ORCID Creation and Integration Exercise

Part 1: Creating ORCID iD / Providing Existing ORCID iD

In Part 1 of the University’s ORCID Creation and Integration Exercise, you will create your ORCID iD or inform the University your existing ORCID iD.

Why is it necessary to create the ORCID iD?

Your name is not enough to reliably identify you as the author of your scholarly works because of name ambiguity issues (e.g. common names, name variants, name changes). ORCID can help in the following ways:

- It is a persistent, unique digital identifier that distinguishes you from other authors. It eliminates misattribution of articles so that you get credit for your works and your works are more discoverable.
- It is universal and can be integrated with other proprietary platforms to support mutual recognition and data transfer.
- It has been incorporated in the key research workflow such as manuscript and grant submission by many journals, funders and institutions.
- It lasts longer than your email address at the University. It stays with you throughout your career and moves with you across organizations and national boundaries.
- It enables you to retrospectively connect to your previously published scholarly works via other identification systems (e.g. Scopus Author ID and ResearcherID)

What do you need to do?

(1) In the email that the Library sent to you regarding the ORCID Creation and Integration Exercise, click the link “Go to My ORCID Creation and Integration Exercise Login Page”.
(2) On the login page that follows, click “Login Now”. Then enter your EID and password.
(3) On the ORCID Creation and Integration Exercise page, choose “Create My ORCID iD” or “Provide Existing ORCID iD”:
   a. If you do not have an ORCID record, click “Create My ORCID iD”, OR
   b. If you have already got your ORCID record, click “Provide Existing ORCID iD”.

(4) You will be brought to the ORCID system. By default, the box for granting the Library the permission to read and help update your ORCID record has been checked. Do not uncheck it. Otherwise, the Library will not be able to provide you further support in the future.
(5) Depending on whether you are creating your ORCID iD or just reporting an existing ORCID iD, the form will be a bit different:

- **Creating an ORCID iD:** Your name and email address have already been input into the registration form, just do the following:
  
  a) Re-enter your email
  b) Set a password for your ORCID record and enter it twice
  c) Check for the box to accept the terms and conditions
  d) Click “Authorize”

- **OR, Reporting an ORCID iD:**
  
  a) Enter either your existing ORCID iD or the email* that you used when you registered your existing ORCID record
  b) Input the password for your existing ORCID record
  c) Click “Authorize”

* If the email that you used when you registered your existing ORCID record is not the CityU email, you are recommended to add your CityU email address back to your ORCID record. To do this, follow the steps below:

a) Login to your ORCID record
b) On the top menu, click “Account Settings”
c) Click “Edit” against “Email”
d) In the box for “Add Another Email”, key in your CityU email address and click “Add”
e) Enter the password for your ORCID record
f) The system will send a message to your CityU email account in order to verify it. Click the verification link in the message.
g) You will be brought back to your ORCID record. Repeat steps (b) and (c) to view the email settings in your ORCID record. Your CityU email address should have been added in.
h) Click “Set primary” against the email that you would like to set as primary.
i) You can also set an email as “Current” or “Past” from the pull-down menu.

(6) You will then be acknowledged that Part 1 has been completed. If you wish, you can click “View My ORCID Record Now” to access and view your ORCID record.

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Please be reminded that you might still need to complete Part 2 of the University's ORCID Creation and Integration Exercise. CityU Library will help verify your Scopus author ID/profile (if any) and do some cleanup if necessary. If you do have a Scopus author ID/profile, you will be contacted at a later stage to integrate it with your ORCID iD.