



# 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](https://ORCID.org/signin) and sign in to your ORCID record.



## Step 2: Edit Your Email Preferences

In Account Settings at [ORCID.org/account](https://ORCID.org/account) click **Edit** next to "Email and notification 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.

