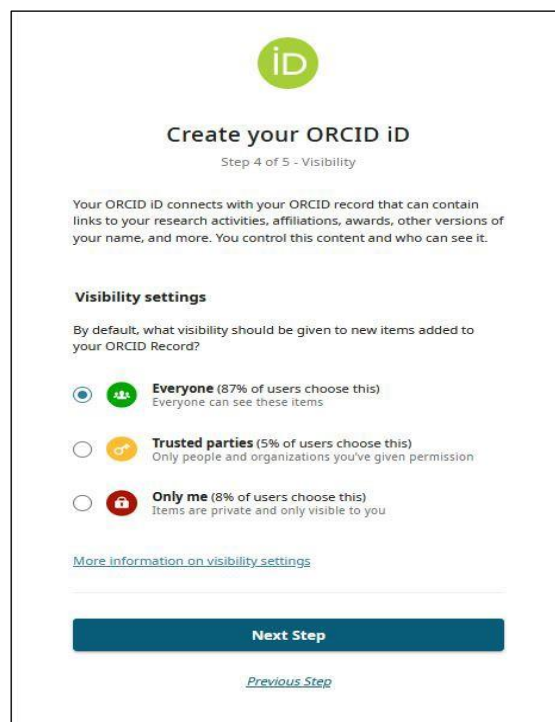


The first screenshot shows Step 1 of 5: Names and emails. It includes fields for given names (Piotr), family names (Kowalski), primary email (piotr.kowalski@umlub.pl), and a secondary email. A note indicates that the email looks professional and recommends adding a personal email as a backup.

The second screenshot shows Step 2 of 5: Password. It features two password input fields, both marked with green checkmarks, and a list of password requirements: 8 or more characters, at least 1 letter or symbol, and at least 1 number. A 'Next Step' button and a 'Previous Step' link are at the bottom.

The third screenshot shows Step 3 of 5: Current employment. It displays an 'Affiliation found' for Medical University of Lublin. Fields for organization, department, role/job title, and start date are present. A 'Next Step' button and a 'Skip this step without adding an affiliation' link are at the bottom.

Choose your visibility settings. **Everyone** is the preferred choice as it allows all site visitors to see your profile and content.



The fourth screenshot shows Step 4 of 5: Visibility. It explains that the ORCID ID connects with the user's ORCID record and that they control the content and who can see it. Under 'Visibility settings', three options are listed: 'Everyone' (87% of users choose this), 'Trusted parties' (5% of users choose this), and 'Only me' (8% of users choose this). The 'Everyone' option is selected. A 'Next Step' button and a 'Previous Step' link are at the bottom.

Check the required agreements and click **Complete registration**.

iD

Create your ORCID iD

Step 5 of 5 - Terms and conditions

Tips & features email

We occasionally send out an email with information on new features and tips for getting the best out of your ORCID record.

☐ I'd like to receive the ORCID tips & features email

Terms of Use

☒ I consent to the [privacy policy](#) and [terms of use](#) and agree to my data being publicly accessible where marked as "Visible to Everyone".

☒ I consent to my data being processed in the United States. [More information on how ORCID process your data.](#)

☒ I'm not a robot

[Privacy](#) [Terms](#)

Complete registration

[Previous Step](#)

3. Check your e-mail to see if you have received the confirmation message. Open the message and click **Verify your email address**.
4. Once you log in to the newly created account, you will notice **your ORCID ID** in the top left corner.

iD

https://orcid.org/
0000-0001-

[Preview public record](#)

Emails

5. Under the **Employment** tab, click **edit** to add your workplace affiliation.

Activities [Collapse all](#)

Employment (1) + Add ≡ Sort

Medical University of Lublin: Lublin, PL	Everyone
Show more detail	

Source:

6. In the **Department** field, enter your affiliation according to the current Rector's Statement and set **Visibility** to **Everyone**. Click **Save changes**.

