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.

**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
- Language display preferences
- Password
- Visibility preferences

**Step 3: Add a Permanent Email**
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.

LEARN MORE AT ORCID.ORG
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