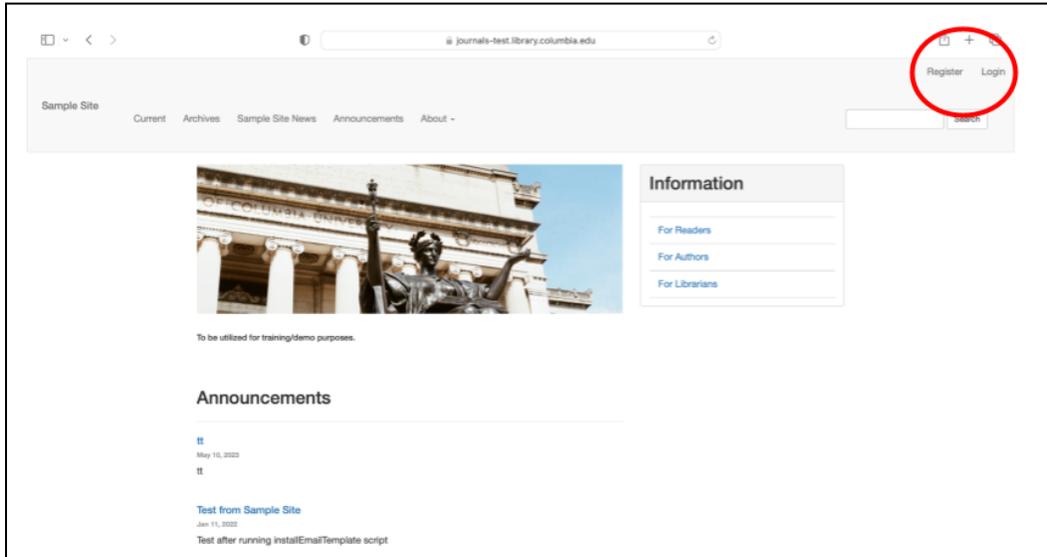
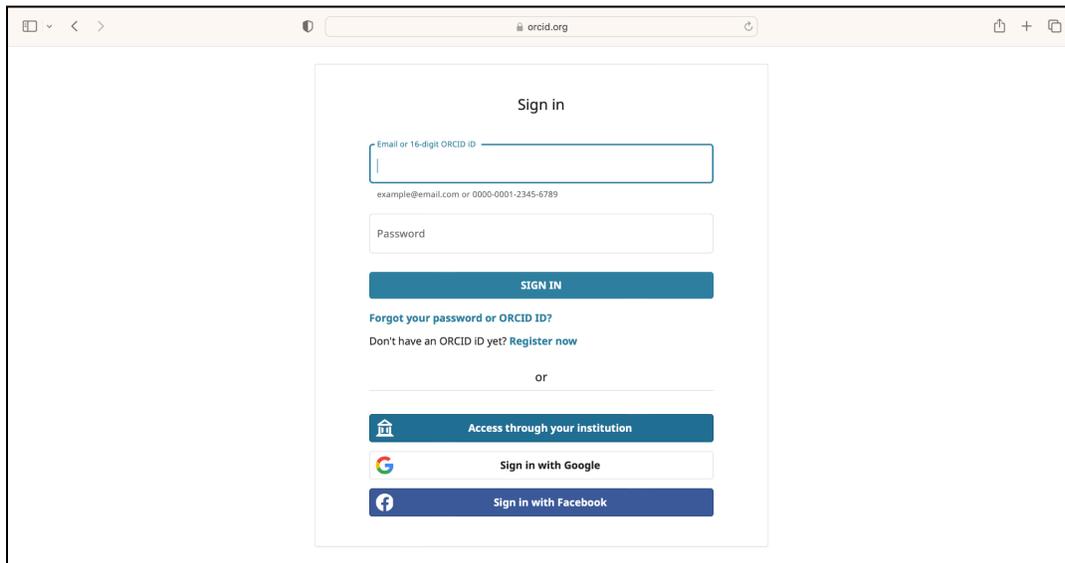


Logging in to OJS using ORCID ID

After August 1, 2023, the first time you click on Register or Login in the upper righthand corner of your OJS journal site...



...you will be taken to the ORCID Sign in page.

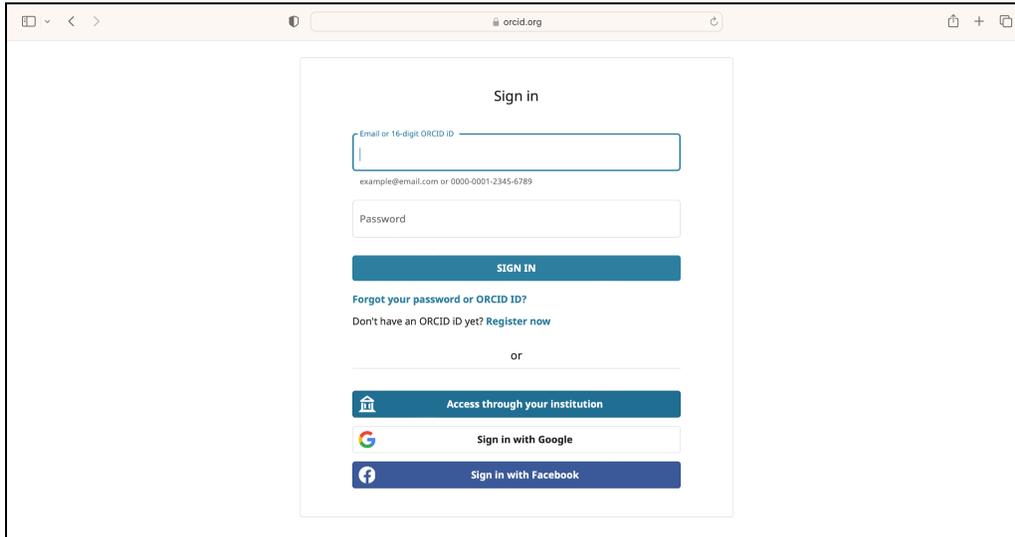


Following are instructions for creating an ORCID account (if you don't already have one) and linking your ORCID account with a new or existing OJS account.

- If you need to create an ORCID account, start with **Step 1** of these instructions.
- If you already have an ORCID account but have not enabled two-factor authentication, skip to **Step 2**.
- If you have an ORCID account with two-factor authentication enabled, skip to **Step 3**.

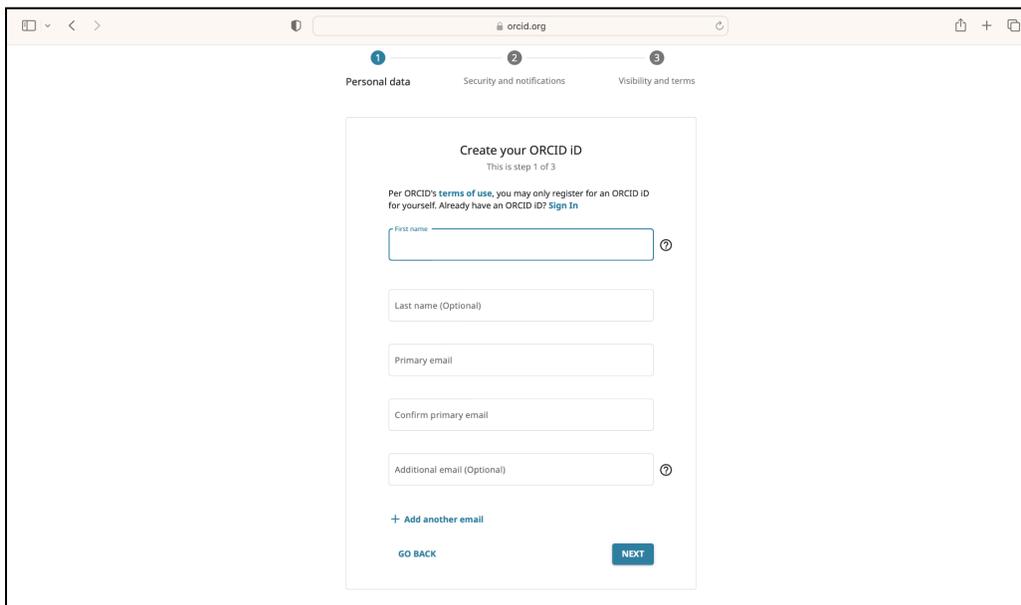
Step 1: Registering for an ORCID ID.

On the ORCID Sign in page, select “Register Now.”



The screenshot shows the ORCID sign-in page. At the top, it says "Sign in". Below this is a text input field labeled "Email or 16-digit ORCID ID" with a placeholder example: "example@email.com or 0000-0001-2345-6789". Below that is a "Password" input field. A blue "SIGN IN" button is positioned below the password field. Underneath the button, there are two links: "Forgot your password or ORCID ID?" and "Don't have an ORCID ID yet? Register now". Below these links is the word "or". At the bottom of the sign-in section, there are three buttons: "Access through your institution" (with a building icon), "Sign in with Google" (with the Google logo), and "Sign in with Facebook" (with the Facebook logo).

When you select “Register Now,” ORCID will ask for your name and email address.



The screenshot shows the "Create your ORCID ID" registration page. At the top, there are three numbered steps: 1. Personal data, 2. Security and notifications, and 3. Visibility and terms. The current step is "Personal data". The main heading is "Create your ORCID ID" with the subtext "This is step 1 of 3". Below this is a note: "Per ORCID's terms of use, you may only register for an ORCID ID for yourself. Already have an ORCID ID? Sign In". The form contains several input fields: "First name" (with a help icon), "Last name (Optional)", "Primary email", "Confirm primary email", and "Additional email (Optional)" (with a help icon). Below the "Additional email" field is a link "+ Add another email". At the bottom of the form are two buttons: "GO BACK" and "NEXT".

Next, you will create an ORCID password.

Personal data Security and notifications Visibility and terms

Create your ORCID ID

This is step 2 of 3

Password

Confirm password

- 8 or more characters
- 1 letter or symbol
- 1 number

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.

Please send me quarterly emails about new ORCID features and tips. To receive these emails, you will also need to verify your primary email address.

After you've registered, you can change your notification settings at any time in the account settings section of your ORCID record.

[GO BACK](#) [NEXT](#)

Choose visibility settings for your ORCID profile and agree to Terms of Use. You can change the visibility settings for your ORCID profile at any time.

Personal data Security and notifications Visibility and terms

Create your ORCID ID

This is step 3 of 3

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.

By default, what visibility should be given to new items added to your ORCID Record?

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

[More information on visibility settings](#)

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 

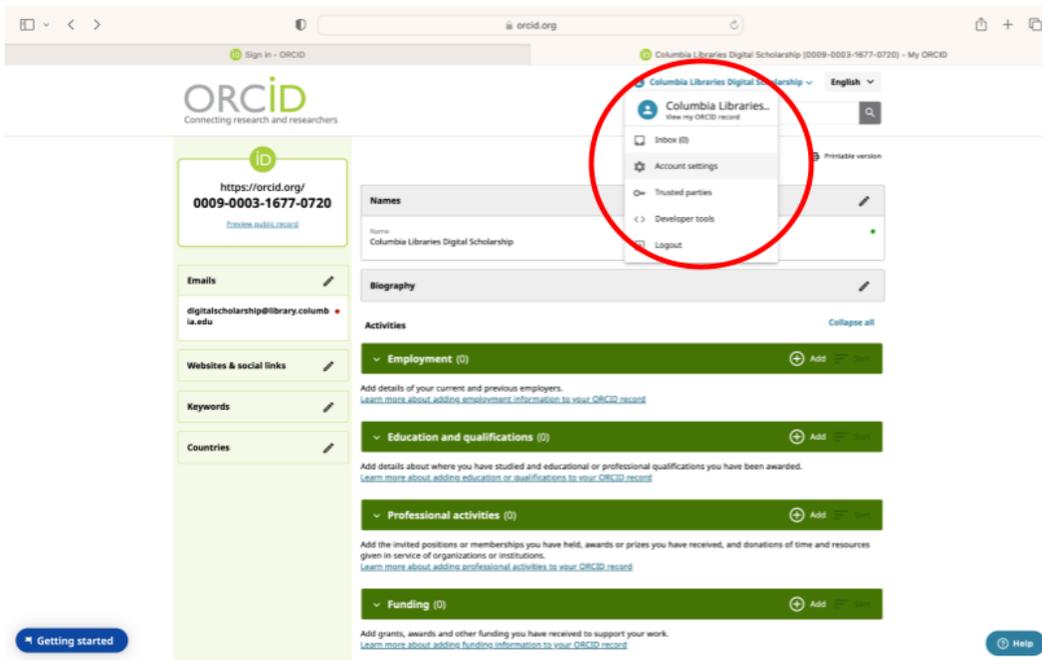
[GO BACK](#) [REGISTER](#)

Congratulations, you now have an ORCID ID, which is a very useful tool! Learn more at <https://info.orcid.org/researchers/>.

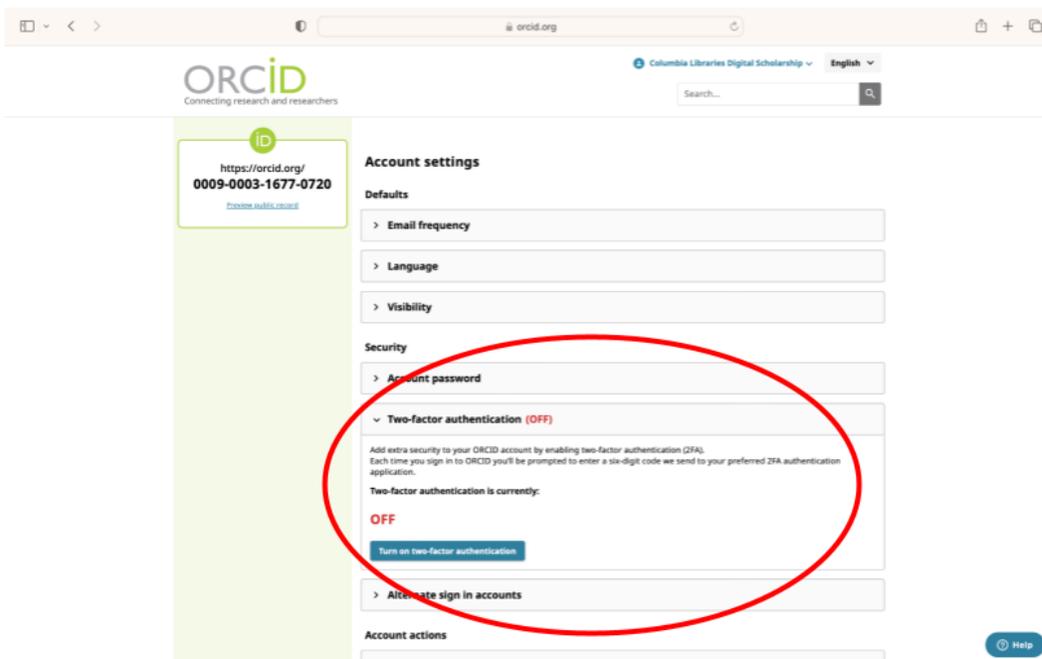
Now you need to enable two-factor authentication for your ORCID account. Go to the ORCID site at <https://orcid.org/signin> to do so.

Step 2: Enable two-factor authentication for your ORCID ID

At <https://orcid.org/signin>, sign in to your ORCID account and go to your account settings.

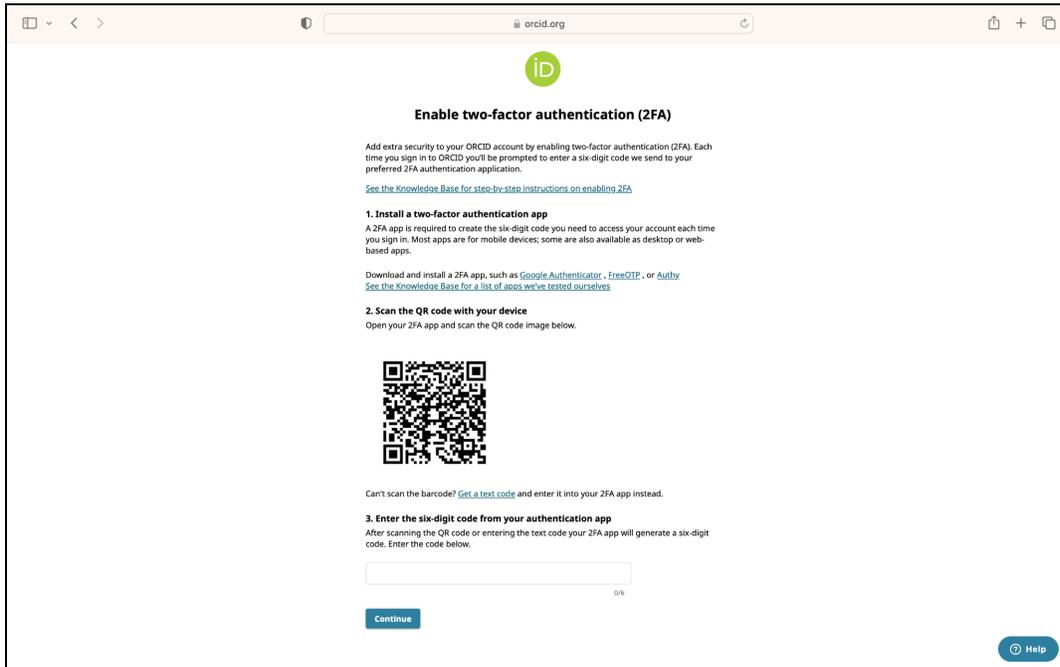


Go to Two-factor Authentication in the ORCID account settings and turn it on.

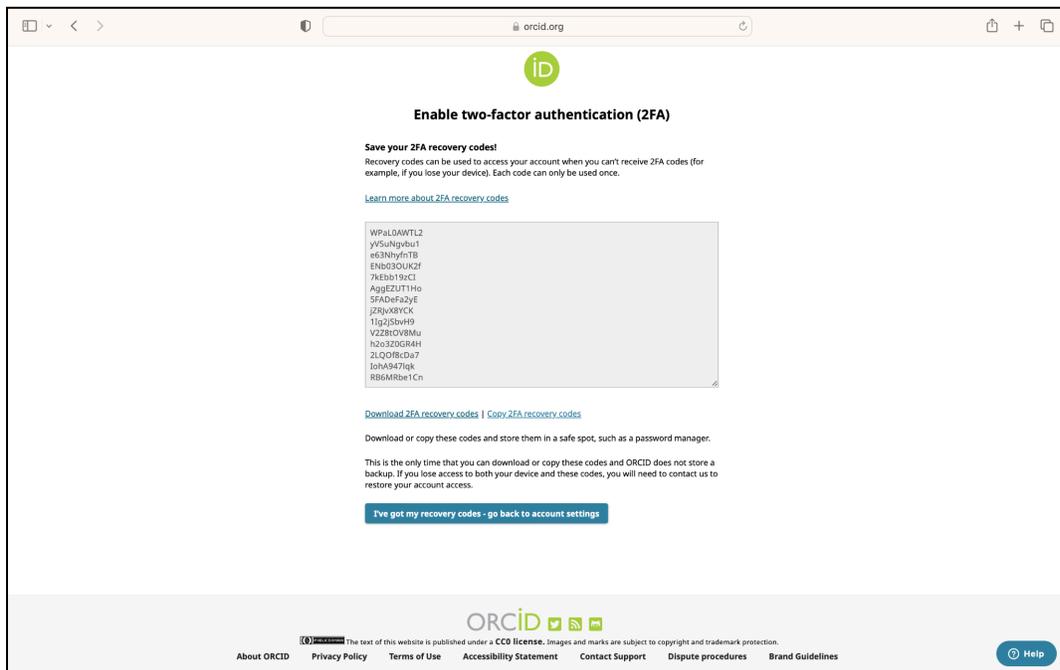


If you use DUO Mobile for two-factor authentication for your Columbia account, you can add your ORCID account as well. You can download DUO Mobile or other two-factor authentication apps to your phone from the Apple App Store or Google Play. Learn more about DUO and multifactor identification at <https://www.cuit.columbia.edu/mfa>.

In DUO Mobile, click on Add Account, then use the QR code provided by ORCID to add your ORCID account. (Note that DUO Mobile does not save your ORCID password—it only provides two-factor authentication via a passcode.)

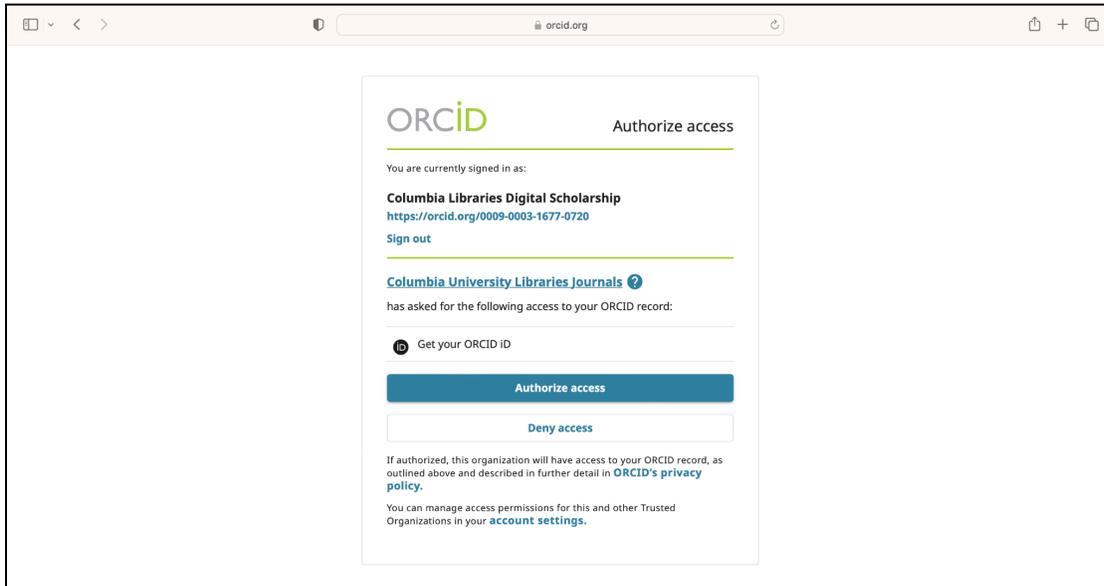


ORCID will provide two-factor authentication recovery codes. Save them!



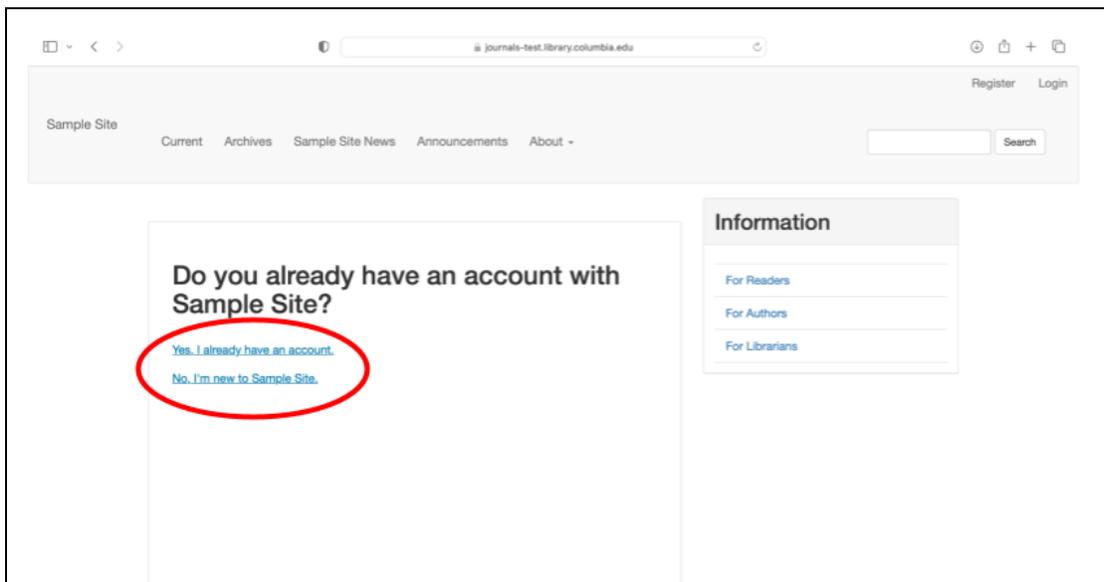
Step 3: Linking your ORCID ID to your OJS account

The first time you sign in to OJS using your ORCID ID, you will need to authorize Columbia University Libraries Journals to access your ORCID record. You can revoke this authorization at any time, but you will not be able to sign in to OJS without it.



Once you authorize Columbia University Libraries Journals as a "Trusted Party" for your ORCID account, you will be returned to OJS.

Select the appropriate answer to the question.



If you say “No, I am new to [JOURNAL SITE], you will be asked to fill in the required information. Then, select “Complete registration.”

Sample Site

Current Archives Sample Site News Announcements About -

Register Login

Search

Do you already have an account with Sample Site?

[Yes, I already have an account.](#)
[No, I'm new to Sample Site.](#)

Additional information is required to register:

Given Name * Columbia Libraries

Family Name * Digital Scholarship

Email *

Username *

Affiliation *

Country *

Yes, I agree to have my data collected and stored according to the [privacy statement](#).

Yes, I would like to be notified of new publications and announcements.

Yes, I would like to be contacted with requests to review submissions to this journal.

Reviewing interests

Complete registration

Information

[For Readers](#)

[For Authors](#)

[For Librarians](#)

You will see a similar confirmation page. You are done! Select any one of the three links to continue.

Sample Site

Current Archives Sample Site News Announcements About -

Search

DS -

Home / Registration complete

Registration complete

Thanks for registering! What would you like to do next?

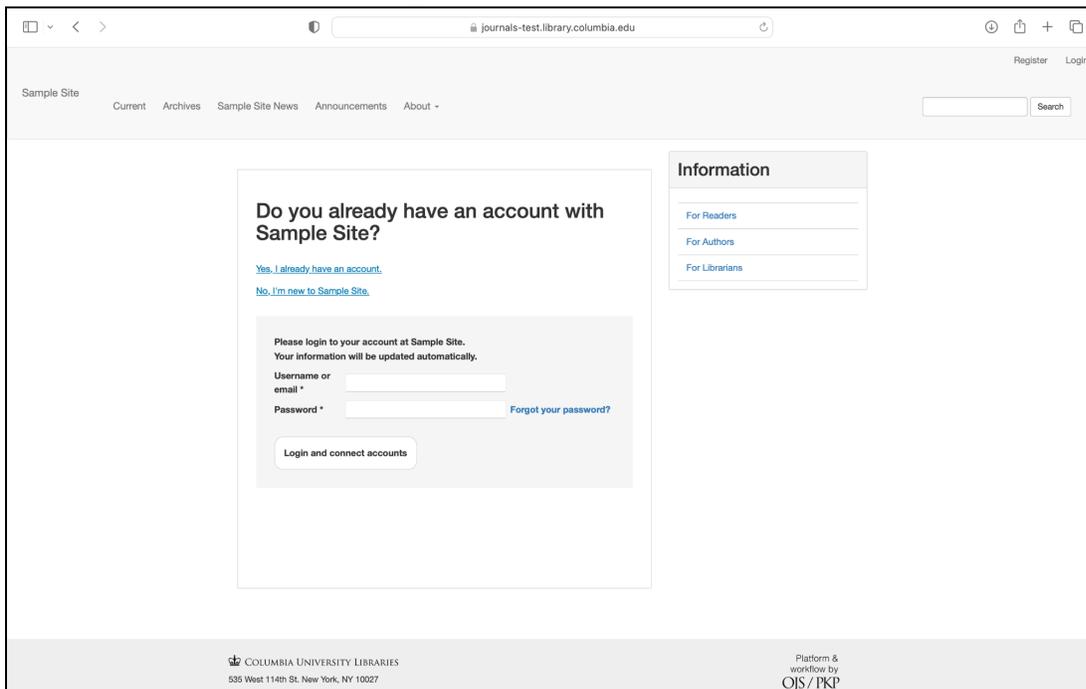
- [Make a New Submission](#)
- [Edit My Profile](#)
- [Continue Browsing](#)

COLUMBIA UNIVERSITY LIBRARIES
535 West 114th St. New York, NY 10027

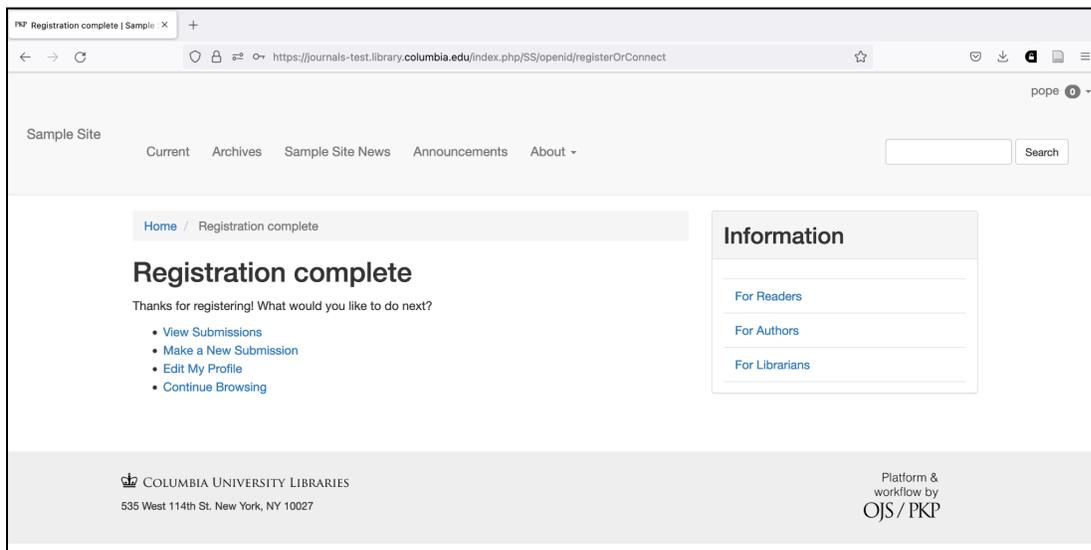
Platform & workflow by
OJS / PKP

Please read the information at the end of the next page.

If you select “Yes, I already have an account,” you will be asked to enter your OJS username and password. Then, select “Log in and connect accounts.”



You will see a similar confirmation page. You are done! Select any one of the four links to continue.



From now on, when you log in to your OJS journal site, you will be taken to the ORCID sign-in screen. You will sign in to ORCID using two-factor authentication and then you will be returned to your OJS site.