

# ORCID Creation and Integration Exercise (via CityU Scholars)

For research students without an ORCID iD

Research Support and Scholarly Communication Division  
Run Run Shaw Library

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# Create and Report your ORCID iD via CityU Scholars

1. Login your [CityU Scholars](#) researcher profile with your EID (the ID that you use to login AIMS) and AD/LAN password **1**

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 via CityU Scholars. It consists of several overlapping screenshots:

- Top Screenshot (Step 2):** Shows the CityU Scholars profile page for "Chris WONG - demo". The "Edit profile" button is highlighted with a red box and a hand cursor. A green circle with the number "2" is in the top left corner.
- Bottom 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 and a hand cursor. A green circle with the number "1" is in the bottom right corner.
- Bottom Center Screenshot (Step 4):** Shows a dialog box titled "Connect with your ORCID iD". It contains text about ORCID registration and a list of content to be exported. The "Proceed" button is highlighted with a red box and a hand cursor. A green circle with the number "4" is in the top right corner.
- Bottom Right Screenshot (Step 3):** Shows the "Personal identification" form for "Chris WONG - demo". The "Create or Connect your ORCID ID" button is highlighted with a red box and a hand cursor. A green circle with the number "3" is in the top left corner.

Orange arrows indicate the flow from the main profile page to the login form, then to the ORCID dialog box, 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



ORCID

Sign into ORCID or **Register now**

Personal account Institutional account

Sign in with your ORCID account

Email or ID  
Email or ID

ORCID password  
ORCID password

Sign into ORCID

Forgotten your password?

Sign in with a social media account

f g+

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

6



ORCID

Already have an ORCID ID? [Sign In](#)

Per ORCID's terms and conditions, you may only register for an ORCID ID for yourself.

First name  
Robert

Last name  
CHAN, -demo

Primary email

Additional email

Add another email

Create an ORCID password

Confirm ORCID password


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

Register

7. Click “Authorize”

**7**

## ORCID

Chris WONG - 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.

Authorize

Deny

8. Click **Save** before closing the window

**8**

Chris WONG - demo  
Person

### Personal identification

First name(s) Last name \*

Chris WONG - demo

Nationality  
Select nationality...

Name variant  
王大文 (Default publishing name)  
Add name variant...

Title  
PhD (Academic degree)  
Add title...

ID  
87654321 (Scopus Author ID)  
123 (Scivalid)  
Add ID...

ORCID  
orcid.org/0000-0000-0000-0000  
(Last exported: 24/05/18 12:55)

Please click "Save" at the bottom to finish adding the ORCID for 'Chris WONG - demo'

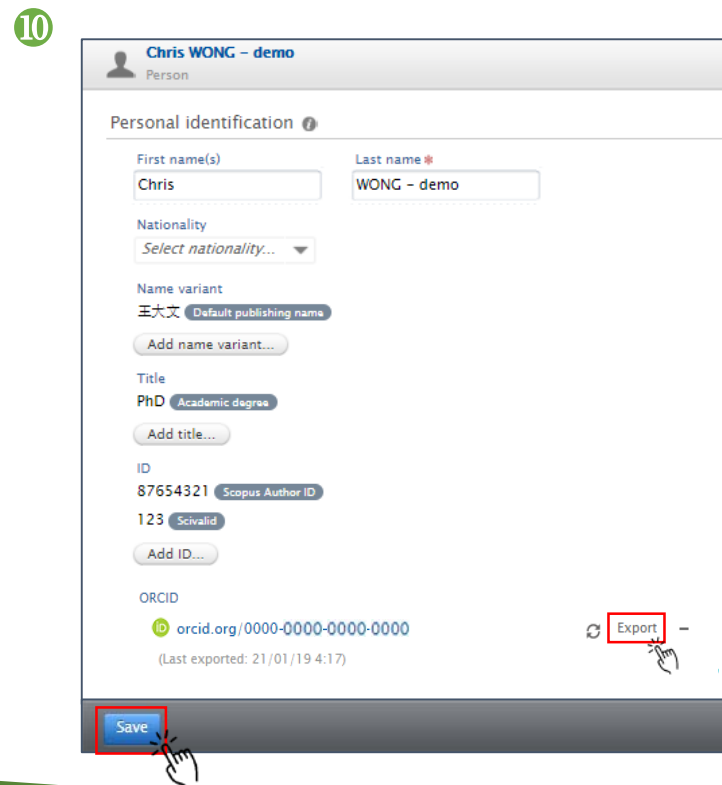
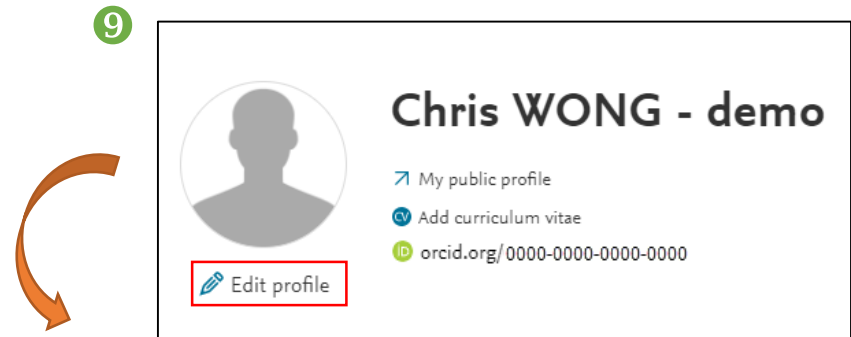
Save

# 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



# CityU Scholars & ORCID Integration Completed

Chris WONG - demo  
Person

Personal identification ⓘ

First name(s) Chris Last name \* WONG - demo

Nationality Select nationality...

Name variant 王大文 (Default publishing name) Edit -  
Add name variant...

Title PhD (Academic degree) Edit -  
Add title...

ID 87654321 (Scopus Author ID) Edit + -  
123 (Scivalid) Edit + -  
Add ID...

ORCID orcid.org/0000-0000-0000-0000 ⓘ -  
(Last exported: 24/05/18 12:55)

✔ Please click "Save" at the bottom to finish adding the ORCID for 'Chris WONG - demo'

Pure City University of Hong Kong - CityU Scholars

Student ▾

Chris WONG - demo

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

Edit profile

Research outputs (2)  
33\_Other conference paper 44\_Performance and participatio...

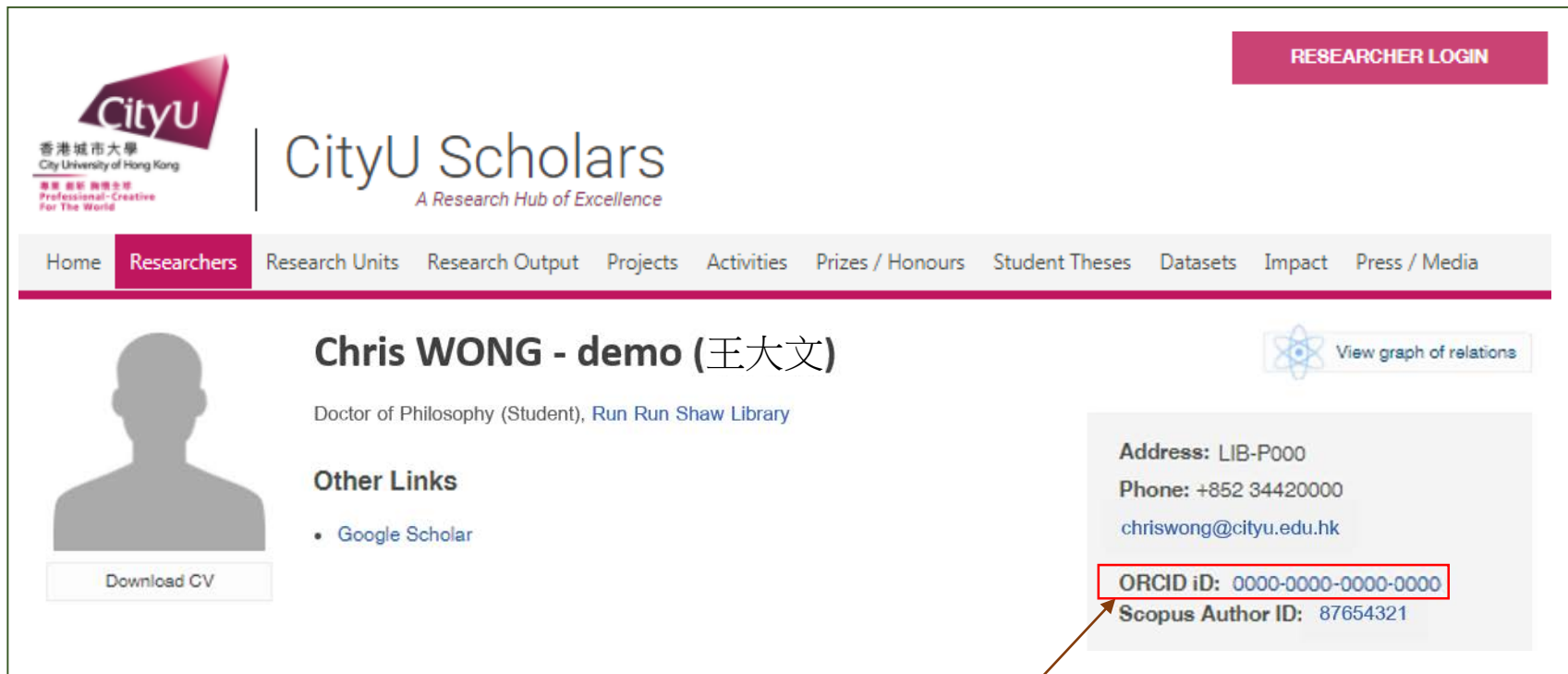
Datasets (1)  
Dataset

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





The screenshot shows the CityU Scholars profile page for Chris Wong. The page header includes the CityU logo and the text "CityU Scholars A Research Hub of Excellence". A navigation menu is visible with "Researchers" selected. The profile information includes a placeholder for a photo, the name "Chris WONG - demo (王大文)", and the title "Doctor of Philosophy (Student), Run Run Shaw Library". A "View graph of relations" button is present. The "Other Links" section contains a link to "Google Scholar". A contact information box lists "Address: LIB-P000", "Phone: +852 34420000", and "chriswong@cityu.edu.hk". The "ORCID iD: 0000-0000-0000-0000" and "Scopus Author ID: 87654321" are displayed, with the ORCID iD highlighted by a red box and an arrow pointing to a callout box.

RESEARCHER LOGIN

CityU  
香港城市大學  
City University of Hong Kong  
專業 創新 無限可能  
Professional-Creative  
For The World

CityU Scholars  
A Research Hub of Excellence

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

 **Chris WONG - demo (王大文)** 

Doctor of Philosophy (Student), Run Run Shaw Library

**Other Links**

- [Google Scholar](#)

[Download CV](#)

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

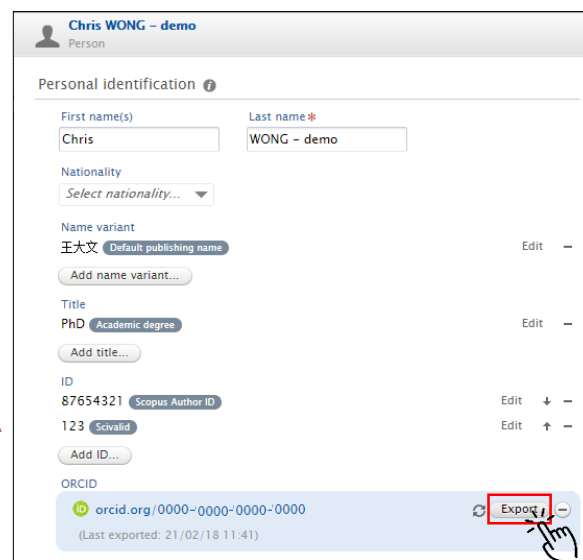
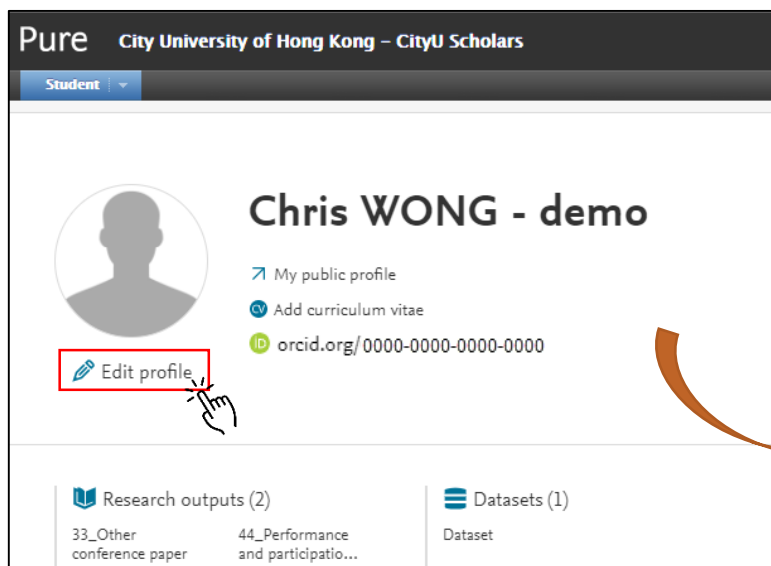
**ORCID iD:** 0000-0000-0000-0000  
**Scopus Author ID:** 87654321

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 "Chris WONG - demo" (Person) with ID 19879404. The "Personal identification" section includes fields for First name(s) (Chris), Last name\* (WONG - demo), Nationality (Select nationality...), Name variant (王大文, Default publishing name), Title (PhD, Academic degree), and ID (87654321, Scopus Author ID; 123, Scivalid). The ORCID ID field is highlighted with a red box and contains the text "ID orcid.org/0000-0000-0000-0000". A callout box with an arrow pointing to the ORCID ID field contains the text: "1. Click the ORCID ID to make sure that it links to your ORCID record".

1. Click the ORCID ID to make sure that it links to your ORCID record

# Things to check after integration

Search [input] [id] [gear] English [dropdown]

**ORCID**  
Connecting Research and Researchers

4,449,512 ORCID iDs and counting. [See more...](#)

**Chris WONG - demo**

**ORCID ID**  
<https://orcid.org/0000-0000-0000-0000>

Print view [info]

**Websites** [checkbox]

- [City University of Hong Kong profile page](#)

**Other IDs** [checkbox]

- Scopus Author ID: 87654321

**Education (1)** [Sort]

- City University of Hong Kong: HK, Hong Kong SAR China  
Source: City University of Hong Kong

**Works (1 of 1)** [Sort]

- Library Management  
Library Management  
2018 | journal-article  
SOURCE-WORK-ID: 2ea440a2-0082-46b4-b9fa-e50732a12919  
Source: City University of Hong Kong [checkbox] 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/exercise-rpg#Part 2>