

ORCID Creation and Integration Exercise (via CityU Scholars)

For faculty members without an ORCID iD

Research Support and Scholarly Communication Division
Run Run Shaw Library

May 2019

Create and Report your ORCID iD via CityU Scholars

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

2. Click “Edit profile”

3. Click “Create or Connect your ORCID iD”

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

The image illustrates the process of creating and reporting an ORCID iD through the CityU Scholars system. It consists of several overlapping screenshots:

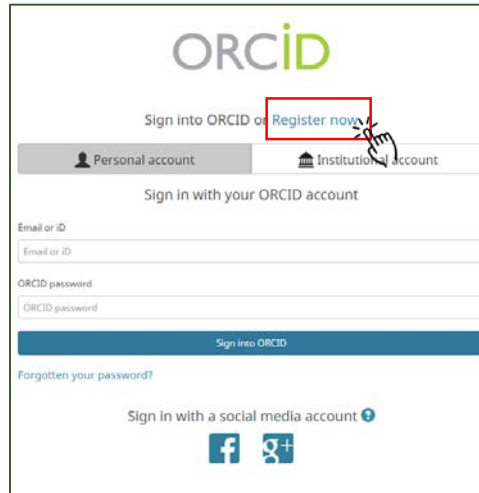
- Top Screenshot (Step 2):** Shows the user's profile page for "Tom WANG - demo". The "Edit profile" button is highlighted with a red box and a hand cursor.
- Left Screenshot (Step 1):** Shows the login form with fields for "Electronic ID" and "Please use your AD/LAN Password". The "Login" button is highlighted with a red box.
- Bottom Screenshot (Step 4):** Shows a pop-up window titled "Connect with your ORCID iD". It contains information about the integration and a list of content to be exported. The "Proceed" button is highlighted with a red box and a hand cursor.
- Right Screenshot (Step 3):** Shows the "Personal identification" form. The "Create or Connect your ORCID iD" button is highlighted with a red box and a hand cursor.

Arrows indicate the flow from the main profile page to the login form, then to the ORCID iD pop-up, and finally to the personal identification form.

Create and Report your ORCID iD via CityU Scholars

5. Click “Register now” on the ORCID pop up window

5



6. a) Enter your email and set a password for your ORCID account

6





b) Choose  Everyone under *Visibility settings*

***Only** when your publication list is visible to everyone, Web of Science can scan your ORCID publication list to look for matched publication; and grab your ORCID iD to update the matched publications in its database.

Visibility settings

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.

By default, who should be able to see information added to your ORCID Record?

-  Everyone (87% of users choose this)
-  Trusted parties (5% of users choose this)
-  Only me (8% of users choose this)

* ?



Create and Report your ORCID iD via CityU Scholars

6. c) Check the boxes and click “Register” to finish your registration

6 Notification settings

ORCID sends email notifications about items related to your account, security, and privacy, including requests from ORCID member organizations for permission to update your record, and changes made to your record by those organizations. You can also choose to receive emails from us about new features and tips for making the most of your ORCID record.


Please send me quarterly emails about new ORCID features and tips

After you've registered, you can change your notification settings at any time in the account settings section of your ORCID record.

Terms of Use

I consent to the privacy policy and terms and conditions of use, including agreeing to my data being processed in the US and being publicly accessible where marked Public.

You must accept the terms and conditions.

I'm not a robot 




7. Click “Authorize”




7

ORCID

Tom WANG - demo
<https://orcid.org/0000-0000-0000-0000>
(Not You?)

City University of Hong Kong 

has asked for the following access to your ORCID Record

-   

Get your ORCID ID
Add or update your research activities
Read your limited-access information
Add or update your biographical information


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.

Deny

8. Click  before closing the window

8

Tom WANG - demo
Person

Personal identification 


First name(s) Last name*


Nationality

Name variant
Tom W

Title
PhD, MA, BSc

ID

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

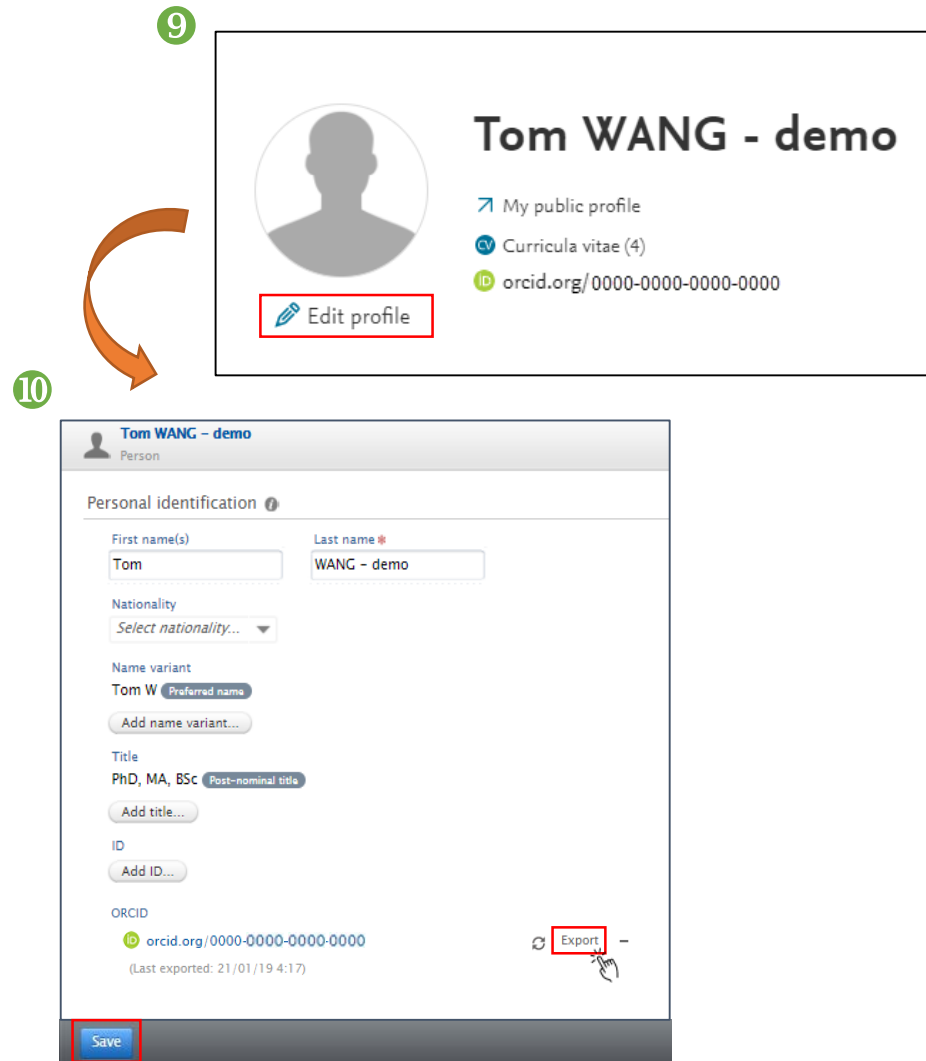
 Please click "Save" at the bottom to finish adding the ORCID for 'Tom WANG - demo'

Create and Report your ORCID iD via CityU Scholars

9. Click “Edit profile” to open the pop-up window again

10. Click “Export” under the ORCID section to activate the synchronization of CityU Scholars & ORCID

11. Then click  again before closing the window



The image shows two screenshots of the CityU Scholars interface. The top screenshot, labeled '9', shows a profile for 'Tom WANG - demo' with a red box around the 'Edit profile' button. The bottom screenshot, labeled '10', shows the 'Personal identification' form with a red box around the 'Export' button in the ORCID section. An orange arrow points from the 'Edit profile' button in the top screenshot to the 'Export' button in the bottom screenshot.

9

Tom WANG - demo

My public profile

Curricula vitae (4)

orcid.org/0000-0000-0000-0000

Edit profile

10

Tom WANG - demo

Person

Personal identification ⓘ

First name(s) Last name *

Tom 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: 21/01/19 4:17)

Export

Save

CityU Scholars & ORCID Integration Completed

Tom WANG - demo
Person

Personal identification ⓘ

First name(s) Tom Last name * 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 page... 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

Your ORCID iD will appear in both the backend and CityU Scholars public portal

Remember to:

Check your ORCID record and CityU Scholars Profile after integration

Changes in CityU Scholars profile after integration

CityU
香港城市大學
City University of Hong Kong
專業 創新 國際全球
Professional-Creative
For The World

RESEARCHER LOGIN

CityU Scholars
A Research Hub of Excellence

Home Researchers Research Units Research Output Projects Activities Prizes / Honours Student Theses Datasets Impact Press / Media

Dr. Tom WANG - demo (王明) [View graph of relations](#)

PhD, MA, BSc
Assistant Professor, Department of Library Science

Other Links

- Personal webpage
- Google Scholar Profile
- LinkedIn

Download CV

Address: LIB-P000
Phone: +852 34420000
tomwang@cityu.edu.hk

ORCID iD: 0000-0000-0000-0000
Scopus Author ID: 12345678

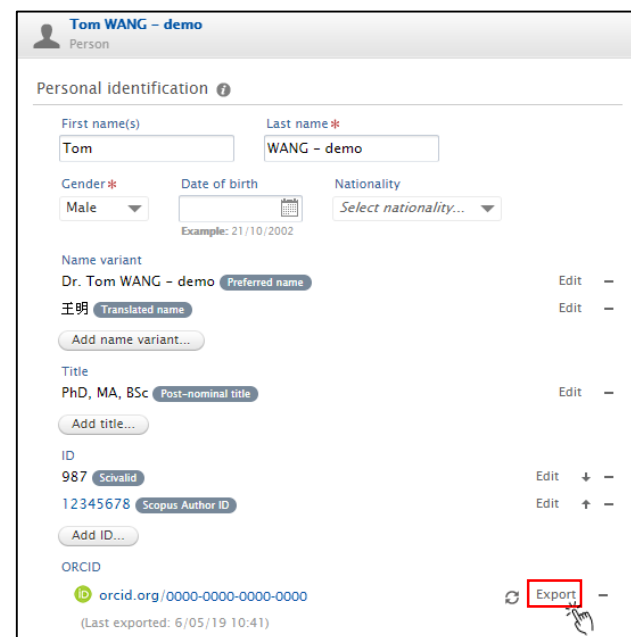
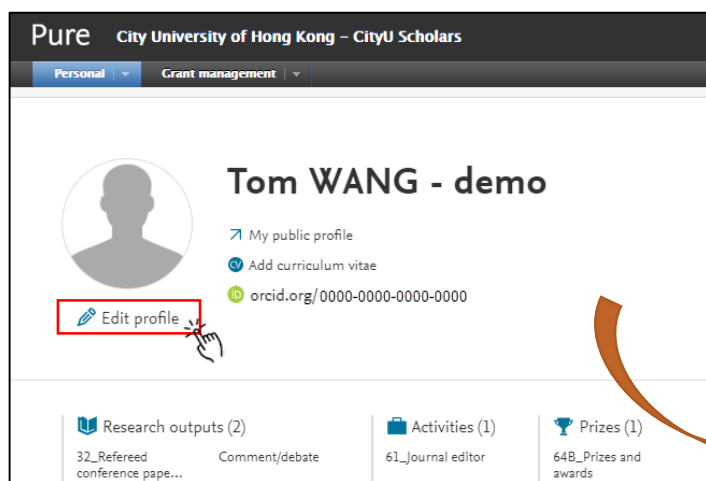
Willing to take PhD students: yes
Willing to talk to media: yes

Your ORCID iD will display in your CityU Scholars Profile right away

What will happen after the integration?

Your validated research output records in CityU Scholars:

- Will be exported to your ORCID account immediately when you have completed your CityU Scholars and ORCID integration and **clicked the “Export” button**
- 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' with ID 11473922. The profile is categorized as a 'Person'. The 'Personal identification' section includes fields for First name(s) (Tom), Last name (WANG - demo), Gender (Male), Date of birth, and Nationality (Select nationality...). It also lists Name variants: 'Dr. Tom WANG - demo' (Preferred name) and '王明' (Translated name). The Title is 'PhD, MA, BSc' (Post-nominal title). Under the ID section, there are '987 Scivalid' and '12345678 Scopus Author ID'. The ORCID ID is 'orcid.org/0000-0000-0000-0000', which is highlighted with a red box and a callout arrow. The callout box contains the text: '1. Click the ORCID iD to make sure that it links to your ORCID account'. The profile also shows 'Associated user', 'Translation', 'Merge', and 'Automated search' options. The 'OVERVIEW' section includes 'Relations', 'Fingerprints', and 'Display'. The 'HISTORY AND COMMENTS' section includes 'History and comments'. The 'Export' and 'Edit' buttons are visible at the bottom right.

Id: 11473922

Tom WANG - demo
Person

EDIT

Metadata

Associated user

Translation

Merge

Automated search

OVERVIEW

Relations

Fingerprints

Display

HISTORY AND COMMENTS

History and comments

Personal identification ⓘ

First name(s) Last name *

Tom WANG - demo

Gender * Date of birth Nationality

Male Select nationality...

Example: 21/10/2002

Name variant

Dr. Tom WANG - demo Preferred name Edit -

王明 Translated name Edit -

Add name variant...

Title

PhD, MA, BSc Post-nominal title

Add title...

ID

987 Scivalid Edit + -

12345678 Scopus Author ID Edit ↑ -

Add ID...

ORCID

orcid.org/0000-0000-0000-0000 Export Edit -

(Last exported: 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

EDIT YOUR RECORD ABOUT ORCID CONTACT US HELP

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



Integrating ORCID iD with Scopus Author ID

Details:

<http://libguides.library.cityu.edu.hk/aim/exercise1#Part 2>