

ORCID Creation and Integration Exercise (via CityUHK Scholars)

For research students without an ORCID iD

Research Support and Scholarly Communication
Run Run Shaw Library

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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

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

4. Click “Register now” to create an ORCID iD via CityUHK Scholars

5. Follow the steps to complete the registration

- Select  **Everyone** under the “Visibility settings”*
- Click “Authorize access” to authorize CityUHK Scholars to access and update your ORCID records

* 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.

4


id

Sign in to ORCID

Don't have your ORCID iD yet? [Register now](#)





Email or ORCID iD

You are currently signed in as:

 **Tom WANG - demo**
<https://sandbox.orcid.org/0009-0006-2192-4220>
[Sign out](#)

City University of Hong Kong
[Show details](#)

This organization has asked for the following access to your ORCID record:

-  Add/update your research activities (works, affiliations, etc.)
-  Add/update information about you (country, keywords, etc.)
-  Read your information with visibility set to Trusted parties
-  Get your ORCID iD

If authorized, this organization will have access to your ORCID record, as outlined above and described in further detail in [ORCID's privacy policy](#).

You can manage access permissions for this and other Trusted Organizations from within your list of [trusted parties](#).

Authorize access

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Create your ORCID iD

Step 1 of 5 - Names and emails

Per ORCID's [terms of use](#), you may only register for an ORCID yourself. Already have an ORCID iD? [Sign In](#)

Your names

Given names

Tom

id

id




Create your ORCID iD

Step 4 of 5 - Visibility

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.

Visibility settings

By default, what visibility should be given to new items added to your ORCID Record?

-  **Everyone** (87% of users choose this)
Everyone can see these items
-  **Trusted parties** (5% of users choose this)
Only people and organizations you've given permission
-  **Only me** (8% of users choose this)
Items are private and only visible to you

[More information on visibility settings](#)

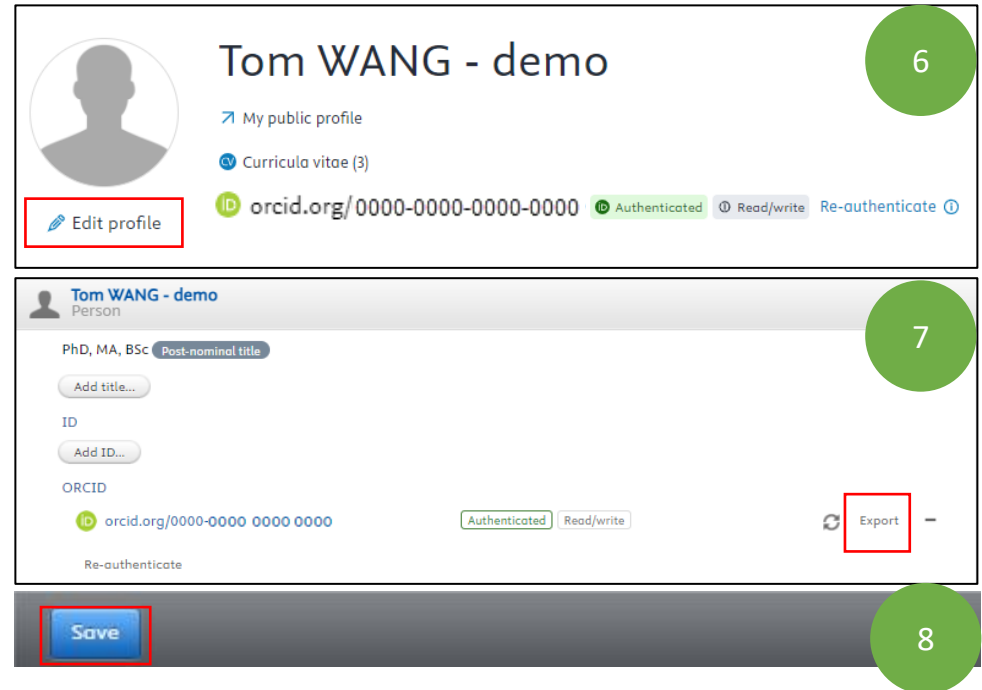
Next Step

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

6. Once integrated, click *“Edit profile”*

7. Next to your ORCID iD, click *“Export”* to enable the synchronization of CityUHK Scholars to ORCID

8. Click  to close the window



The screenshot displays the CityUHK Scholars profile integration interface for a user named Tom WANG - demo. It is divided into three sections, each marked with a green circle containing a number:

- Section 6:** Shows the user's profile header with a silhouette icon, the name "Tom WANG - demo", and a link to "My public profile". Below this, there are links for "Curricula vitae (3)", the ORCID iD "orcid.org/0000-0000-0000-0000", and status indicators "Authenticated", "Read/write", and "Re-authenticate". A red box highlights the "Edit profile" button.
- Section 7:** Shows the "Person" details section. It includes fields for "PhD, MA, BSc" (with a "Post-nominal title" tag and an "Add title..." button), "ID" (with an "Add ID..." button), and "ORCID" (with the ORCID iD "orcid.org/0000-0000 0000 0000", "Authenticated", "Read/write" status, and an "Export" button highlighted with a red box).
- Section 8:** Shows a dark grey footer bar with a blue "Save" button highlighted with a red box.

CityUHK Scholars & ORCID Integration Completed

The screenshot displays the CityUHK Scholars public portal for Tom WANG. At the top left is the CityU logo and the text 'CityUHK Scholars A Research Hub of Excellence'. A 'RESEARCHER LOGIN' button is in the top right. A navigation menu includes 'Home', 'Researchers', 'Research Units', 'Research Output', 'Projects', 'Activities', 'Prizes/Honours', 'Student Theses', 'Datasets', 'Impact', and 'Press/Media'. The profile section for Tom WANG (王明) identifies him as a Doctor of Philosophy (Student) in the Department of Library Science. It includes a 'Download CV' button and 'Other Links' for 'Personal webpage' and 'Google Scholar Profile'. Contact details are listed: Address: LIB-P000, Phone: +852 34420000, and email: tomwang@cityu.edu.hk. The ORCID ID is 0000-0000-0000-0000 and the Scopus Author ID is 12345678. A 'View graph of relations' button is also present.

This screenshot shows the backend profile management interface for Tom WANG. It features a profile picture placeholder, the name 'Tom WANG - demo', and a 'My public profile' link. Below this is an 'Add curriculum vitae' button and the ORCID ID '0000-0000-0000-0000', which is highlighted with a red box. To the right of the ORCID ID are status indicators: 'Authenticated', 'Read/write', and 'Re-authenticate'. An 'Edit profile' button is located at the bottom left.

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 in a red box and is orcid.org/0000-0000-0000-0000. A callout box with an arrow pointing to the ORCID ID contains the text: '1. Click the ORCID iD to make sure it links to your ORCID account'. The profile also shows 'Authenticated' status and 'Read/write' permissions, with an 'Export' button and a timestamp '(Last exported: 13/02/18 12:04)'. The left sidebar contains navigation options: EDIT (Metadata, Associated user, Translation, Merge, Automated search), OVERVIEW (Relations, Fingerprints, Display), and HISTORY AND COMMENTS (History and comments).

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

Things to check after the integration (cont.)

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

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 [checkbox]
City University of Hong Kong profile page

Other IDs [checkbox]
Scopus author ID: 123456789

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(fc627d9...
Source: City University of Hong Kong [checkbox] Preferred source

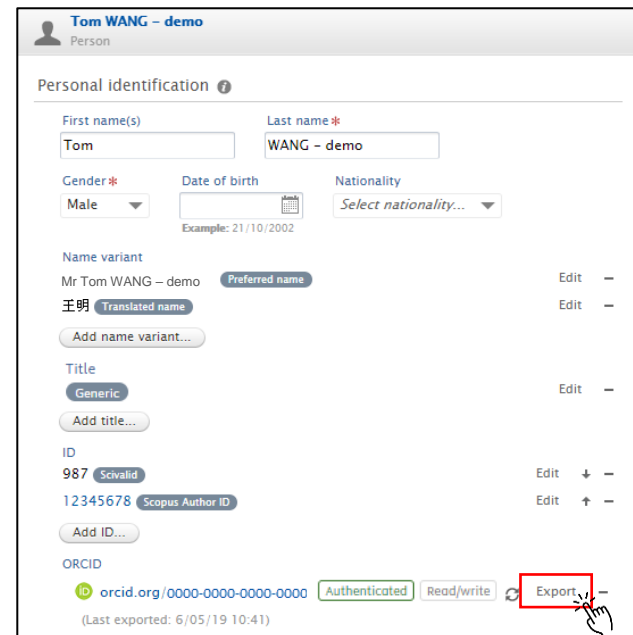
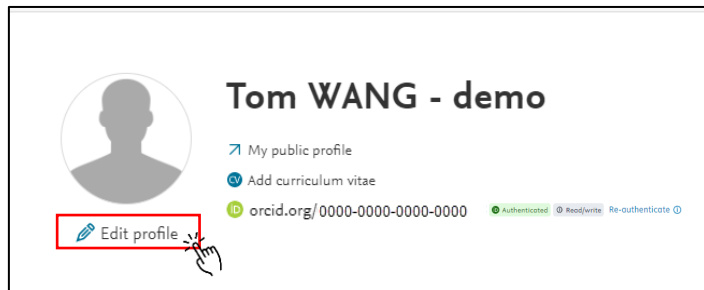
2. Check that the validated records in CityUHK Scholars (if any) have been imported, as indicated by the “Source”

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>