Make the most of your ORCID profile in 3 steps

Short on time for your ORCID profile maintenance?
Here are the top 3 steps to get your ORCID profile working for you.

1. Make your affiliation, third-party funding and publications **visible**!

In your ORCID profile, you determine what exactly is publicly visible and what remains private or is only unlocked for trusted organisations.
> **Where:** Account Settings / Defaults / Visibility
> **How:** Choose **Everyone** as Default Setting

For good findability and visibility we recommend:
- ✓ Employment (Affiliation) → Everyone
- ✓ Funding → Everyone
- ✓ Works (Publications) → Everyone

<u>Pro-tip:</u> In your profile enter "**University of Bremen**" (without abbreviation) as your affiliation. This makes it easier for you - and the search engines – to deal with point 2.

2. **Import** your publication data directly and automatically from good data sources!

It is best to use *Search and Link Wizards* to complete your profile.
Here's how:
https://support.orcid.org/hc/en-us/articles/360006973653
Provide automatic updates:
- ✓ CrossRef MetaData Search
- ✓ DataCite
- ✓ BASE (for Open-Access-Publications)

What other data sources are available for you?
https://support.orcid.org/hc/en-us/articles/360006973653-Add-works-by-direct-import-from-other-systems

3. Include your ORCID in your **communication**!

- ✓ on your own homepage
- ✓ in your institute's profile
- ✓ in your e-mail signature
- ✓ when submitting proposals
- ✓ in your publications

As a **link** for your digital presences or
as **QR code** on printed matter (business card, flyer):
> **Where:** Account Settings / Sharing / Get a QR Code for your ORCID iD.