Additional Instructions to Assist with Assigning ORCID iD to your Cornell Identity

Troubleshooting issues with connecting ORCID to Cornell
Why you had an issue

• Reason for issue – you may have had your ORCID for a while and the University Library did not have the ability to link your ORCID to Cornell at that time.

• You may have come from another institution and have an ORCID in which you may have disabled notifications.

• These additional instructions will help you successfully connect your ORCID iD to Cornell.

• If you still have issues when following these instructions, please contact CALS Activity Insight Administrator, Chris Savino (cjs345@cornell.edu) for assistance.
Resolution to Successfully Connect ORCID to Cornell

• You will need to delete your current association with Cornell.
• To do this, please go to https://orcid.org.
• You will see the following screen.
Resolution to Successfully Connect ORCID to Cornell

- Click on the “For Researchers” tab at the top of the window.
- You will see the following screen.
Resolution to Successfully Connect ORCID to Cornell

- Sign in under the “Personal account” button in the middle of the screen.
- The screen changes to the following screen and defaults to the “My ORCID Record” which will contain information about you.
Resolution to Successfully Connect ORCID to Cornell

- Click on the “Account Settings” link found near the top of the page.

- Your account screen will be displayed that contains information such as that shown on the next page.
Resolution to Successfully Connect ORCID to Cornell

- Scroll down to the “Alternate sign in accounts” section.

- Click on the icon next the row containing your Cornell Email address in the “Alternate sign in accounts” section.

- A window will appear confirming that you would like to un unlink your account.
Resolution to Successfully Connect ORCID to Cornell

• Click on the “Unlink account” button.

• The “Alternate sign in accounts” section will be updated to show the removal of your Cornell Email address row.
Resolution to Successfully Connect ORCID to Cornell

• You have successfully unlinked your account.
• Sign out of ORCID and go back into https://orcid.org.
• The following page should appear.
Assigning Your ORCID to Cornell

• You will be following the steps from the original instructions you received to connect your ORCID iD with your Cornell identity.

• Click in the “Institutional account” button in the middle of the window.

• The screen will update slightly to the one shown on the following page.
Assigning Your ORCID to Cornell

• Click on the Cornell icon near the middle of the screen.

• **If you do not see this icon**, enter Cornell University in the box below “enter your organization’s name.”

• If you need help here, please contact the CALS Activity Insight Administrator, Chris Savino *(cjs345@cornell.edu)* to receive additional instructions on how to correct any issues.

• The Cornell CUWebLogin page will appear as shown on the following page.
Assigning Your ORCID to Cornell

• Once you enter your NetID and password, you will be requested to link your Cornell University account to your ORCID record.

• You should see a screen that appears like the one shown on the following page.
Assigning Your ORCID to Cornell

• By entering your Email or ORCID iD, your ORCID Password, and clicking on the “Sign into ORCID” button, you will be taken to the following screen.
Assigning Your ORCID to Cornell

• Click the “Connect” button in the yellow text box and a screen will appear to “Authorize” your ORCID ID to be associated with Cornell University, but they will not be able to view your private information in your ORCID record.

• If you do not see the yellow block of text, open another browser window and copy in the following link: http://bit.ly/link-orcid-to-cornell and click Enter.
Assigning Your ORCID to Cornell

- Note: You will only see this screen if you click “Connect” from the yellow box; you will not get this screen if you followed the link provided on the previous page.

- After clicking on the “Authorize” bar, the “ORCID Connection” screen will appear.
Assigning Your ORCID to Cornell

- If you do not receive this screen, please contact the CALS Activity Insight Administrator, Chris Savino (cjs345@cornell.edu)
Assigning Your ORCID to Cornell

• Once you have successfully completed these steps, your ORCID iD has been connected to Cornell.