

ORCID Creation and Integration Exercise (via CityUHK Scholars)

For research students already have an ORCID iD

Research Support and Scholarly Communication
Run Run Shaw Library

February 2025



Run Run Shaw Library

香港城市大學
City University of Hong Kong

Report and integrate your existing ORCID iD through CityUHK Scholars

1. Log in to your [CityUHK Scholars](#) backend researcher profile with your EID and password
2. Connect or authorize your ORCID iD
 - 2a. If your ORCID iD is not in CityUHK Scholars, click “Create or Connect your ORCID iD”
 - 2b. If your ORCID iD is already in CityUHK Scholars, click “Authenticate your ORCID ID”
3. Read the terms and conditions in the pop-up window, check the boxes and click “Proceed”

1

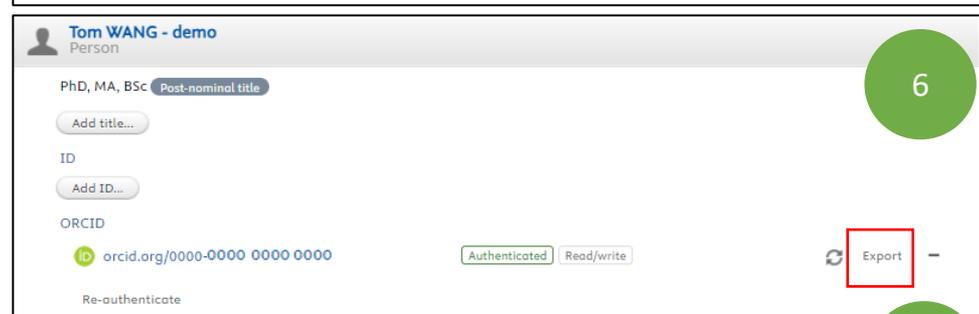
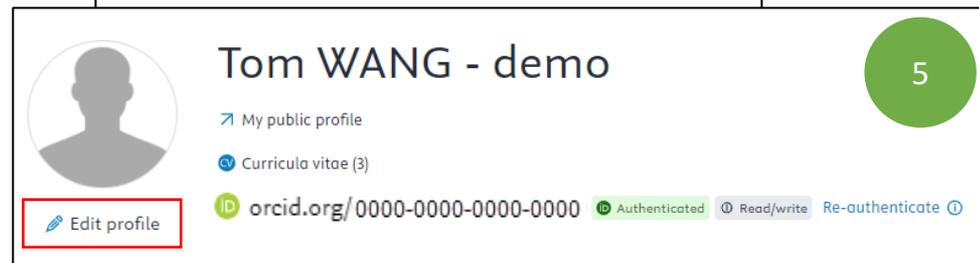
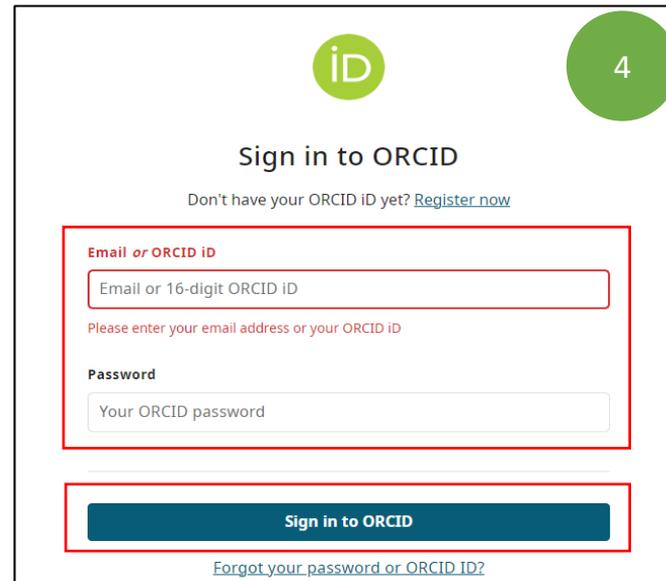
3

2a

2b

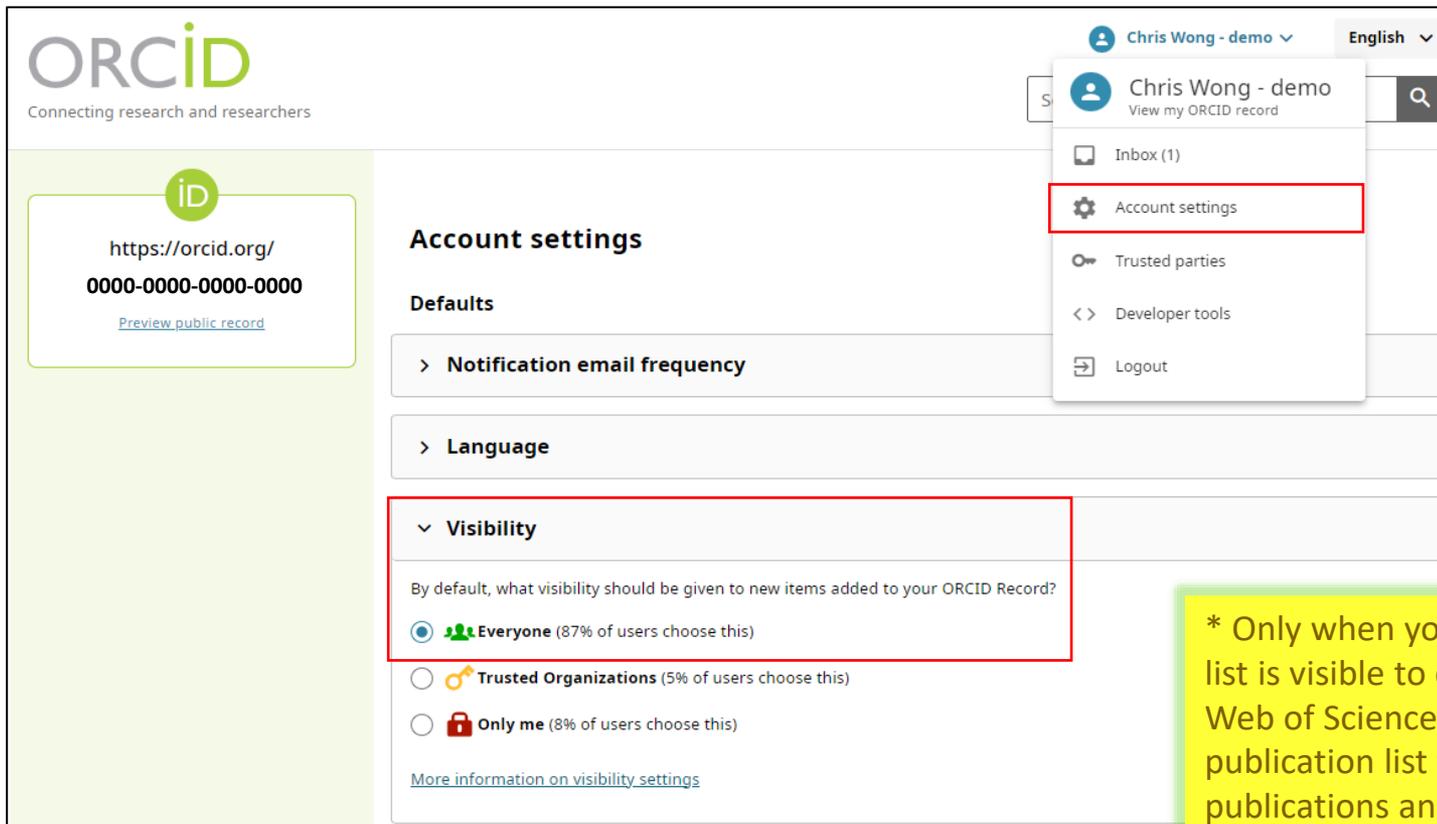
Report and integrate your existing ORCID iD through CityUHK Scholars (cont.)

4. Input the email or ORCID iD, and the password of your existing ORCID account; click *“Sign in to ORCID”*
5. Once integrated, click *“Edit profile”* in your backend researcher profile
6. Next to your ORCID iD, click *“Export”* to enable the synchronization of CityUHK Scholars to ORCID
7. Click  to close the window



Report and integrate your existing ORCID iD through CityUHK Scholars (cont.)

8. Log in to your ORCID account, under “Account settings” and then “Visibility”, select  Everyone



The screenshot shows the ORCID user interface. On the left, there is a profile card with the ORCID iD: <https://orcid.org/0000-0000-0000-0000>. The main content area is titled 'Account settings' and includes sections for 'Defaults', 'Notification email frequency', 'Language', and 'Visibility'. The 'Visibility' section is highlighted with a red box and contains the question: 'By default, what visibility should be given to new items added to your ORCID Record?'. Three options are listed: 'Everyone' (87% of users choose this), 'Trusted Organizations' (5% of users choose this), and 'Only me' (8% of users choose this). The 'Everyone' option is selected. A dropdown menu is open in the top right corner, showing 'Account settings' highlighted with a red box. A green circle with the number '8' is located in the top right corner of the screenshot.

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

CityUHK Scholars & ORCID Integration Completed

CityU
香港城市大學
City University of Hong Kong

CityUHK Scholars
A Research Hub of Excellence

RESEARCHER LOGIN

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

Tom WANG – demo (王明)
Doctor of Philosophy (Student), [Department of Library Science](#)

[View graph of relations](#)

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

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

Other Links

- [Personal webpage](#)
- [Google Scholar Profile](#)

Download CV

Tom WANG - demo

- [My public profile](#)
- [Add curriculum vitae](#)
- [orcid.org/0000-0000-0000-0000](#) Authenticated Read/write Re-authenticate

[Edit profile](#)

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

Things to check after the 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 (Select nationality...). Below this, there are sections for Name variant (Mr Tom WANG - demo, Translated name 王明), Title (Generic), and ID (987 Scivalid, 12345678 Scopus Author ID). The ORCID ID is highlighted with a red box and a callout box pointing to it. The callout box contains the text: '1. Click the ORCID iD to make sure it links to your ORCID account'. The ORCID ID is 'orcid.org/0000-0000-0000-0000' and is accompanied by 'Authenticated', 'Read/write', 'Export', and 'Edit' buttons. The last exported date is '13/02/18 12:04'.

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

Mr Tom WANG - demo Preferred name Edit -

王明 Translated name Edit -

Add name variant...

Title

Generic

Add title...

ID

987 Scivalid Edit + -

12345678 Scopus Author ID Edit + -

Add ID...

ORCID

orcid.org/0000-0000-0000-0000 Authenticated Read/write Export Edit -

(Last exported: 13/02/18 12:04)

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

Things to check after the integration (cont.)

Search [] [] [] 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 Created: 2017-03-01

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\(fc627d99-3caf-44eb-b0bc-89354a4ccb48\)](https://scholarsdev.esu.cityu.edu.hk/en/publications/14edited-book-editor(fc627d99-3caf-44eb-b0bc-89354a4ccb48))
Source: City University of Hong Kong [] Preferred source

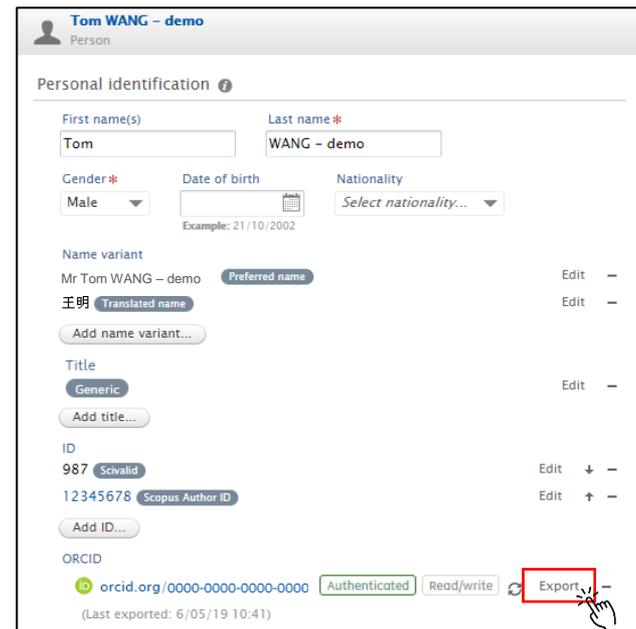
2. Check that the validated records in CityUHK Scholars (if any) have been imported, as indicated by the “Source”

3. Click the link to verify it directs you to your CityUHK Scholars researcher profile

What will happen after the integration?

Your validated research output records in CityUHK Scholars:

- Will be exported to your ORCID account immediately when you have completed your CityUHK Scholars and ORCID integration and **clicked the “Export” button**
- Will be automatically exported from CityUHK 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 to CityUHK Scholars



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>