



CityU Scholars & ORCID Integration

For faculty members with an ORCID iD in CityU Scholars

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For faculty members with ORCID iD in CityU Scholars

1. Login your [CityU Scholars](#) researcher profile with your EID and AD/LAN password

2. Click “Edit profile”

3. Click “Authorise export of content to ORCID”

4. In the pop up window, click “Proceed”

The image illustrates the process of connecting an ORCID iD to a CityU Scholars profile. It features four numbered callouts (1, 2, 3, 4) and arrows indicating the flow of the process.

- 1:** A login pop-up window with the CityU logo. It contains a text field for 'Electronic ID' with the placeholder text 'Please use your AD/LAN Password'. Below the field are two checkboxes: 'Don't Remember Login' and 'Clear prior granting of permission for release of your information to this service.' A red 'Login' button is at the bottom.
- 2:** A screenshot of the 'Pure' City University of Hong Kong – CityU Scholars profile page for 'Tom WANG - demo'. The 'Edit profile' link is highlighted with a red box and a hand cursor.
- 3:** A screenshot of the 'Personal identification' form for 'Tom WANG - demo'. It includes fields for 'First name(s)' (Tom), 'Last name*' (WANG - demo), 'Gender*' (Male), 'Date of birth', 'Nationality', 'Name variant' (Dr. Tom WANG - demo), 'Title' (PhD, MA, BSc), 'ID' (987), and 'Scopus Author ID' (12345678). The 'ORCID' section shows the user's ORCID iD (orcid.org/0000-0000-0000-0000) and a red box around the 'Authorise export of content to ORCID' button, which is being clicked by a hand cursor.
- 4:** A 'Connect with your ORCID iD' pop-up window. It explains that the user will be directed to the ORCID website to register or authorize content export. It lists the content that will be exported: institutional organization/affiliation, other personal identifiers (e.g., Scopus Author ID, ResearcherID), CityU Scholars profile link, and research output records (excluding patents) meeting specific criteria (publication state, visibility, and record status). At the bottom, there are 'Cancel' and 'Proceed' buttons, with 'Proceed' highlighted in red and being clicked by a hand cursor.

For faculty members with ORCID iD in CityU Scholars

5. Input the Email/ORCID iD and password for your existing ORCID account, click “Sign into ORCID”

6. Click “Authorize”

7. Click  before closing the window

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ORCID

Sign into ORCID or Register now

Personal account Institutional account

Sign in with your ORCID account

Email or ID

ORCID password

Sign into ORCID

Forgotten your password?

Sign in with a social media account

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Tom WANG - demo

Person

Personal identification

First name(s) Tom Last name * WANG - demo

Nationality Select nationality...

Name variant Tom W (Preferred name) Add name variant...

Title PhD, MA, BSc (Post-nominal title) Add title...

ID Add ID...

ORCID

orcid.org/0000-0000-0000-0000 (Last exported: 24/05/18 12:02)

Please click "Save" at the bottom to finish adding the ORCID for "Tom WANG - demo"

Save

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ORCID

Tom WANG - demo (Not You?)

City University of Hong Kong has asked for the following access to your ORCID Record

Add or update your biographical information

Add or update your research activities

Read your limited-access information

Get your ORCID ID

This application will not be able to see your ORCID password or any other information in your ORCID record with visibility set to Only me. You can manage permission granted to this and other Trusted Organizations in your account settings.

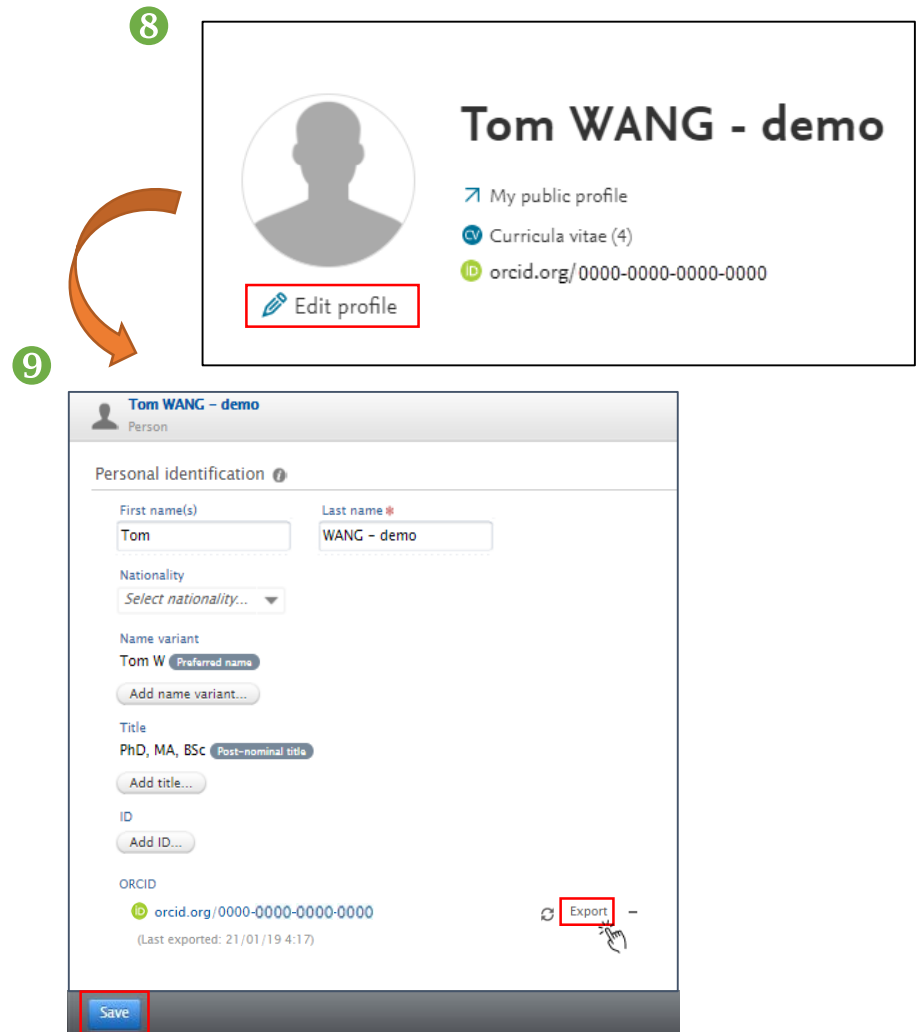
Authorize

Deny

For faculty members with ORCID iD in CityU Scholars

8. Click “Edit profile” to open the pop-up window again
9. Click “Export” under the ORCID section to activate the synchronization of CityU Scholars & ORCID

10. Then click  again before closing the window



The image shows two screenshots illustrating the steps. The top screenshot, labeled '8', shows a profile for 'Tom WANG - demo' with an 'Edit profile' button highlighted by a red box. An orange arrow points from this button to the bottom screenshot, labeled '9', which shows the 'Edit profile' form. In the form, the 'Export' button under the ORCID section is highlighted by a red box, and a 'Save' button is highlighted at the bottom of the form.

CityU Scholars & ORCID Integration Completed

Tom WANG - demo
Person

Personal identification ⓘ

First name(s) Last name *

Tom WANG - demo

Nationality
Select nationality...

Name variant
Tom W Preferred name Edit -
Add name variant...

Title
PhD, MA, BSc Post-nominal title Edit -
Add title...

ID
Add ID...

ORCID
orcid.org/0000-0000-0000-0000 -
(Last exported: 24/05/18 12:02)

✔ Please click "Save" at the bottom to finish adding the ORCID for "Tom WANG - demo"

Pure City University of Hong Kong - CityU Scholars

Personal Grant management

Tom WANG - demo

My public profile
Add curriculum vitae
orcid.org/0000-0000-0000-0000 ⓘ

Edit profile

Research outputs (2)
32_Refereed conference pape...
Comment/debate

Activities (1)
61_Journal editor

Prizes (1)
64B_Prizes and awards

The message "Please click 'Save' at the bottom to finish adding the ORCID for [Your name]" will appear only once after integration

The ⓘ icon beside your ORCID ID at your personal profile backend will disappear

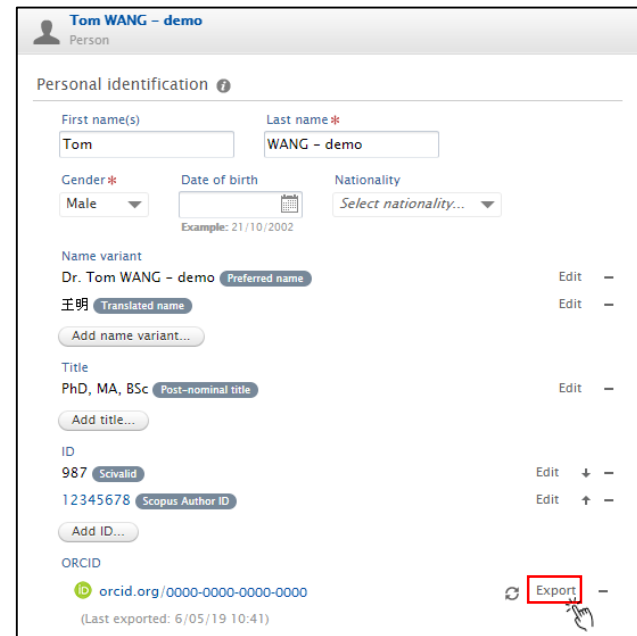
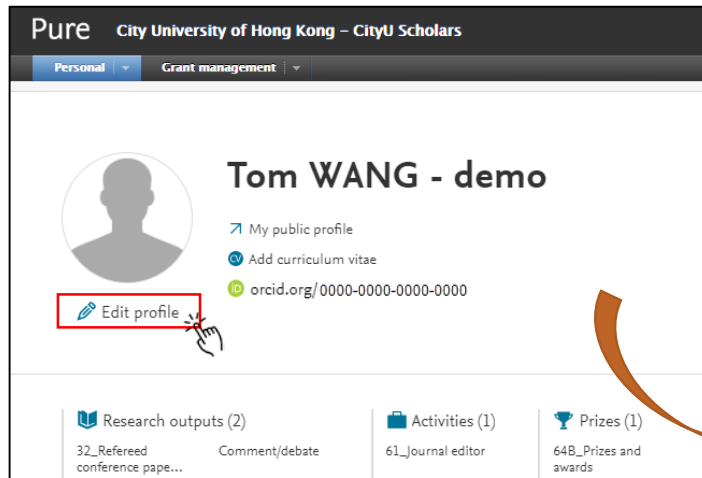
Remember to:

Check your ORCID record and CityU Scholars Profile after integration

What will happen after the integration?

Your validated research output records in CityU Scholars:

- a) Will be exported to your ORCID account immediately when you have completed your CityU Scholars and ORCID integration and **clicked the “Export” button**
- b) Will be automatically exported from CityU Scholars to ORCID on a daily basis (you may manually trigger this at any time by clicking “Export”)



NOTE: Records in ORCID cannot be exported into CityU Scholars

Things to check after integration

The screenshot shows a user profile for 'Tom WANG - demo' (Person) with ID 11473922. The 'Personal identification' section includes fields for First name(s) (Tom), Last name (WANG - demo), Gender (Male), Date of birth, and Nationality. It also lists Name variants: 'Dr. Tom WANG - demo' (Preferred name) and '王明' (Translated name). Other fields include Title (PhD, MA, BSc - Post-nominal title), ID (987 - Scivalid), and Scopus Author ID (12345678). The ORCID ID is highlighted with a red box and a callout box pointing to it. The ORCID ID is orcid.org/0000-0000-0000-0000. The last exported date is 13/02/18 12:04.

1. Click the ORCID iD to make sure that it links to your ORCID account

Things to check after integration

Search [id] [gear] English

ORCID
Connecting Research and Researchers

47,444 ORCID iDs and counting. See more...

Tom WANG - demo Employment (2) Sort

ORCID ID
https://orcid.org/0000-0000-0000-0000

Websites
City University of Hong Kong profile page

Other IDs
Scopus author ID: 123456789

Employment (2)

City University of Hong Kong: HK, Hong Kong SAR, China
2017-02 to present
Source: Tom WANG - demo

City University of Hong Kong:
Source: City University of Hong Kong

Works (44)

14_ Edited book (Editor)
2017-04 | book
SOURCE-WORK-ID: fc627d99-3caf-44eb-b0bc-89354a4ccb48
URL: https://scholarsdev.esu.cityu.edu.hk/en/publications/14edited-book-editor(fc627d9...
Source: City University of Hong Kong Preferred source

2. Check that validated records in CityU Scholars (if any) have been imported as indicated by the "Source"

3. Click and check that this link points to your CityU Scholars researcher profile

Please be reminded that you **may** still need to complete **Part 2** of the University's ORCID Creation and Integration Exercise (if you have not done so):



Integrating ORCID iD with Scopus Author ID

Details:

http://lbms03.cityu.edu.hk/orcid/guides/orcid_p2.pdf