## HOW TO ADD AN EMAIL TO YOUR ORCID RECORD

#### **Never Get Locked Out!**



Register at least two email addresses, including a permanent personal email, so you don't lose access to your record.

### Step 1: Sign In to Your ORCID Record

Go to **ORCID.org/signin** and sign in to your ORCID record.

	Sign in	
Email or 16-dig	git ORCID iD	 ר
example@ema	ail.com or 0000-0001-2345-6789	
Password		
	SIGN IN	
orgot your	SIGN IN password or ORCID ID?	
	password or ORCID ID?	
0on't have a	password or ORCID ID? n ORCID iD yet? Register now	
	password or ORCID ID? n ORCID iD yet? Register now	
Don't have a	password or ORCID ID? n ORCID iD yet? Register now Or	

#### Step 2: Edit Your Email Preferences

In Account Settings at ORCID.org/account click **Edit** next to "Email and notification preferences".

Account settings •	
Email and notification preferences	Edit
Language display preferences	Edit
Password	Edit
Visibility preferences	Edit

#### Step 3: Add a Permanent Email

Add Another Email

Add

Type your permanent email in the **Add Another Email** field and click Add. A verification email will be sent to that address.

#### Step 4: Verify Your Email and Set Privacy Preferences

Check your email and click the link to verify. In your record, set your primary email and decide which can be seen by everyone, trusted parties, or just yourself.

Account settings •			Who c	an see th	ic?	
Email and notification preferences	Hide			every		
My email addresses				5 truste only n		ties
s.garcia@mailinator.com 🖍		Make Primary Primary Email	Verifieu	*	ę	8
sgarcia.orcid@mailinator.com 🖍		Make Primary	Verify Email	<b>İ 4</b>	ę	8

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