

ORCID US Community New Member Guide

Welcome

Welcome to the ORCID US Community! As a member of the ORCID US Community, your institution has access to all of the [benefits of premium ORCID membership](#).

[LYRASIS](#) is the lead administrative organization for the ORCID US Community, providing dedicated community and technical support for all ORCID US Community [members](#).

Please include the ORCID Member Organization logo below on your website to indicate that your organization supports ORCID. To request the logo, email orcidus@lyrasis.org.



First Steps

To get set up with your institutional ORCID membership, please complete the following:

- In an email to orcidus@lyrasis.org, send:
 - Official contact information for ORCID Main/Voting, Technical, Additional, and Billing contacts at your organization (see below for more details)
 - Brief description and logo for your institutional member page
 - Institutional email domain(s) that should be used to find ORCID holders at your institution
- Review the New Member's Guide (this document)
- Review the ORCID US [Community Resources](#) page, especially the [ORCID US Planning Guide](#)
- Consider watching the webinar recording: [Making the Most of your ORCID Membership](#)
- Sign up for one or more of the communication channels listed below

Official Contacts at your Organization

Each member organization should designate official contacts to ensure efficient communication with the ORCID US Community and the ORCID organization. Contacts may be updated at any time by sending an email to orcidus@lyrasis.org. All contacts will be invited to join the ORCID US Community Members-Only Discussion Forum and will receive a monthly member newsletter from ORCID.

- **Main Contact/Voting Representative** – Required. There may only be one Main

Contact/Voting Representative from each organization at any given time. The Main/Voting Contact indicated for each member organization shall be the main person who represents the organization in terms of ORCID activities:

- o The Main Contact will be contacted if other individuals at the organization request access to the organization's ORCID Member API keys.
 - o As an ORCID member, your organization has the right to vote in ORCID's annual board elections. The designated Main Contact will receive voting information from ORCID and will vote on behalf of the organization.
 - o The Main Contact will also be designated as the "Organization Owner" for access to the [ORCID Member Portal](#). The Organization Owner has the ability to add additional users to the portal, or transfer ownership if needed, according to the Member Portal [Account Management Guide](#).
- **Technical Contact(s)** – Required. There may be more than one Technical Contact(s), responsible for managing the ORCID API (application programming interface) keys for your organization. The designated technical contact(s) will be made aware of upcoming updates to the API and other relevant technical information. The technical contact(s) will also be contacted if other individuals at the organization request access to the organization's ORCID Member API keys.
 - **Billing Contact(s)** – Optional. Billing contact(s) may be designated as necessary, to receive invoice and billing communications. Billing contact(s) will not be invited to the ORCID US Community Members-Only Discussion Forum unless specifically requested.
 - **Additional Contacts** – Optional. In addition to the Main/Voting and Technical contacts, additional contacts may be designated to be included in general ORCID US communications, including the ORCID US listserv and Members-Only Discussion Forum. There is no limit to the number of additional contacts that may be added. (The more the merrier!)

Institutional Member Page

Each ORCID US Community member organization has a designated information page, accessible from <https://orcid.org/members/001G000001wND7XIAW-lyrasis>. Please send a brief description of your institution and a logo image to orcidus@lyrasis.org so we can populate your member page. You can also provide a website URL and a public contact email to display on the page.

Official contacts who have an ORCID iD (free to register at <https://orcid.org/register>) can make changes to their organization's ORCID member page by signing in to their ORCID record at <https://orcid.org/signin> and selecting "Member Tools" from the menu. If you need assistance, please email orcidus@lyrasis.org.

Communication Channels

ORCID US Website: The ORCID US Community website (<http://orcid-us.org>) is the best place to start for information and resources specific to ORCID in the US. The website also provides links to helpful information from the ORCID organization website (<http://orcid.org>).

ORCID US Members-Only Discussion Forum: The goal of ORCID US is to encourage adoption and use of ORCID and to build an inclusive community of practice around ORCID in the US. Members are encouraged to discuss and share ORCID plans, advice, success stories, and challenges with other members via our [Members-Only Discussion Forum](#). Once your official contacts are designated, they will be invited to join the forum. To request forum access for additional representatives at your organization, please email orcidus@lyrasis.org.

ORCID US Listserv: This listserv is open to both members and non-members/interested parties as a designated channel for general communication around ORCID in the US. Anyone who is interested may subscribe to this list at <http://lyralists.lyrasis.org/mailman/listinfo/orcid-us>.

Twitter: Follow the ORCID US Community on Twitter at [@USconsortium](#)

Community Resources: A range of helpful resources can be found on the [Community Resources](#) page of the ORCID US Community website.

Support: To request a consultation and/or technical support, please send an email to orcidus@lyrasis.org.

Getting Started with ORCID

To help you get started with planning for ORCID adoption at your organization, please see the [ORCID US Planning Guide](#).