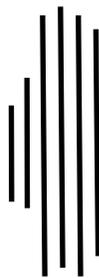


2016

TUTORIAL: HOW TO MAKE AN ORCID ID

ORCID

Connecting Research and Researchers



Pusat Pengembangan Publikasi Ilmiah (P3I)
Universitas Muhammadiyah Sidoarjo
Jl. Majapahit 666 B, Sidoarjo.
Phone. +62 31-8945444 ext. 189
Email. P3i@umsida.ac.id
Website. p3i.umsida.ac.id

This is an open access under the CC BY license (<http://creativecommons.org/licenses/by/4.0/>)
<https://dx.doi.org/10.6084/m9.figshare.3988863.v1>

Mochammad Tanzil Multazam
Universitas Muhammadiyah Sidoarjo
8/16/2016

TUTORIAL

HOW TO MAKE ORCID ID

By: Mochammad Tanzil Multazam, M.Kn. and Fika Megawati, M.Pd.

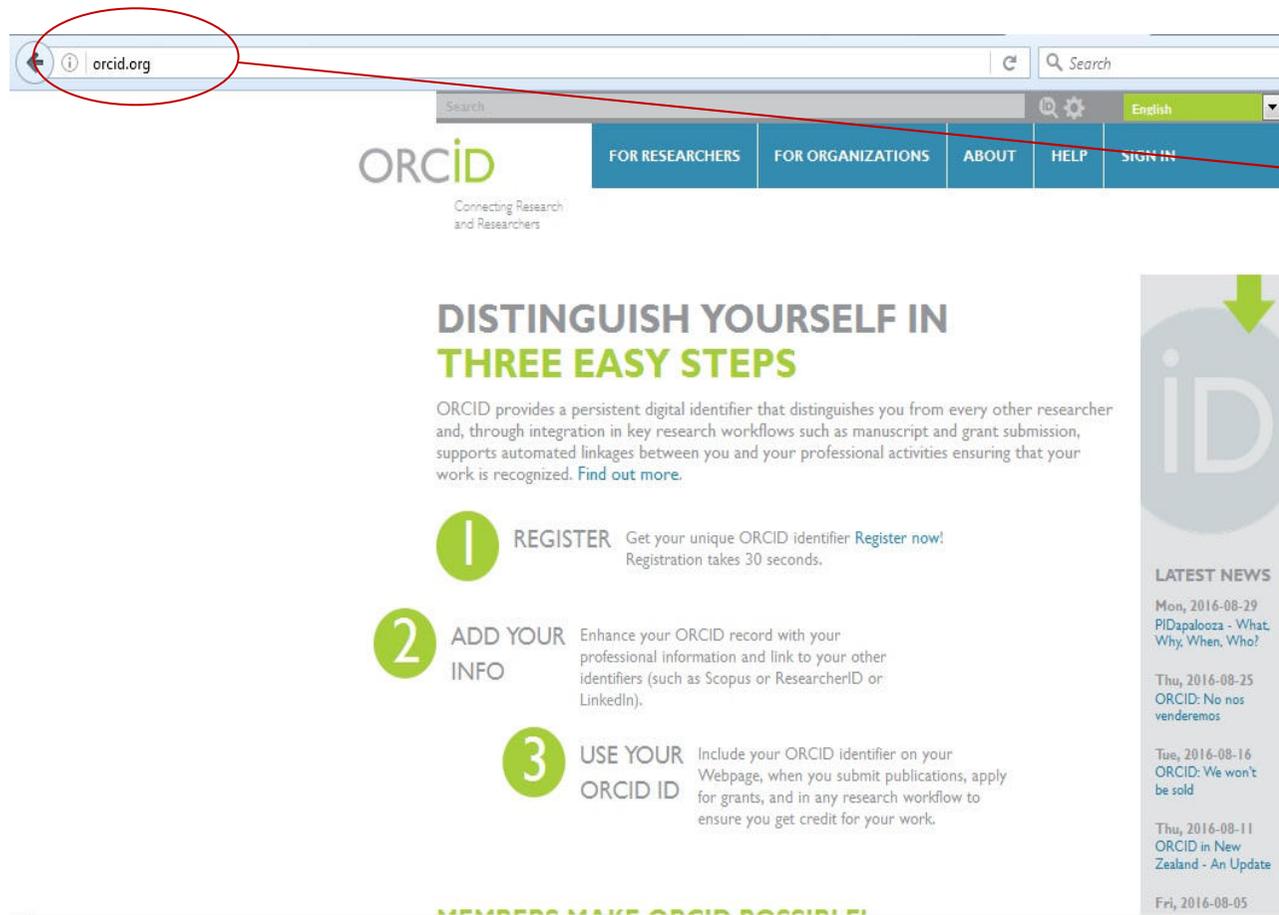
 0000-0002-6373-1199

“ ORCID was founded to deliver a specific goal: every researcher who wants to have a unique lifelong identifier should have one, and be free to use it in their daily work. Every time a researcher, scholar, or other knowledge worker shares their ideas, they should be able to connect their identifier to their ideas. Every expression of knowledge – in whatever form it takes – should be connected to the people who created it and the places and spaces where the ideas were developed. This is summed up by our [vision](#) of a world where all who participate in research, scholarship, and innovation are uniquely identified and connected to their contributions and affiliations across disciplines, borders, and time. “

-----Laura Haak, (ORCID Executive Director)---

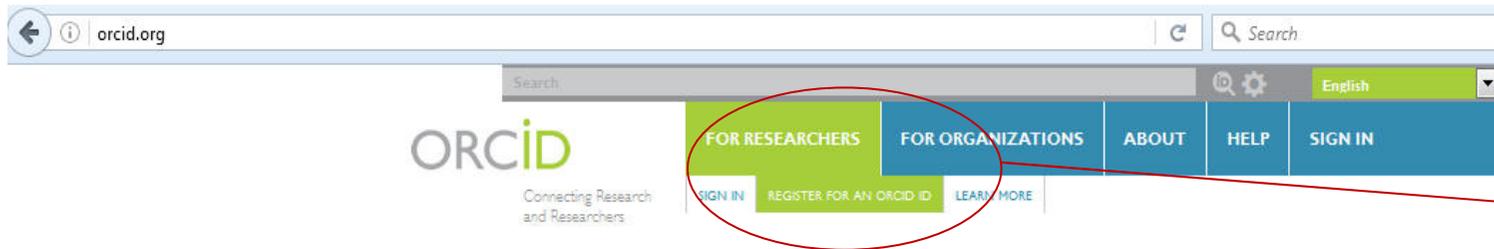
<http://orcid.org/blog/2016/08/16/orcid-we-wont-be-sold>

STEP 1



type **orcid.org** on your url address, then click Enter.
Your screen performance will be like in the picture.

STEP 2



Direct your cursor on “For Researchers”, there are three options to choose. Then, click “Register for an ORCID ID”.

DISTINGUISH YOURSELF IN THREE EASY STEPS

ORCID provides a persistent digital identifier that distinguishes you from every other researcher and, through integration in key research workflows such as manuscript and grant submission, supports automated linkages between you and your professional activities ensuring that your work is recognized. [Find out more.](#)

- 1 REGISTER** Get your unique ORCID identifier [Register now!](#)
Registration takes 30 seconds.
- 2 ADD YOUR INFO** Enhance your ORCID record with your professional information and link to your other identifiers (such as Scopus or ResearcherID or LinkedIn).
- 3 USE YOUR ORCID ID** Include your ORCID identifier on your Webpage, when you submit publications, apply for grants, and in any research workflow to ensure you get credit for your work.

LATEST NEWS

Mon, 2016-08-29
PIDapalooza - What, Why, When, Who?

Thu, 2016-08-25
ORCID: No nos venderemos

Tue, 2016-08-16
ORCID: We won't be sold

Thu, 2016-08-11
ORCID in New Zealand - An Update

Fri, 2016-08-05

LANGKAH 3

Register for an ORCID iD

ORCID provides a persistent digital identifier that distinguishes you from every other researcher and, through integration in key research workflows such as manuscript and grant submission, supports automated linkages between you and your professional activities ensuring that your work is recognized. As per ORCID's [terms and conditions](#), you may only register for an ORCID ID for yourself.

After following previous direction, you will see this menu on your screen

First name

Write your first name. e.g. Mochammad Tanzil (Mochammad Tanzil Multazam)

Last name

Write your last name e.g. Multazam (Mochammad Tanzil Multazam)

Email

Write your active Email with institution domain e.g. mtanzilmultazam@umsida.ac.id

Re-enter email

Rewrite your Email for confirmation

Create an ORCID password

Write your password to open your ORCID ID

Confirm ORCID password

Rewrite your password for confirmation

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 who sees this content and who can see it.

By default, who should be able to see information added to your ORCID Record?

Select one of the settings. Click Public (green) if you want your ORCID ID can be seen by everyone. Select Limited (yellow) if you want your ORCID ID can be seen by orcid members only. Select Private (red) if you want your ORCID ID can be seen by yourself. (green is recommended).

Email frequency

The ORCID registry provides notifications about things of interest, like changes to your ORCID record and new and events. How often would you like these notifications delivered to you via email?

Select the time for receiving change or addition notification in your ORCID account.

 I'm not a robot

Don't forget to tick on captcha

Terms of Use

I agree to the [privacy policy](#) and [terms and conditions of use](#), including agreeing to my data being processed in the US and being publicly accessible where marked Public.

Tick the terms & condition.

Click register

STEP 4



Dear Evi Rinata,

Thank you for registering for an ORCID identifier. To complete your registration please verify your email address.

Verify your email address

Or copy and paste this link into your browser's address bar:

<https://orcid.org/verify-email/eFB5cXJzTnp3TEtEY1F5Ri9yOWJFNHvwVNVBVRHQWRBTy9KcEc2T09PQ09CYkFLaEswQzhrZFYyMVBDVVB6WA?lang=en>

- Your ORCID iD is [0000-0002-6489-0896](https://orcid.org/0000-0002-6489-0896)
- The link to your public record is <http://orcid.org/0000-0002-6489-0896>

Open your email that is written in step 3. Click **“Verify your email address”** on email sent by **support@verify.orcid.org**

STEP 5

This is the performance after you click "verify" in the previous step

Search English

ORCID
Connecting Research and Researchers

FOR RESEARCHERS **FOR ORGANIZATIONS** **ABOUT** **HELP** **SIGN OUT**

MY ORCID RECORD INBOX (4) ACCOUNT SETTINGS DEVELOPER TOOLS LEARN MORE

2,525,871 ORCID iDs and counting. [See more...](#)

Mochammad Tanzil Multazam Biography   

ORCID ID
id orcid.org/0000-0002-6373-1199
View public version

 [Get a QR Code for your iD](#) 

Also known as
Azam,
MT Multazam,
Tanzil Multazam,
M Tanzil Multazam,
MTM,
Tanzil,
M Tanzil M,
Mochammad Tanzil M

Education (2)
Employment (2)
Funding (2)
Works (2)
Peer review (6) 

review activity for Universitas Muhammadiyah Sidoarjo(6)  

LANGKAH 6

Mochammad
Tanzil
Multazam

ORCID ID

orcid.org/0000-0002-6373-1199

View public version

Get a QR Code for your iD

Also known as

- Azam,
- MT Multazam,
- Tanzil Multazam,
- M Tanzil Multazam,
- MTM,
- Tanzil,
- M Tanzil M,

First Name

Mochammad Tanzil

Last Name

Multazam

Published Name

Mochammad Tanzil Multazam

Cancel

Save changes

Write your name you usually use when you write an article. click "save changes"

Write your common or popular name other people usually call you. click "save changes"

Click when you want to add new names.

Klik

Klik

EDIT ALSO KNOWN AS

Azam

Source: Mochammad Tanzil Multazam

MT Multazam

Source: Mochammad Tanzil Multazam

Tanzil Multazam

Source: Mochammad Tanzil Multazam

+

Cancel

Save changes

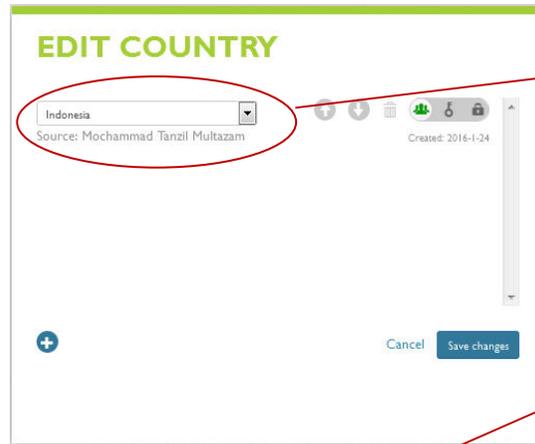
LANGKAH 7

Country
Indonesia

Keywords
Business Law,
Intellectual Property Law,
Notary Law,
Civil Law Notary,
Latin Notary

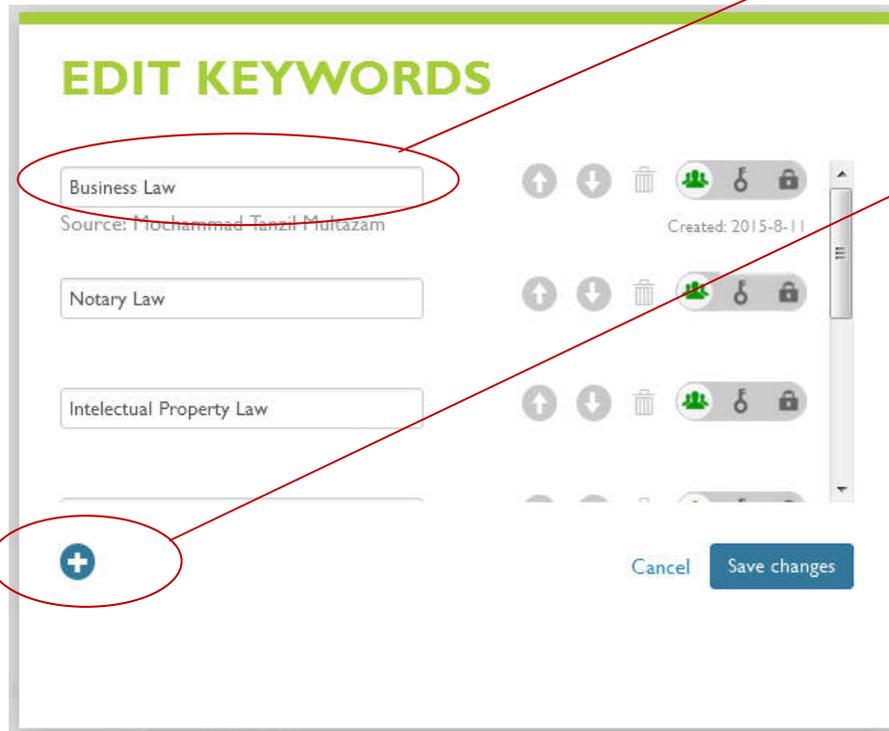
 **Klik** →

 **Klik** →



Select your original country. Click save changes.

Write your interest, research scope, or research subject. click "save changes"



click everytime you add new keywords.

LANGKAH 8

The image shows a screenshot of the ORCID profile editing interface. On the left, there are sections for 'Websites', 'Lecturer Materials', 'Curriculum Vitae', 'Emails', and 'Other IDs'. The 'Other IDs' section is circled in red and contains 'ResearcherID: A-2135-2016' and 'Loop profile: 367997'. Two red arrows point from this section to the 'EDIT WEBSITES' and 'EDIT EMAILS' panels. The 'EDIT WEBSITES' panel shows two entries: 'Lecturer Materials' with URL 'http://mtanzilmultazam.blogspot.com' and 'Curriculum Vitae' with URL 'https://id.linkedin.com/in/mochammad-tanzil-'. The 'EDIT EMAILS' panel shows the primary email 'tanzilmultazam@umsida.ac.id' and an 'Email frequency' dropdown set to 'Weekly summary'. Three text boxes provide instructions: one for 'Other IDs', one for 'EDIT WEBSITES', and one for 'EDIT EMAILS'. Red arrows also point from the 'EDIT WEBSITES' and 'EDIT EMAILS' panels to their respective text boxes.

EDIT WEBSITES

Lecturer Materials
http://mtanzilmultazam.blogspot.com
Source: Mochammad Tanzil Multazam

Curriculum Vitae
https://id.linkedin.com/in/mochammad-tanzil-
Source: Mochammad Tanzil Multazam

Cancel Save changes

EDIT EMAILS

My email address(es)

tanzilmultazam@umsida.ac.id Primary Current Verified Email

tanzilmultazam@umsida.ac.id Add

As per ORCID's terms of use, you may only add email addresses that you have control over. An email to the added address will be sent immediately to ask for verification of address.

Email frequency

ORCID inbox notifications will appear immediately in your ORCID inbox; please select how often you wish to receive an email summary of these notifications from the dropdown box below:

Weekly summary Save

Emails will be sent to your primary email address tanzilmultazam@umsida.ac.id. You may change your primary address above.

Please note that we may occasionally need to send you service announcements* or other important information about ORCID in addition to your regularly scheduled emails.

* Services announcement notifications about changes to ORCID services or policies are rare, and are sent to all ORCID registrants, regardless of your email frequency preferences.

Close

This will automatically appear if you have another ID which is integrated with ORCID such as Scopus ID (Elsevier), Researcher ID (Thomson Reuters), Loop (Frontier), etc.

This menu can be completed with google scholar link, linkedin, publon, personal url, or another link related to scientific activity.

This menu is used to change main email and agreement that have been inserted in step 3

LANGKAH 9

Biography

The screenshot shows a biography page with a section titled "Education (2)". There are two education entries listed. The first entry is "Universitas Airlangga: Surabaya, Jawa Timur, Indonesia" with the degree "Magister Kenotariatan". The second entry is "Universitas Muhammadiyah Malang: Malang, Jawa Timur, Indonesia" with the degree "Sarjana Hukum". Both entries have a "Source: Mochammad Tanzil Multazam" and "Created: 2015-08-11". Annotations include: a red circle around a pencil icon at the top right; a red circle around the "+ Add education" and "+ Add manually" buttons; a red circle around the privacy icons (people, person, lock) on the right of the second entry; and a red arrow pointing from the "+ Add manually" button to a text box.

Click if you want to write description or your biography.

Direct the cursor on "+add education". Then there will be an option "+add manually". Click that option.

This menu is selected to decide the level of visitor who can see your data. See step 3.

STEP 10

ADD EDUCATION

Institution *
utre

- Universiteit Utrecht**
Utrecht, Utrecht, academic
- Universitair Medisch Centrum Utrecht**
Utrecht, Utrecht, academic/hospital
- Hogeschool Utrecht**
Utrecht, Utrecht, academic
- University College Utrecht**
Utrecht, Utrecht, academic/gen
- UMC Utrecht Hersencentrum Rudolf Magnus**

Department
Add department

Degree/title

Start date
Year

End date
Year

Add to

All data will be automatically filled, except four information. "Department", "Degree", "start date", dan "end date". Complete all information appropriately.

Filled with your institution nama. after you filled, name of your institution will automatically appear below. then click your institution.

ADD EDUCATION

Remove

Institution
Universiteit Utrecht
Utrecht (Utrecht), academic

Department
Add department

Degree/title

Display Institution *
Universiteit Utrecht

Display city *
Utrecht

Display state/region
Utrecht

Display country *
Netherlands

Start date
Year Month Day

End date (leave blank if current)
Year Month Day

Add to list Cancel

STEP 11

▼ **Employment (2)** + Add employment ↑ Sort

+ Add manually

Rechtsidee: Sidoarjo, Jawa Timur, Indonesia
2014-01 to present
Editor In Chief
Source: Mochammad Tanzil Multazam

Universitas Muhammadiyah Sidoarjo: Sidoarjo, Jawa Timur
2013-06 to present (Faculty of Law)
Lecturer
Source: Mochammad Tanzil Multazam

Completion principal in step 11 is same with step 10. Remember, **employment** is related to academic activity (both in progress and have been done).

ADD EMPLOYMENT

Institution/employer *

Universitas Muhammadiyah Sidoarjo

Universitas Muhammadiyah Sidoarjo
Sidoarjo, Jawa Timur, academic

Universitas Muhammadiyah Makassar
Makassar, South Sulawesi, academic

Universitas Muhammadiyah Surakarta
Surakarta, Jawa Tengah, academic

Universitas Muhammadiyah Malang
academic

Universitas Muhammadiyah
Surakarta
academic

Department
Add department

Role/title

Start date
Year Month Day

End date (leave blank if current)
Year Month Day

Add to list Cancel

ADD EMPLOYMENT

Institution/employer Remove

Universitas Muhammadiyah Sidoarjo
Sidoarjo (Jawa Timur), academic

Display Institution/employer *

Universitas Muhammadiyah Sidoarjo

Display city *

Sidoarjo

Display state/region

Jawa Timur

Display country *

Indonesia

Department
Add department

Role/title

Start date
Year Month Day

End date (leave blank if current)
Year Month Day

Add to list Cancel

STEP 12

▼ Funding (3) + Add funding ↑ Sort

Search & link

+ Add manually

Verlijden dalam pembuatan akta notaris di Kabupaten Sidoarjo
Kementerian Riset, Teknologi, dan Pendidikan Tinggi (Surabaya, Jawa Timur, Indonesia)
2016-03 to 2016-11 | Grant

EDIT FUNDING

Source: Mochammad Tanzil

Funding type *
Grant

Funding subtype
Grant of UMSIDA for Young Lecturer

Title of funded project *
The Shifting Of Village Autonomy Concept In Indonesia

Description [+ add translated title](#)
This research tries to examine comprehensively about the different concepts of village autonomy in Law

Total funding amount
IDR 30,000,000

Start date
2015 12

End date (enter projected end date if current)
2016 02

Role
Co lead

FUNDING AGENCY

Funding agency name *
Universitas Muhammadiyah Sidoarjo

Funding agency city *
Sidoarjo

Funding agency region
East Java

Funding agency country *
Indonesia

GRANT NUMBER

Grant number
Enter grant number

Grant URL
Enter grant URL

Relationship
 Self Part of

Alternate URL [+ Add another grant number](#)
Add URL

Save Cancel

Direct your cursor on "add funding", click "add manually". (if you have got research fund from foreign research institution, you can click "Search and Link", and you will be guided to do configuration to Uber Wizard (Grant and Fund Database).

Fill in the column based on the Funding or Grant you have ever gained. (look at the example)

STEP 13

▼ Works (2) + Add work Bulk edit Sort

Labour Rights Protection of Foreign Workers After Enactment of Law Number 6 of 2012 in Sidoarjo Regency
Rechtsidee
2015-06-15 | journal-article
DOI: 10.21070/jjhr.v2i1.3

Source: Crossref

The Authority of National Land Deed and Auction Number 30 of 2004
Rechtsidee
2014-06-01 | journal-article
DOI: 10.21070/jjhr.v1i2.9

Source: Crossref

ADD WORK

Work category *
Publication

Work type *
Journal article

Title *
Labour Rights Protection of Foreign Workers After Enactment

Subtitle
Add subtitle

Journal title
Rechtsidee

Publication date
2015 06 15

CITATION
Citation type
BIBTEX

Citation
year = 2015,
month = (jun),

Description
Add Description

WORK IDENTIFIERS

Identifier type
doi: Digital object identifier

Identifier value
10.21070/jjhr.v2i1.3

Identifier URL
http://dx.doi.org/10.21070/jjhr.v2i1.3

Relationship
 Self Part of

URL
Add URL

Language used in this form

Country of publication
Select a country

Add other identifier

Add to list Cancel

Direct the cursor on " add work", Select "Search & Link" if you have ever published in Scopus indexed Journal, crossref (DOI), PubMed, or you have Researcher ID. Or select "Import BibTeX" if you have data BibTeX publication. Or you can select "add manually" if you do not have publication based on criteria 2.

Example on Form completion, if we use search & link method and select "Crossref Metadata search" can also be applied if we select " add manually"

STEP 14



Review date	Type	Role	Actions
2015	review	reviewer	show details view
2014	review	reviewer	show details view
2014	review	reviewer	show details view
2015	review	reviewer	show details view
2014	review	reviewer	show details view
2013	review	reviewer	show details view
2016	review	reviewer	show details view

The last column will appear automatically if you have Publon account with verified Review. (You have to integrate your Publon Account with Orcid, which will be discussed in the next tutorial). Thank You.