Logging into a Columbia Libraries journal website

Using your ORCID account to access your OJS dashboard

About these instructions

These instructions will tell you how to create the accounts necessary to log into a [journal partner](#) website, also referred to as "OJS." They will also tell you how to set up two factor authentication (2FA) in [ORCID](#), and tell you how to find help if you need it throughout this process.

This process is in place so that all users who log into a journal partner website use [2FA](#). This is for security purposes.

Who should use these instructions?

All **editorial board members** who will be making any changes to a journal's website (reviewing submissions, publishing issues, updating 'about pages) should create an account following these steps.

All **authors** who are submitting manuscripts to a journal through their OJS site should create an account following these steps.

All **peer reviewers** who are completing peer review through a journal's OJS site should create an account following these steps.

Getting help

ORCID help

If you face issues with setting up your ORCID account and/or setting up 2FA for your ORCID account, you should contact ORCID support [using their contact form](#).

If you do not hear back from ORCID within two business days, please email publishing@library.columbia with the details of your issue so that we can escalate your ticket. Please provide the name of the journal and your role for the journal when sending an email. You may wish to cc your contact at a specific journal when you email publishing@library.columbia.edu.

OJS help

If you run into problems with creating an OJS account and/or linking your OJS account to your ORCID account, please email publishing@library.columbia.edu. You will be asked to confirm that you have already created an ORCID account and set up 2FA.

When sending an email to publishing@library.columbia.edu, please include screenshots and any error messages you see. Please provide the name of the journal and your role for the journal when sending an email. You may wish to cc your contact at a specific journal when you email publishing@library.columbia.edu.

You can expect a response from the Columbia Libraries team within two business days.
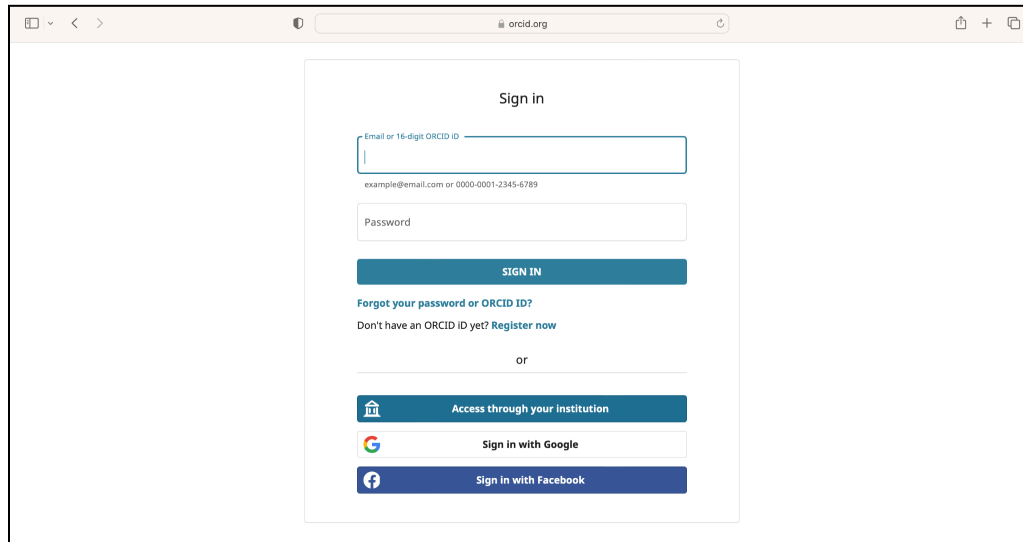
Instructions

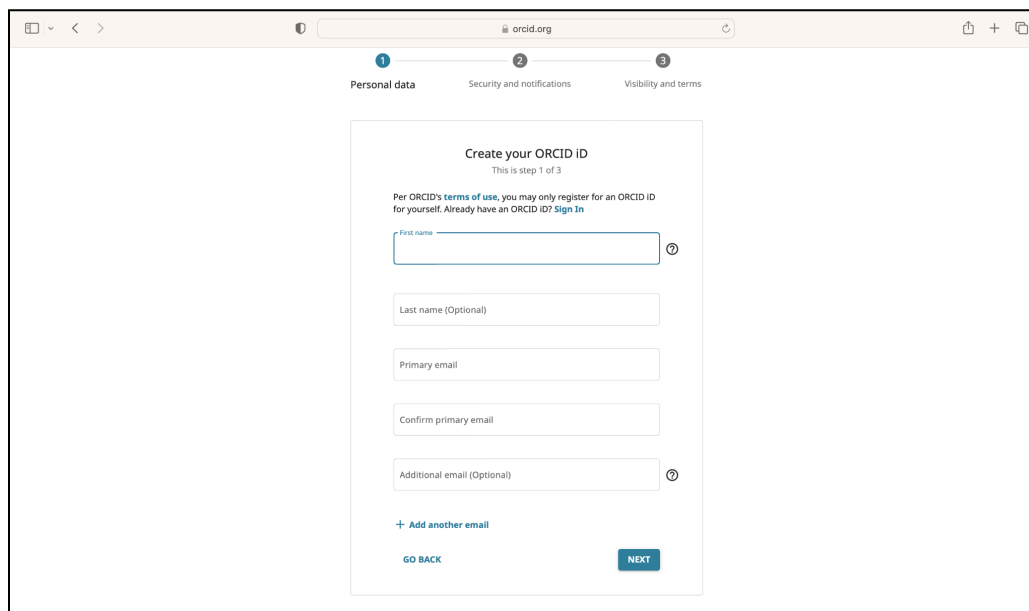### Step 1: Registering for an ORCID ID

If you already have an ORCID account, confirm that you can log into your account through https://orcid.org/. Then move on to the next step.

Please note that ORCID accounts should be made for individuals, not for organizations, and *never shared* between individuals.

On the ORCID Sign in page, select "Register Now."

When you select "Register Now," ORCID will ask for your name and email address. You should use a personal email address because your ORCID account is tied to you as an individual, and is not owned by your academic or employing institution.

Next, you will create an ORCID password.

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. For this workflow, you can select the lowest visibility settings ("Only me") if you prefer maximum privacy.

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

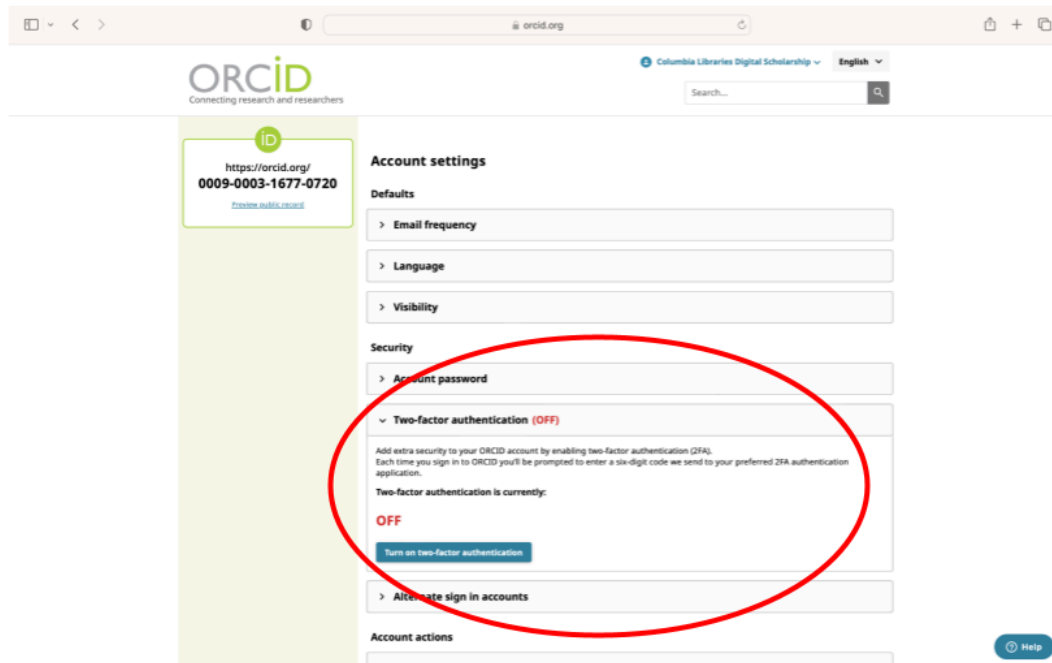## Step 2: Enable two-factor authentication for your ORCID ID

If you already have 2FA set up for your ORCID account, you can move on to the next step.

- If you encounter issues with setting up 2FA, you should contact ORCID support using their contact form.
- If you do not hear back from ORCID within two business days, please email publishing@library.columbia with the details of your issue so that we can escalate your ticket.

At https://orcid.org/signin, sign in to your ORCID account and go to your account settings.
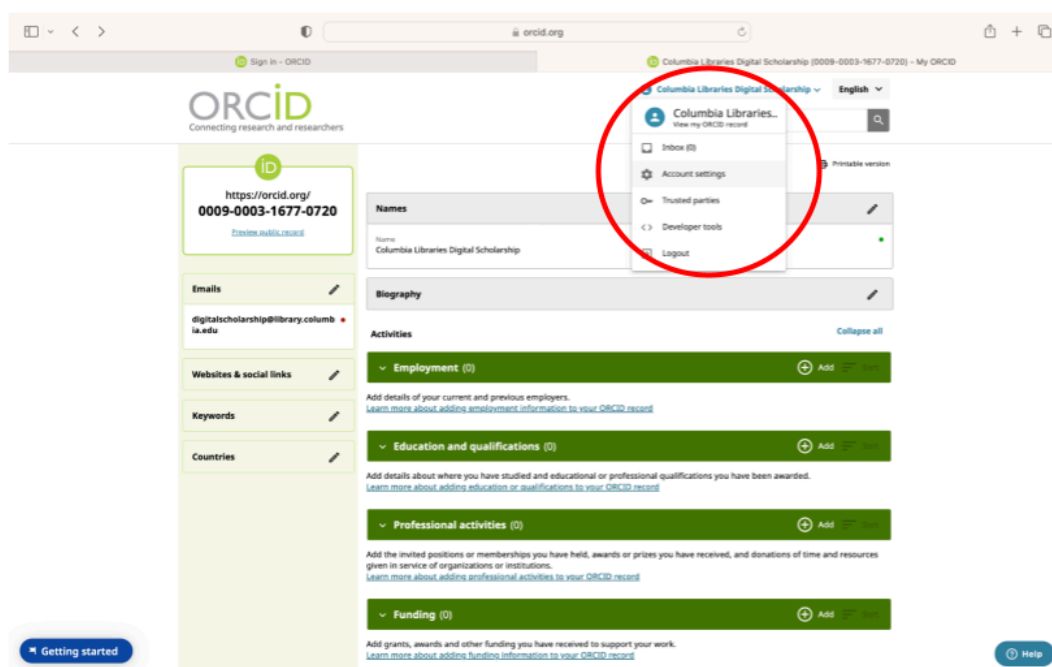
Go to Two-factor Authentication in the ORCID account settings and turn it on.

If you use DUO Mobile for two-factor authentication for your Columbia UNI account, you can add your ORCID account as well. If you don't already use DUO, 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!
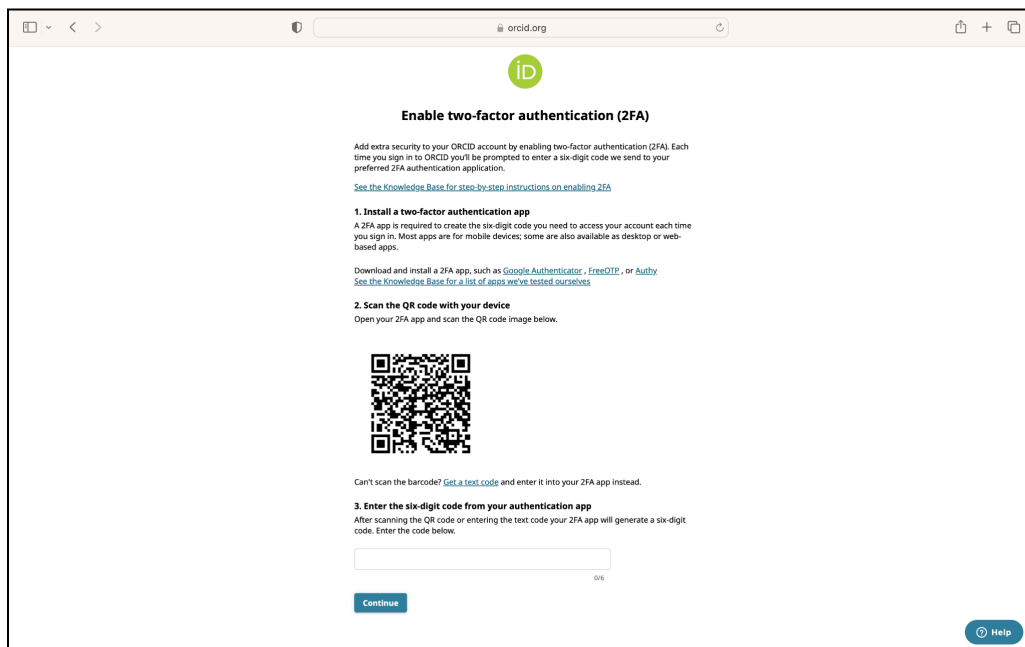
Step 3: Linking your ORCID ID to your OJS account

- If you run into problems at this point in the workflow, please email publishing@library.columbia.edu. You will be asked to confirm that you have already created an ORCID account and set up 2FA.
- When sending an email to publishing@library.columbia.edu, please include screenshots and any error messages you see.
- You can expect a response from the Columbia Libraries team within two business days.

Click on Register in the upper righthand corner of your OJS journal site
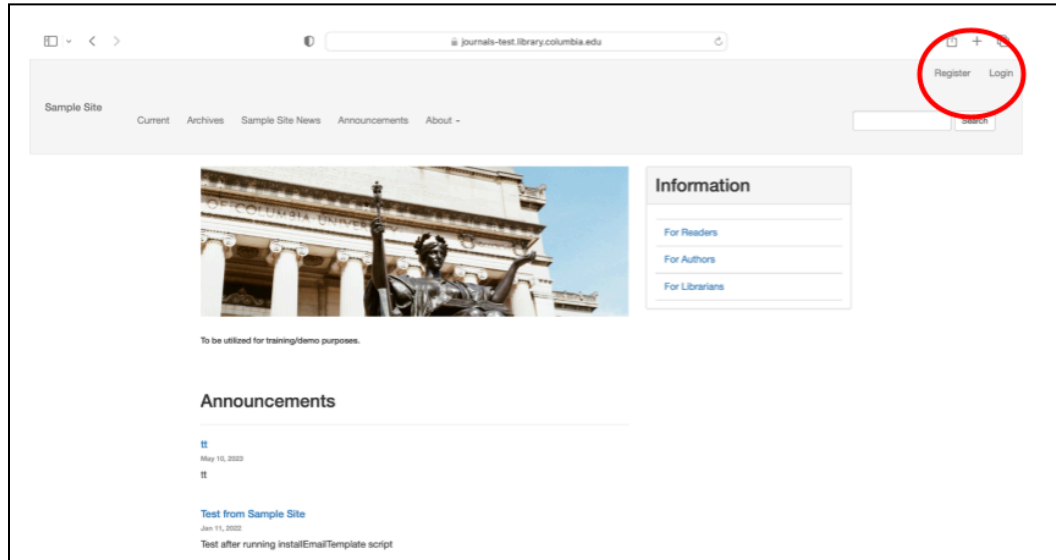
Log into your ORCID account. You will also have to add the 2FA code from your DUO (or similar app).
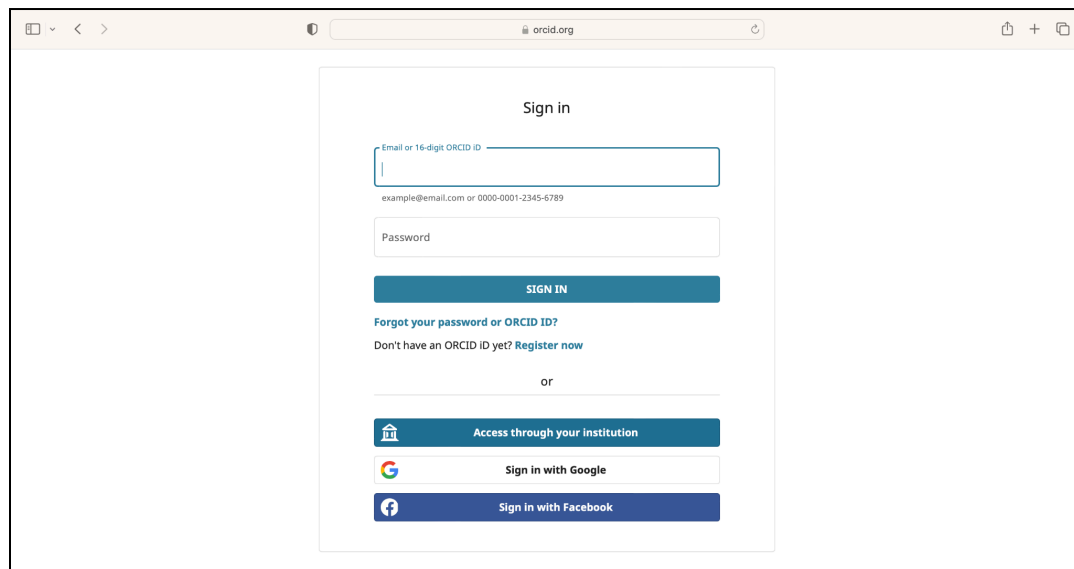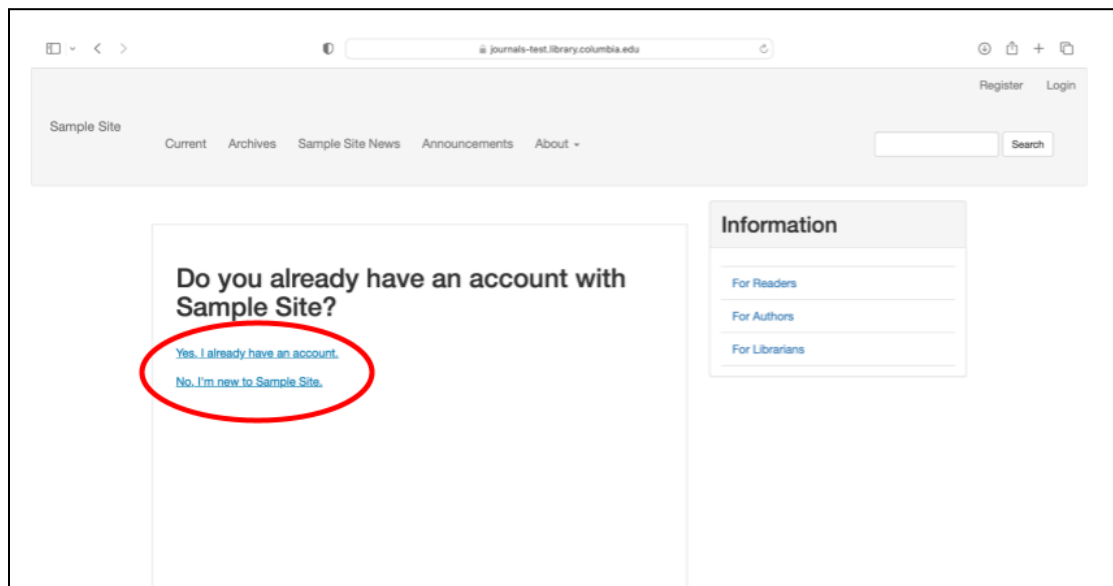
The first time you sign in to OJS using your ORCID ID, you will need to authorize Columbia University Libraries Journals to access your ORCID record. You can revoke this authorization at any time, but you will not be able to sign in to OJS without granting this authorization.
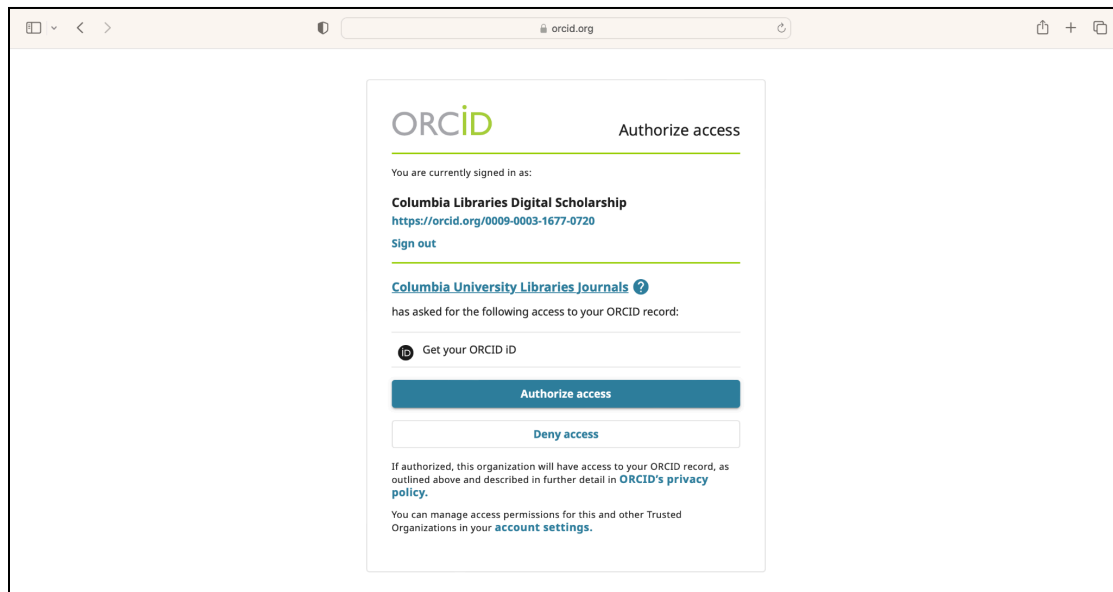
Once you authorize Columbia University Libraries Journals as a "Trusted Party" for your ORCID account, you will be returned to OJS.

Select, "No, I'm new to [JOURNAL SITE]."

You will be asked to fill in the required information. Then, select "Complete registration."

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

If you do not select an option that takes you to your OJS dashboard, you can navigate to the dashboard from your username in the upper righthand corner.
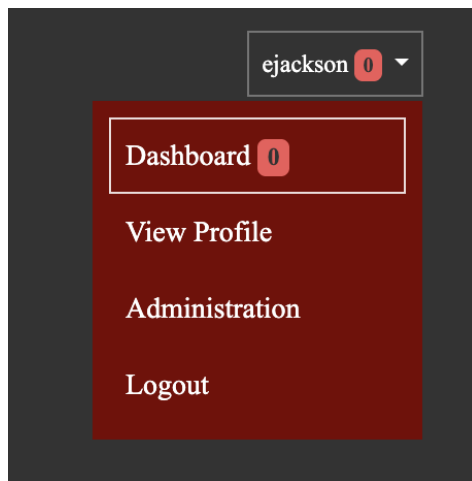
From now on, when you log in to your OJS journal site, you will be taken to the ORCID sign-in screen. You will sign in to ORCID using 2FA and then you will be returned to your OJS dashboard.