

# Register to Submit Data

---

This page provides instructions for requesting approval to publish data on the Smithsonian Tropical Research Data Repository as a Smithsonian Tropical Research Institute data contributor.

Quick Link: [Smithsonian Tropical Research Data Portal New Data Contributor Registration Form](#)

Our data repository uses ORCID (Open Researcher and Contributor ID) to create accounts. **You must login to the Smithsonian Research Data Repository with an ORCID before you submit a data contributor request.** The full process is outlined below.

## Create an ORCID (Open Research and Contributor ID)

**If you already have an ORCID, please skip to step 2.**


Certain ORCID settings are required to contribute data to the Smithsonian Tropical Research Data Repository. Fill out the necessary settings marked below with an \* in addition to the fields required by ORCID.

1. Go to the ORCID registration page to sign up: <https://orcid.org/register> (Figure 1)
2. Enter a Family Name or Surname \*
3. Set your default visibility settings\* to specify who can view your ORCID Record (Figure 2). You must either select:
  - Everyone, or
  - Trusted Parties

Finish the remaining creation steps.

### Optional -- Link Institutional Account

After you create an ORCID, you have the option to access your account through your institution. Linking to an institution will allow you to conveniently login with your institutional account credentials.



### Create your ORCID iD

Step 1 of 5 - Names and emails

Per ORCID's [terms of use](#), you may only register for an ORCID ID for yourself. Already have an ORCID ID? [Sign In](#)

**Your names**

**Given names**

The names you most commonly go by

**Family names (Optional)**

Your family name or surname

**Your email addresses**

**Primary email**

The email address you use most

Confirm primary email


**Additional email (Optional)**

Add an additional email

Next Step

[Cancel registration](#)

Figure 1: ORCID Registration Form, Step 1- Names and Emails



### Create your ORCID iD


Step 4 of 5 - Visibility

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 this content and who can see it.


**Visibility settings**

By default, what visibility should be given to new items added to your ORCID Record?


☐

 **Everyone** (87% of users choose this)  
Everyone can see these items

☐

 **Trusted parties** (5% of users choose this)  
Only people and organizations you've given permission

☐

 **Only me** (8% of users choose this)  
Items are private and only visible to you

[More information on visibility settings](#)

Next Step

[Previous Step](#)

Figure 2: ORCID Registration Form, Step 4 - Visibility

**Create your ORCID iD**  
Step 3 of 5 - Current employment

Adding a current employment affiliation helps distinguish you from other researchers with a similar name.

**Current employment**

**Organization**  
 X  
 Washington, US

**Department (Optional)**

**Role/Job title (Optional)**

**Start date (Optional)**  
 Year  / Month

**Next Step**

[Skip this step without adding an affiliation](#)

[Previous Step](#)

Figure 3: Search for your organization name using the dropdown.

## Create a Smithsonian Account using ORCID

Starting an account with Smithsonian Research Data Repository is easy!

1. Go to <https://smithsonian.dataone.org/data> and click on "Sign In" in the top-right corner (Figure 4)
2. You'll be directed to a sign in window (Figure 5). Use your ORCID credentials to sign into the data repository
3. A permission pop-up from ORCID will appear. Select Authorize access\* (Figure 6). This will update your list of trusted organizations and allow the Smithsonian Research Data Repository to view your ORCID Record

Your Smithsonian Research Data Repository account will automatically be created.

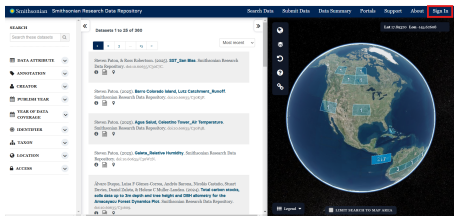
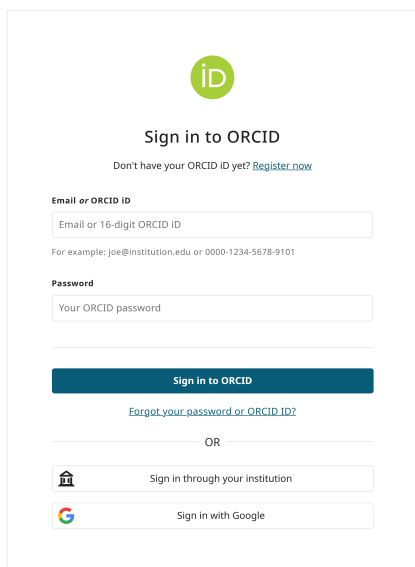
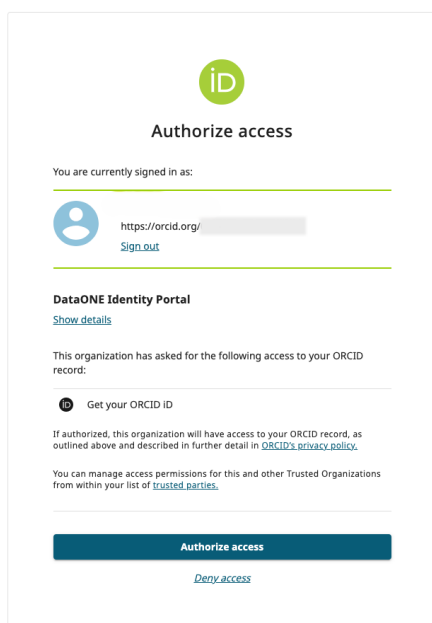


Figure 4: STRP Main Data Search page



The ORCID sign-in screen features the ORCID logo at the top. Below it, the heading "Sign in to ORCID" is followed by a link "Don't have your ORCID ID yet? [Register now](#)". There are two input fields: "Email or ORCID ID" with a placeholder "Email or 16-digit ORCID ID" and an example "For example: joe@institution.edu or 0000-1234-5678-9101", and "Password" with a placeholder "Your ORCID password". A blue "Sign in to ORCID" button is below the fields, followed by a link "Forgot your password or ORCID ID?". An "OR" separator is present, followed by two alternative sign-in options: "Sign in through your institution" with an institutional icon and "Sign in with Google" with the Google logo.

Figure 5: ORCID sign-in screen



The ORCID authorize access screen shows the ORCID logo and the heading "Authorize access". It states "You are currently signed in as:" followed by a user profile icon, the URL "https://orcid.org/", and a "Sign out" link. Below this is the "DataONE Identity Portal" section with a "Show details" link. A message states: "This organization has asked for the following access to your ORCID record:". A list of permissions is shown, including "Get your ORCID ID". A note explains: "If authorized, this organization will have access to your ORCID record, as outlined above and described in further detail in [ORCID's privacy policy](#)." Another note says: "You can manage access permissions for this and other Trusted Organizations from within your list of [trusted parties](#)." At the bottom are two buttons: "Authorize access" and "Deny access".

Figure 6: Authorize access to trust  
this trusted organization

## Make sure Smithsonian Institution Research Data Repository is a Trusted Party

**Skip this step if your ORCID visibility settings are set to "Everyone"**

**If you selected "Trusted Parties,"** you will need to add "DataONE" and DataONE Identity Portal to your list of trusted organizations.

1. Go to <https://orcid.org/> and sign in
2. Click on your name on the top right-hand corner of the page and navigate to "Trusted Parties" (Figure 7)
3. Make sure that **"DataONE"** and **"DataONE Identity Portal"** are listed as trusted organizations (Figure 8)

Alternatively, you can change your visibility settings to "Everyone" from your ORCID account settings at anytime (Figure 9).

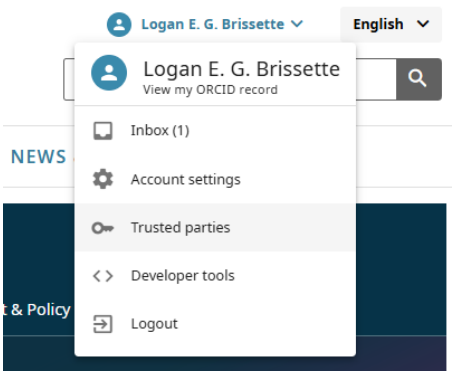


Figure 7: Trusted Parties settings can be found under your name

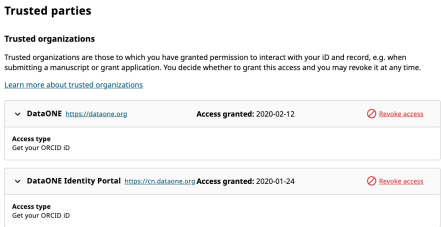


Figure 8: If you have limited visibility access to your ORCID, you must have these trusted organizations

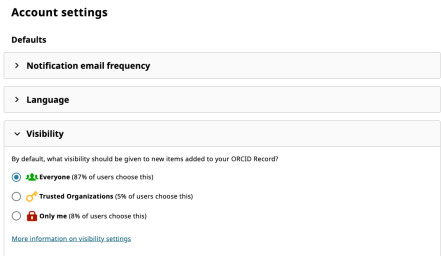
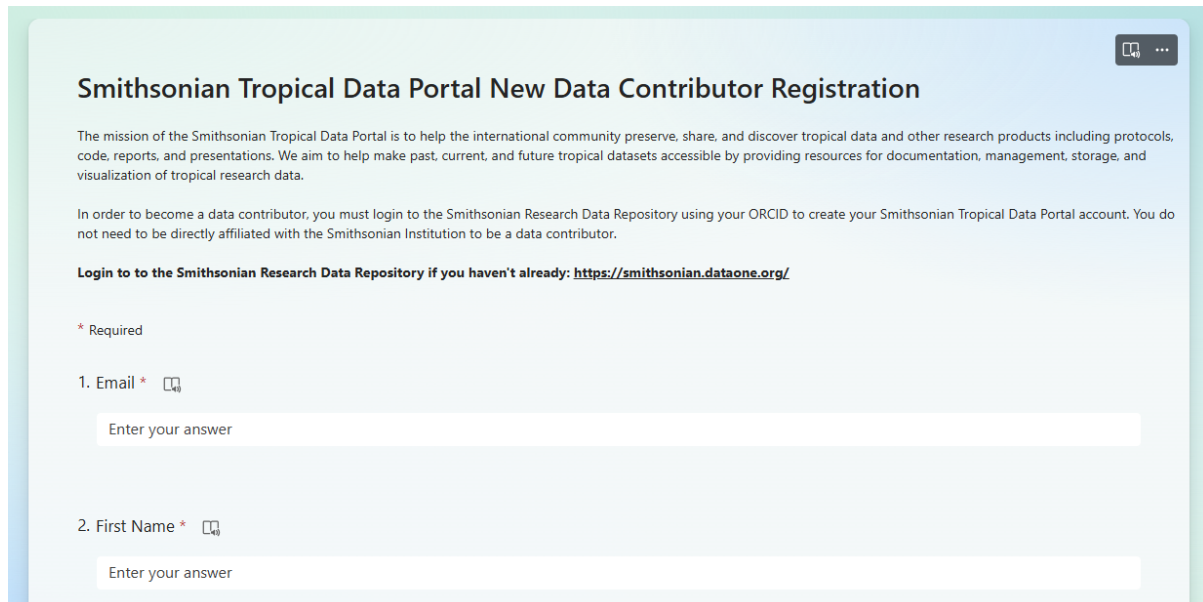


Figure 9: Change your visibility settings at any time

## Request Access to Submit Data

**After you have created your account with the Smithsonian Data Research Repository, you can send in a request to submit data.**

Fill out the [Smithsonian Tropical Research Data Repository new data contributor form](#) to send your request. (Figure 10) A repository admin will review your information and contact you at the email provided in the form.



**Smithsonian Tropical Data Portal New Data Contributor Registration**

The mission of the Smithsonian Tropical Data Portal is to help the international community preserve, share, and discover tropical data and other research products including protocols, code, reports, and presentations. We aim to help make past, current, and future tropical datasets accessible by providing resources for documentation, management, storage, and visualization of tropical research data.

In order to become a data contributor, you must login to the Smithsonian Research Data Repository using your ORCID to create your Smithsonian Tropical Data Portal account. You do not need to be directly affiliated with the Smithsonian Institution to be a data contributor.

**Login to the Smithsonian Research Data Repository if you haven't already: <https://smithsonian.dataone.org/>**

\* Required

1. Email \*

Enter your answer

2. First Name \*

Enter your answer

Figure 10: Preview of the STRP data contributor registration form

## Wait for the Smithsonian Tropical Research Data Repository to Respond

Your request will be processed by the Smithsonian Tropical Research Data Repository team. Please allow an appropriate amount of time for this to occur.