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

Jan 2019
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

2. Click “Edit profile”

3. Click “Create or Connect your ORCID ID”

4. In the pop up window, click “Proceed”
Create and Report your ORCID iD via CityU Scholars

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

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

   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.
Create and Report your ORCID iD via CityU Scholars

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

7. Click “Authorize”

8. Click before closing the window
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

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

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:

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

1. Click the ORCID iD to make sure that it links to your ORCID record
Things to check after integration

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](http://libguides.library.cityu.edu.hk/aim/exercise-rpg#Part 2)