

EdUHK Library ORCID Registration Service

User Guide

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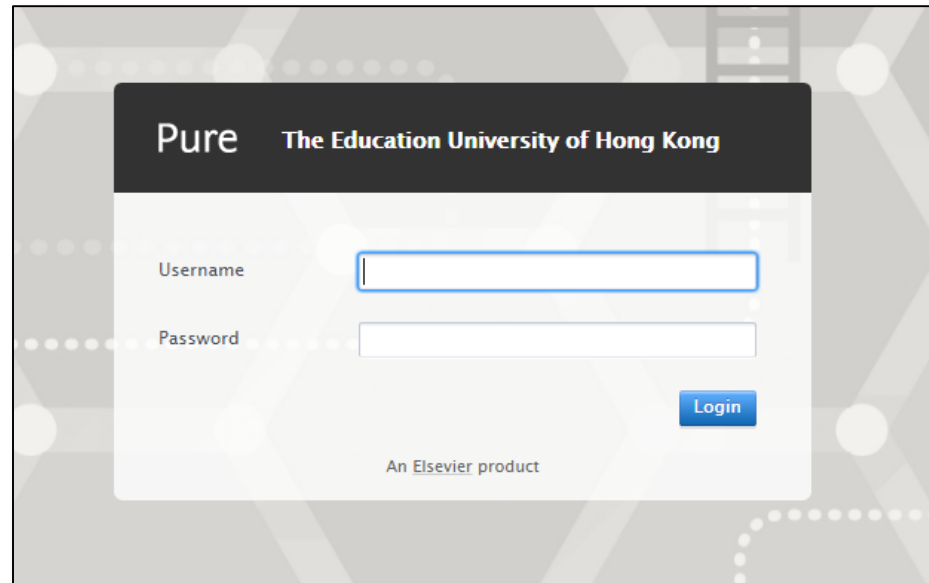
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- ▶ Scenario Two: If you don't have an ORCID account yet (Slides 13 – 23)
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Scenario One:
If you already
have an ORCID
account

If you already have an ORCID account

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1. Go to the following webpage: <https://repository.eduhk.hk/admin> (**Pure - The EdUHK Research Repository**).
2. Login with your EdUHK account.



Pure The Education University of Hong Kong

Username

Password

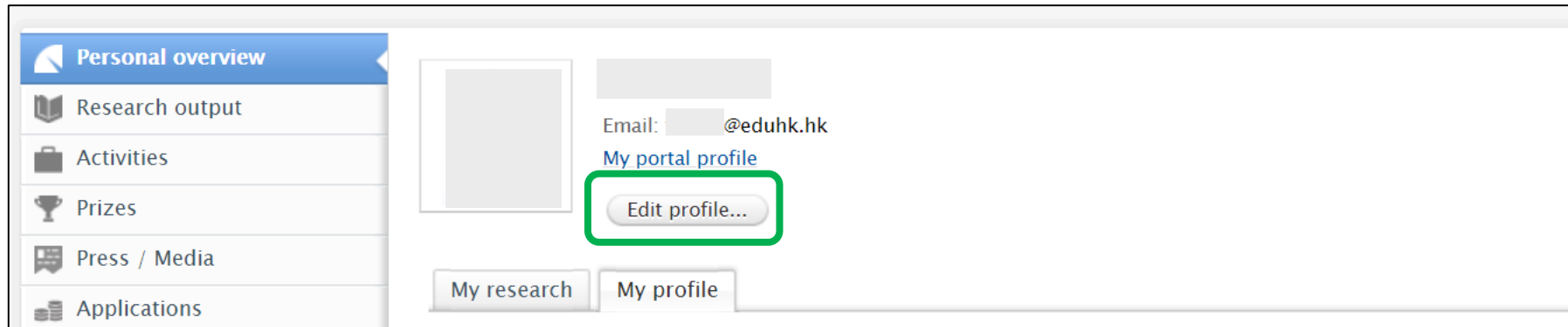
Login

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If you already have an ORCID account

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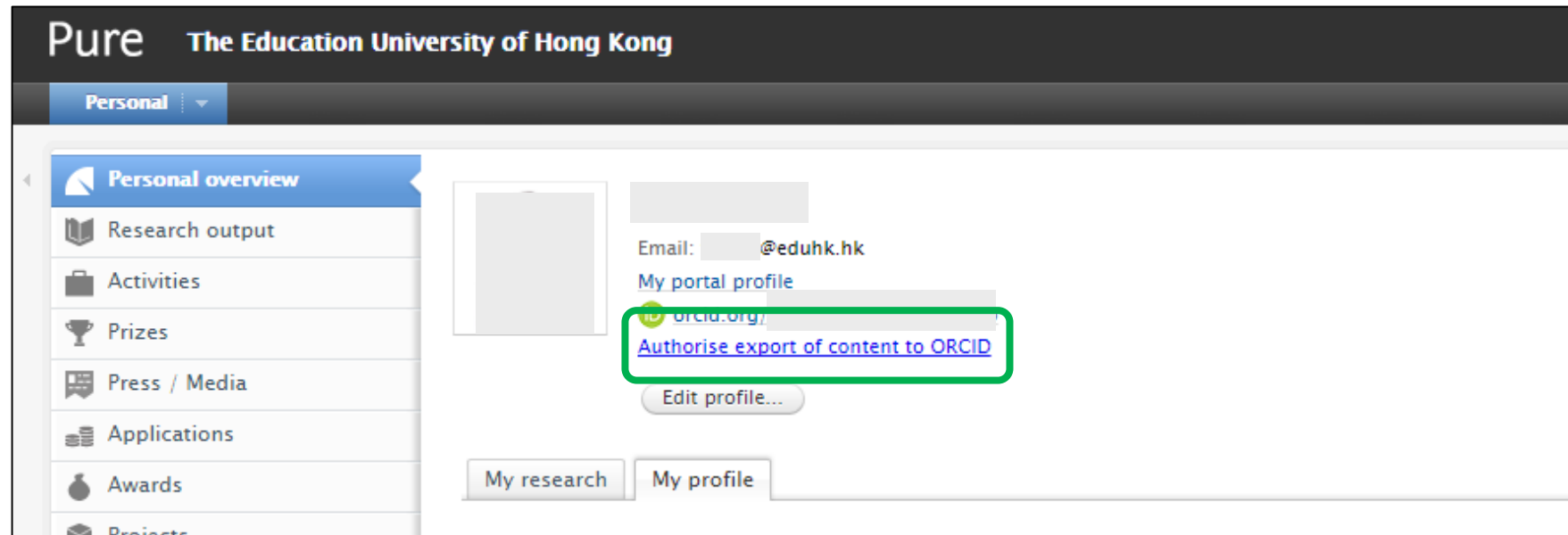
3. Click “Edit profile...”.



If you already have an ORCID account

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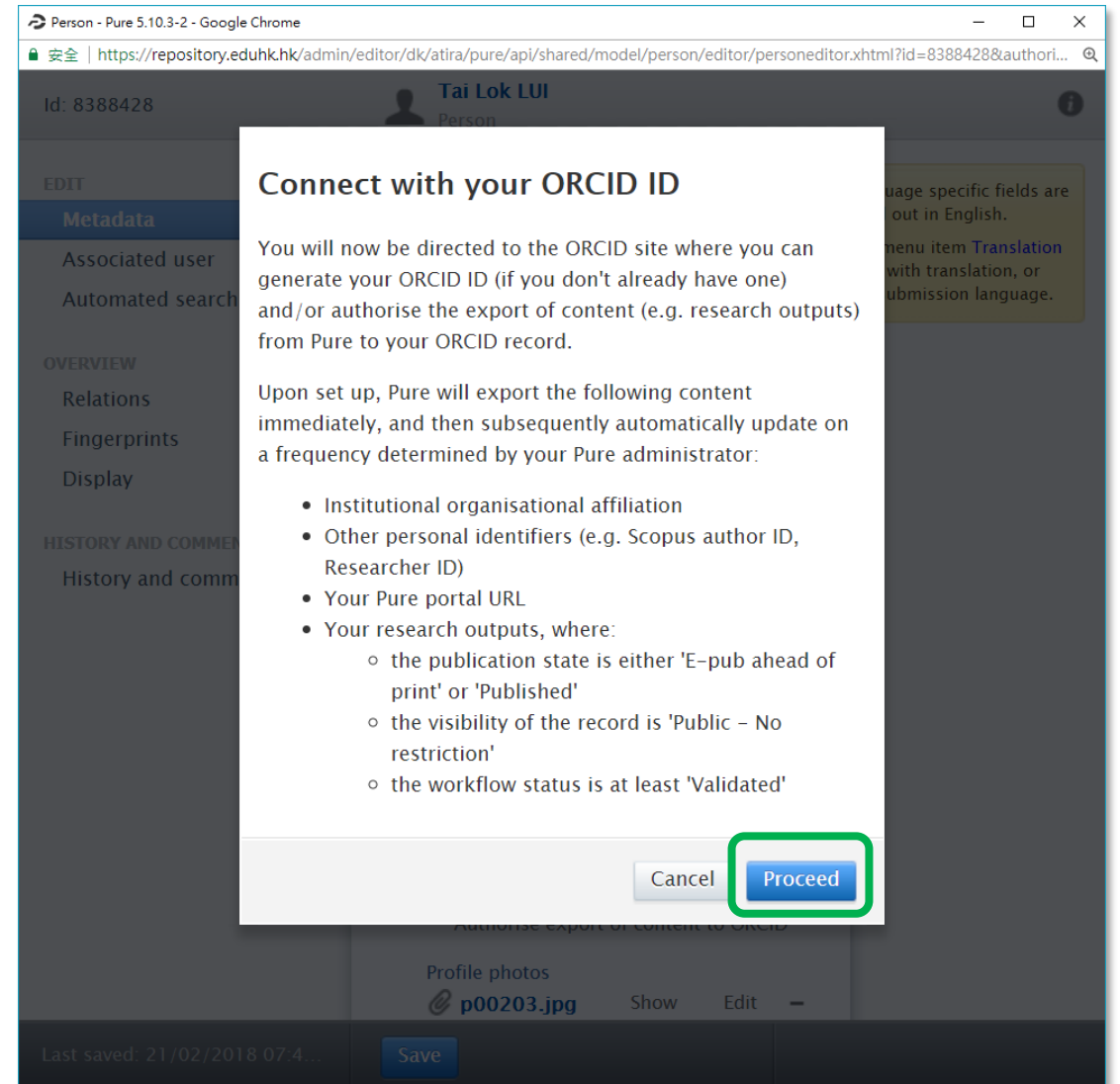
4. Click “Authorise export of content to ORCID”.



If you already have an ORCID account

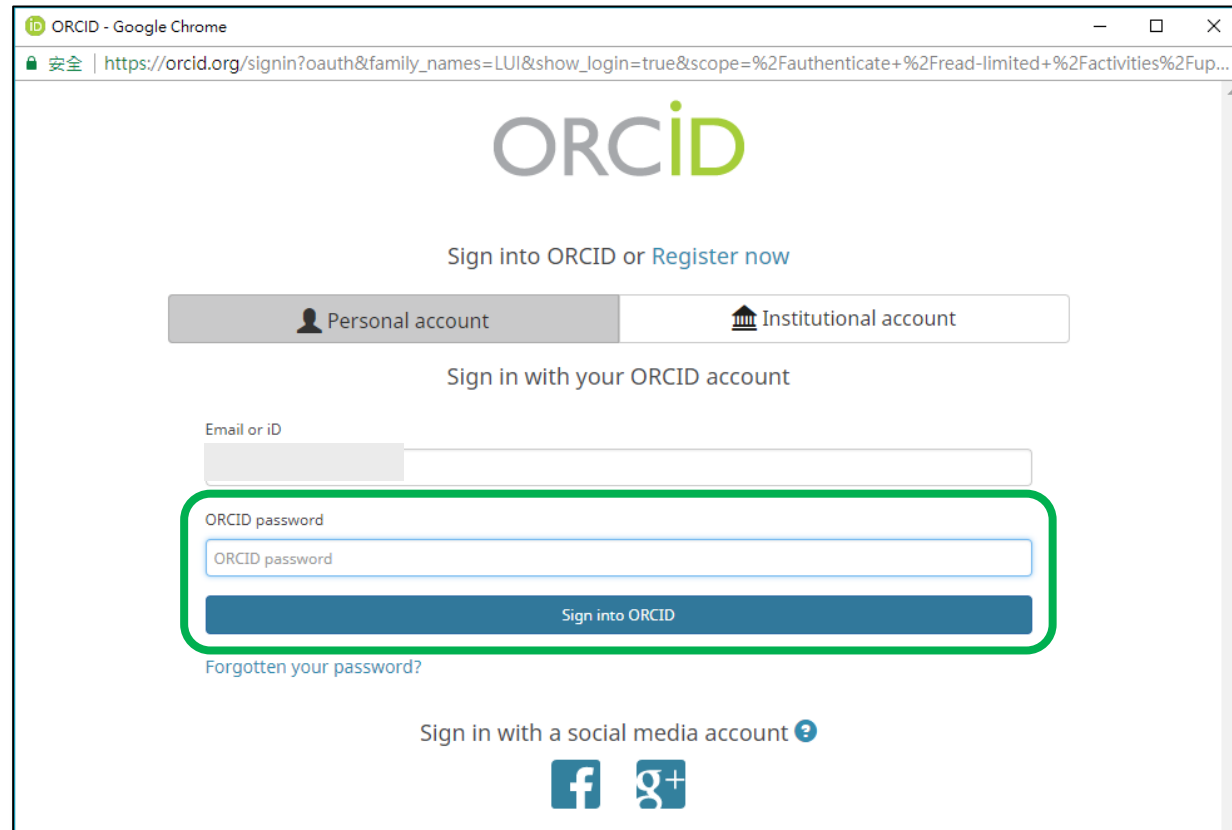
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5. Click “Proceed” at the “Connect with your ORCID ID” pop-up window. You will then be redirected to the ORCID website.



If you already have an ORCID account

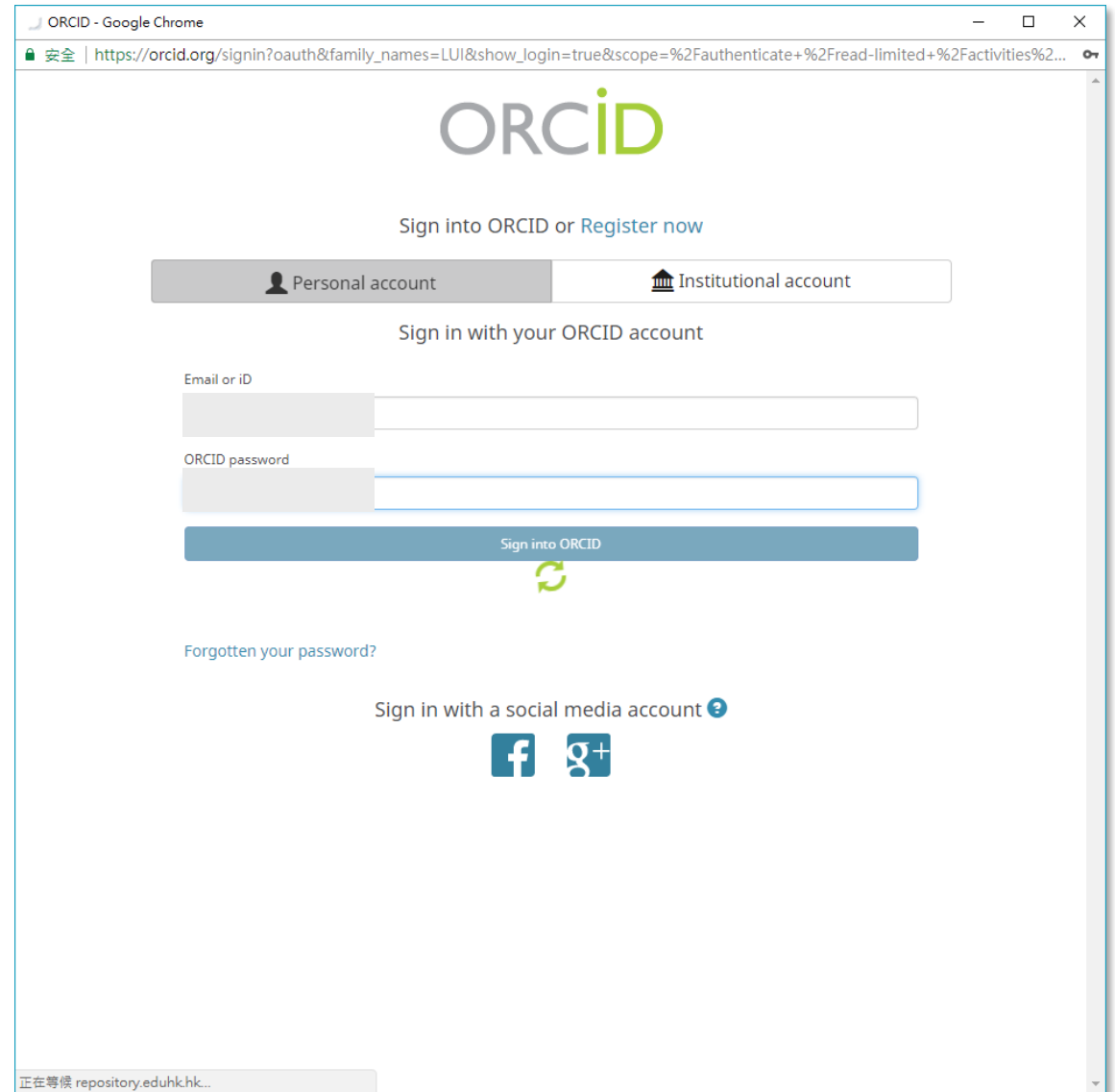
6. Login to your ORCID account using your ORCID iD (or the e-mail you registered with ORCID) and ORCID password.



If you already have an ORCID account

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7. ORCID will then process your authorization.
It may take a while.

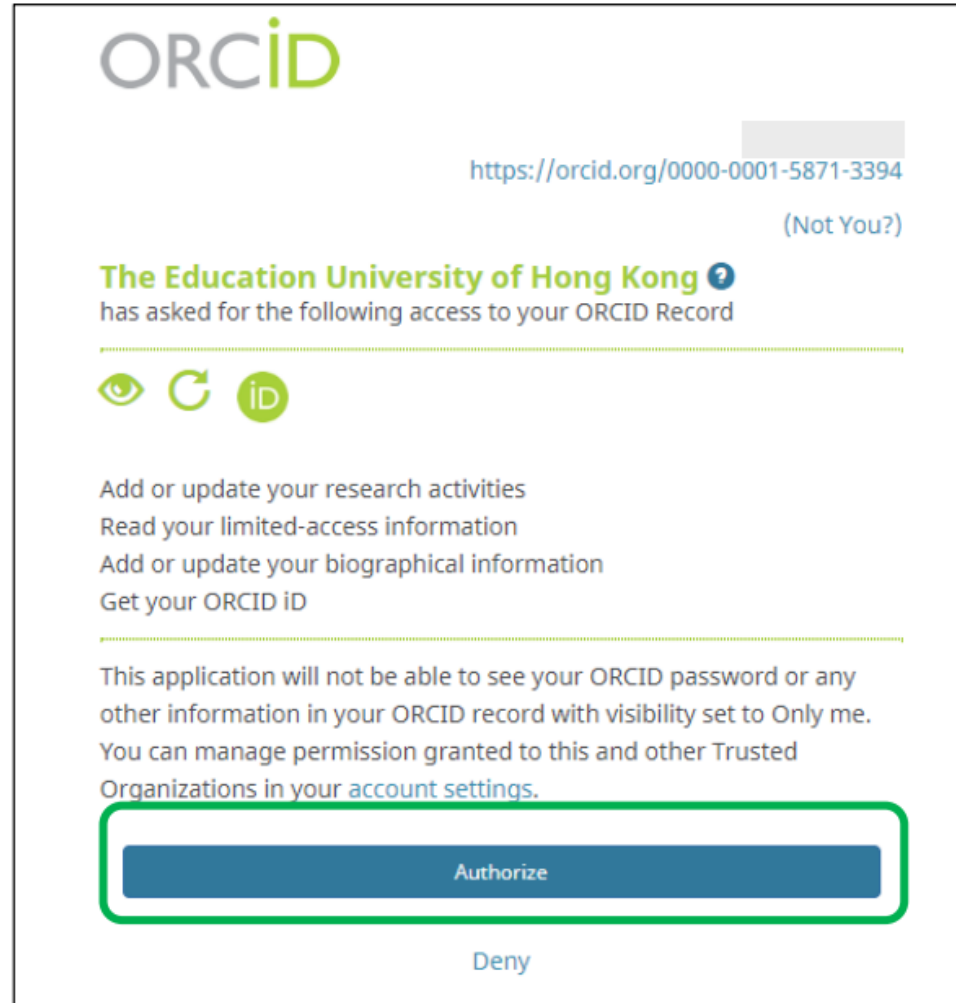


The screenshot shows the ORCID sign-in page in a Google Chrome browser window. The address bar displays the URL: https://orcid.org/signin?oauth&family_names=LUI&show_login=true&scope=%2Fauthenticate+%2Fread-limited+%2Factivities%2.... The page features the ORCID logo at the top, followed by the text "Sign into ORCID or Register now". Below this, there are two tabs: "Personal account" (selected) and "Institutional account". The main heading is "Sign in with your ORCID account". There are two input fields: "Email or iD" and "ORCID password". A blue "Sign into ORCID" button is positioned below the password field, with a green refresh icon underneath it. At the bottom, there is a link for "Forgotten your password?" and a section for "Sign in with a social media account" featuring Facebook and Google+ icons. The browser's status bar at the bottom shows "正在等候 repository.eduhk.hk..."

If you already have an ORCID account


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7. Click “Authorize”.

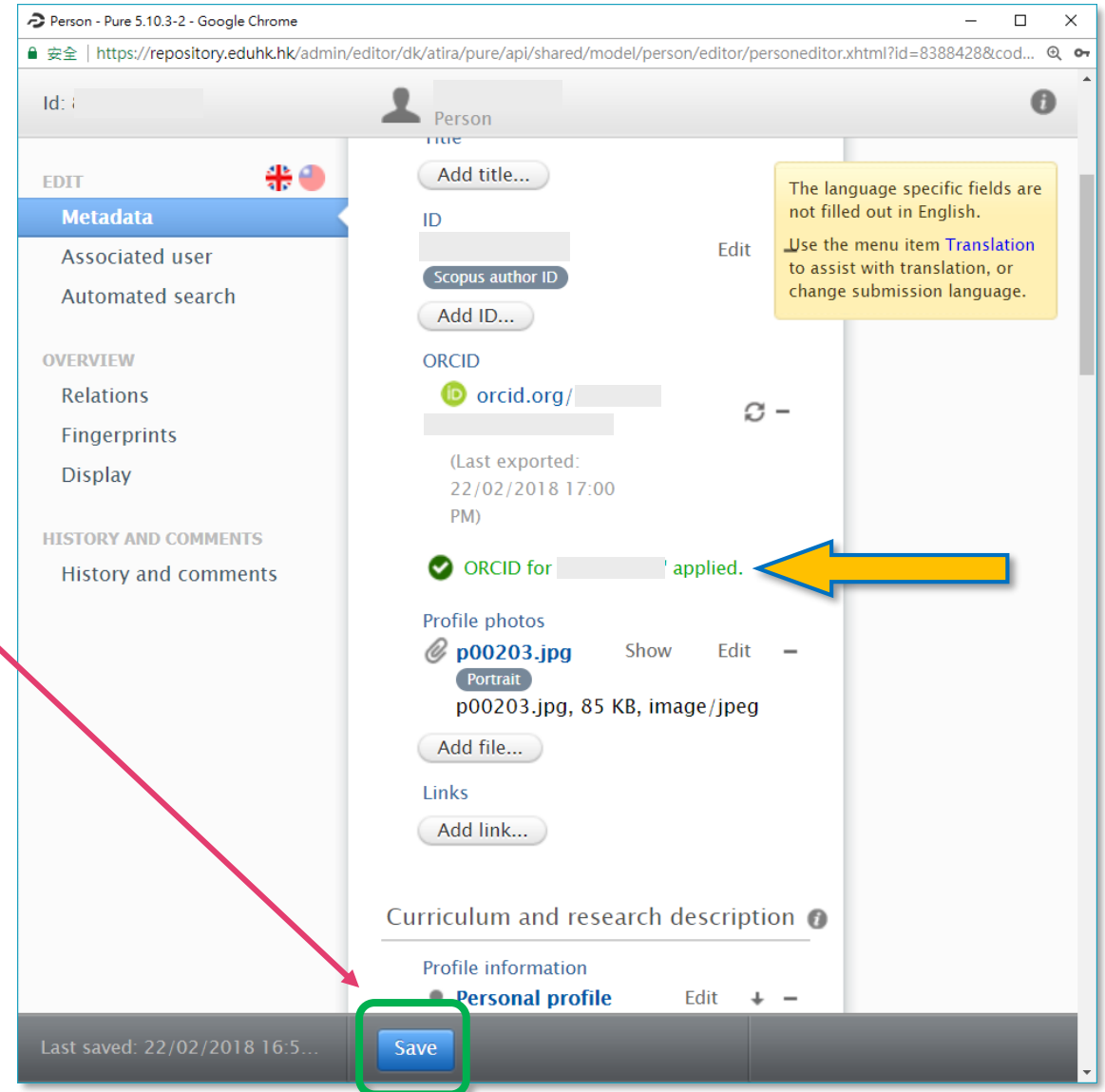


The screenshot shows the ORCID authorization interface. At the top left is the ORCID logo. To the right, a grey box contains a redacted ORCID ID, with the URL <https://orcid.org/0000-0001-5871-3394> displayed below it. A link for "(Not You?)" is also present. The main heading is "The Education University of Hong Kong" with a question mark icon, followed by the text "has asked for the following access to your ORCID Record". Below this is a list of permissions, each with a corresponding icon: an eye for "Add or update your research activities", a refresh arrow for "Read your limited-access information", and an 'iD' icon for "Add or update your biographical information" and "Get your ORCID iD". A disclaimer states: "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." At the bottom, there are two buttons: a blue "Authorize" button highlighted with a green border, and a grey "Deny" button.

If you already have an ORCID account

8. Then you will be redirected back to the EdUHK Research Repository and you should see “ORCID for [your name] applied.” in green. Click .

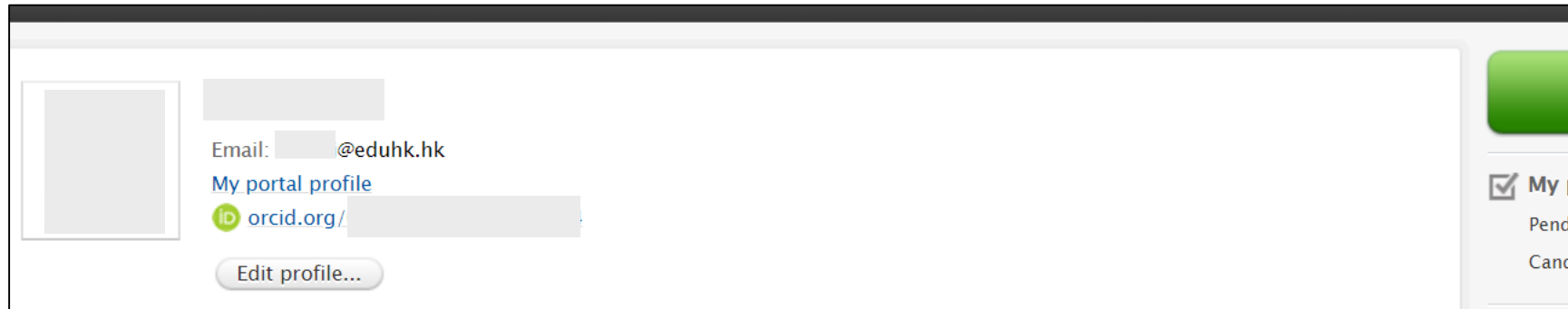
Caution!!
Please note this is a **very important step**. If “Save” is not clicked, authorization will not be activated.



If you already have an ORCID account

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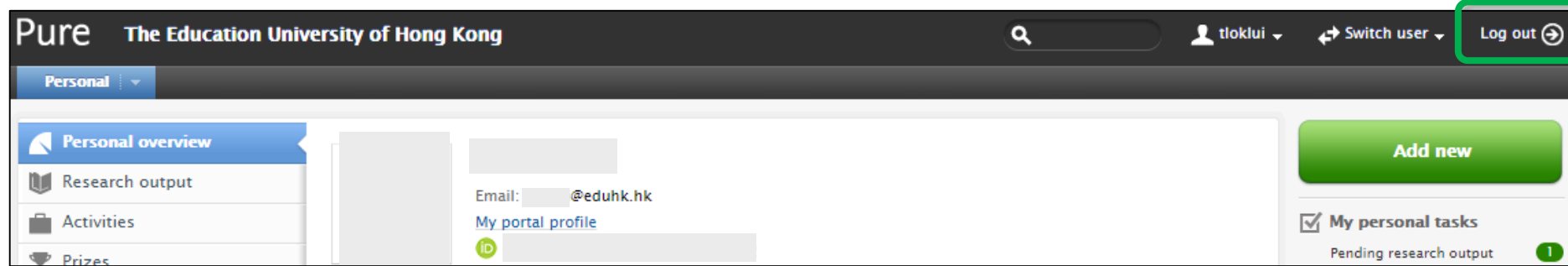
9. The process is done and the “Authorise” button will no longer appear.



If you already have an ORCID account

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10. Logout from the EdUHK Research Repository (Pure) to finish.

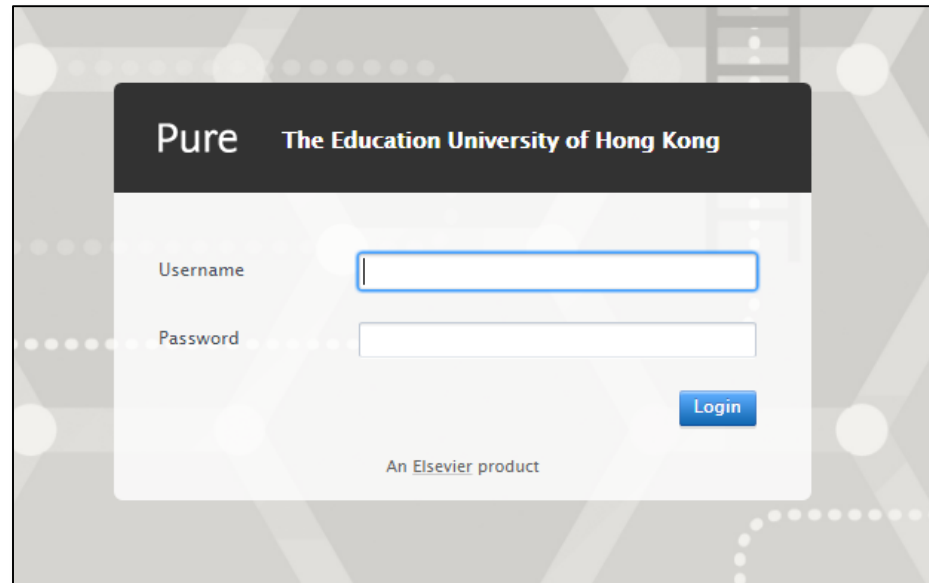


Scenario Two:
If you don't
have an ORCID
account yet

If you don't have an ORCID account yet

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1. Go to the following webpage: <https://repository.eduhk.hk/admin> (**Pure - The EdUHK Research Repository**).
2. Login with your EdUHK account.



Pure The Education University of Hong Kong

Username

Password

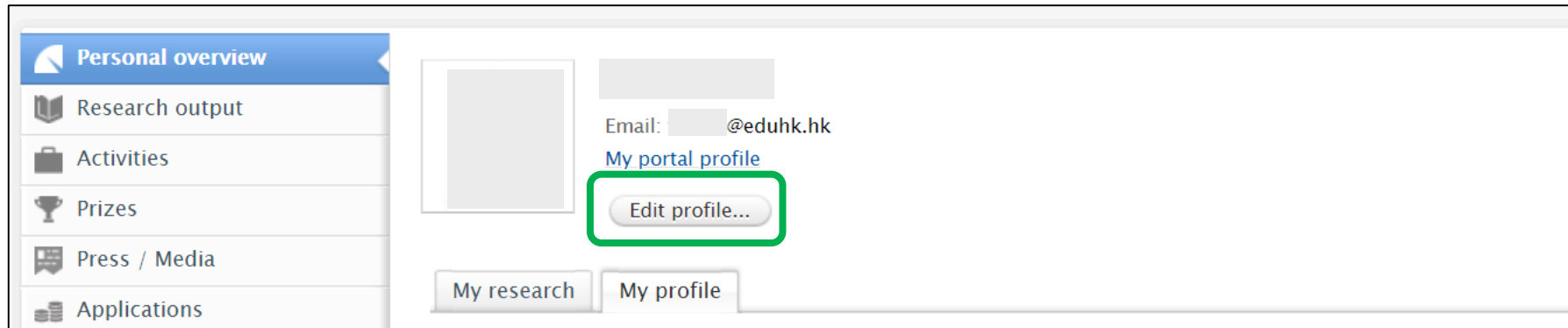
Login

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If you don't have an ORCID account yet

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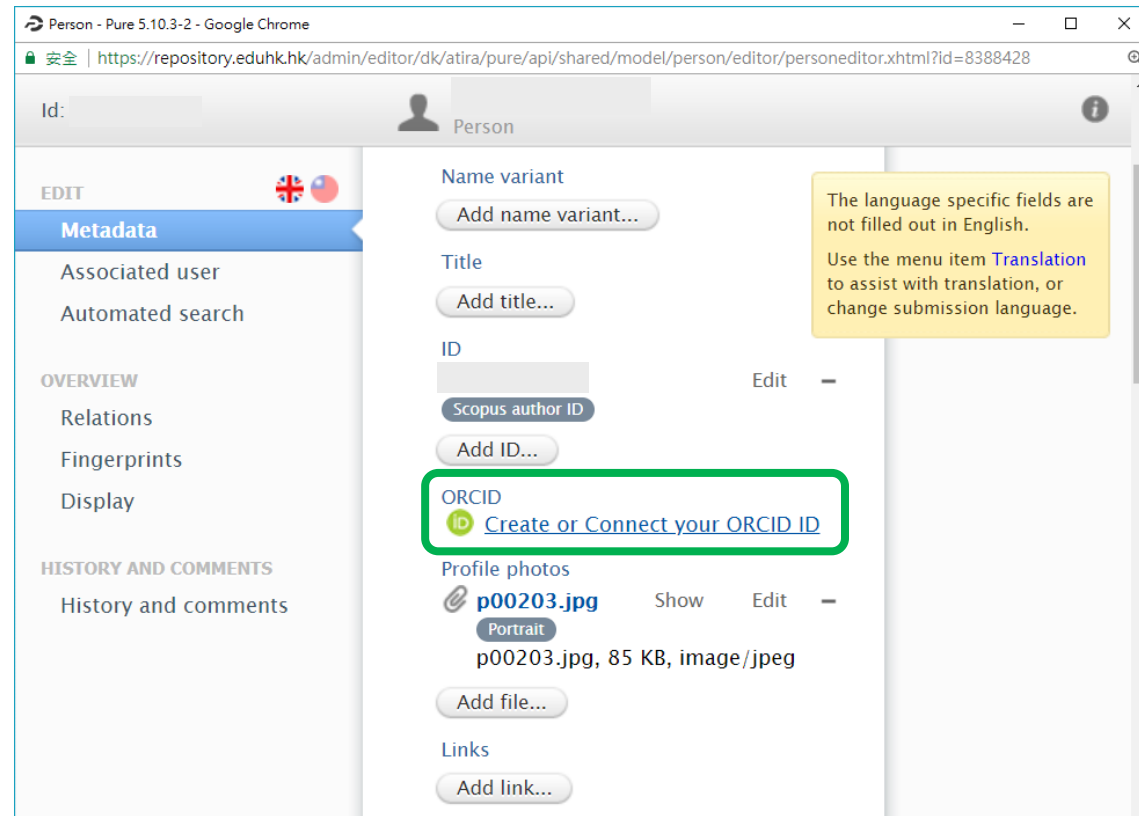
3. Click “Edit profile...”



If you don't have an ORCID account yet

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4. Click “Create or Connect your ORCID ID”.

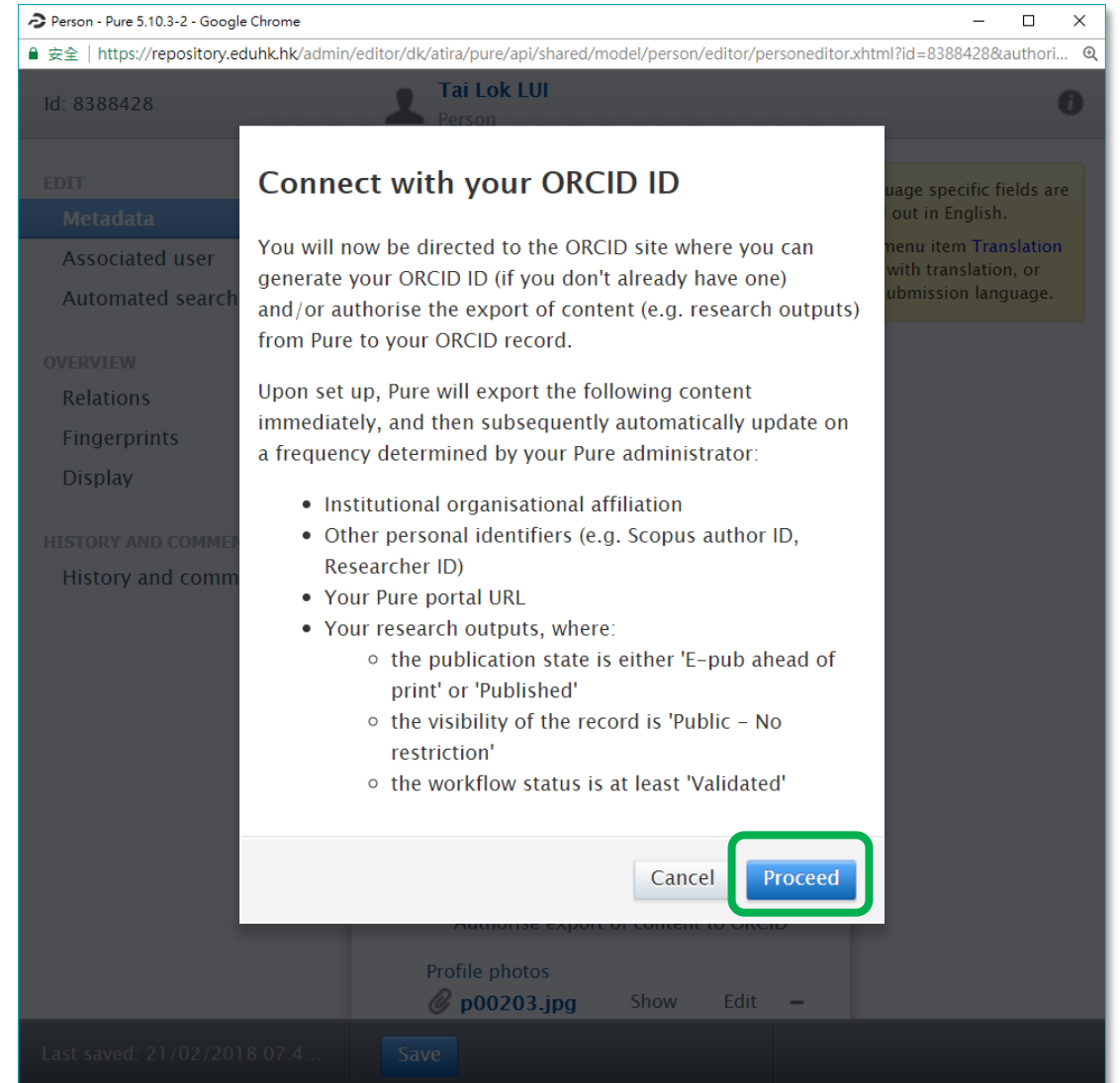


The screenshot shows the 'Person' editor interface in a web browser. The left sidebar contains navigation options: EDIT (with flags), Metadata (selected), Associated user, Automated search, OVERVIEW (Relations, Fingerprints, Display), and HISTORY AND COMMENTS (History and comments). The main content area shows fields for Name variant, Title, ID, and ORCID. The ORCID field is highlighted with a green box and contains the text 'Create or Connect your ORCID ID'. A yellow tooltip on the right states: 'The language specific fields are not filled out in English. Use the menu item Translation to assist with translation, or change submission language.'

If you don't have an ORCID account yet

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5. Click “Proceed” at the “Connect with your ORCID ID” pop-up window. You will be redirected to the ORCID website.



If you don't have an ORCID account yet

6a. Fill in the registration form.

Your first name / given name

Your last name / family name

Your email address

Create your own password

The screenshot shows the ORCID registration page. At the top is the ORCID logo. Below it is a link: "Already have an ORCID iD? Sign In". A note states: "As per ORCID's terms and conditions, you may only register for an ORCID iD for yourself." The form contains the following fields: "First name" (with a red error message "Please enter your first/given name."), "Last name", "Primary email" (highlighted with a blue border), "Additional email" (with a help icon), "Create an ORCID password" (with a help icon), and "Confirm ORCID password" (with a help icon). Below the password fields is a section for privacy 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?" with icons for public, private, and locked. The "Email frequency" section asks: "The ORCID Registry provides notifications about things of interest, like updates to your ORCID record or being made a trusted individual, when they occur (learn more about notifications). How often would you like these notifications delivered to you via email?" with a dropdown menu set to "Weekly summary".

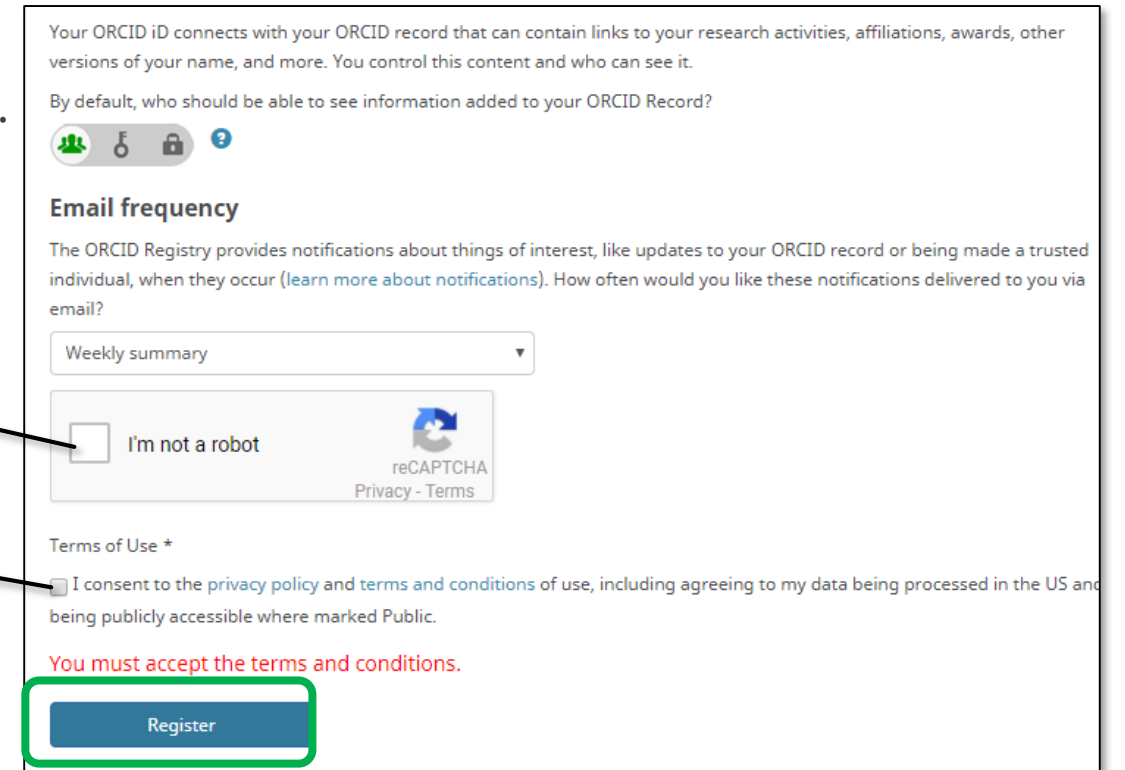
If you don't have an ORCID account yet

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6b. Fill in the registration form (cont.). Click "Register".

Check "I'm not a robot"
and complete the task

Check the consent box



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?

Public Only me Only my trusted individuals Only my trusted individuals and my trusted individuals' trusted individuals

Email frequency

The ORCID Registry provides notifications about things of interest, like updates to your ORCID record or being made a trusted individual, when they occur ([learn more about notifications](#)). How often would you like these notifications delivered to you via email?

Weekly summary

I'm not a robot  reCAPTCHA
Privacy - Terms

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.

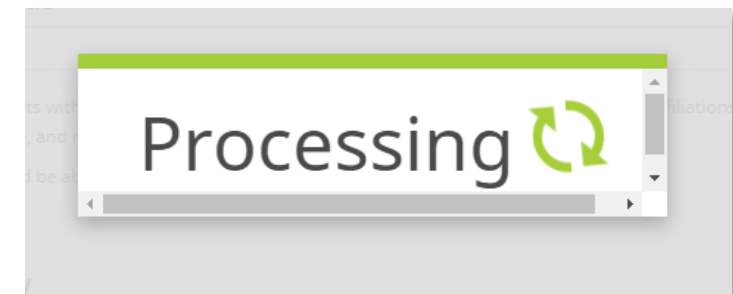
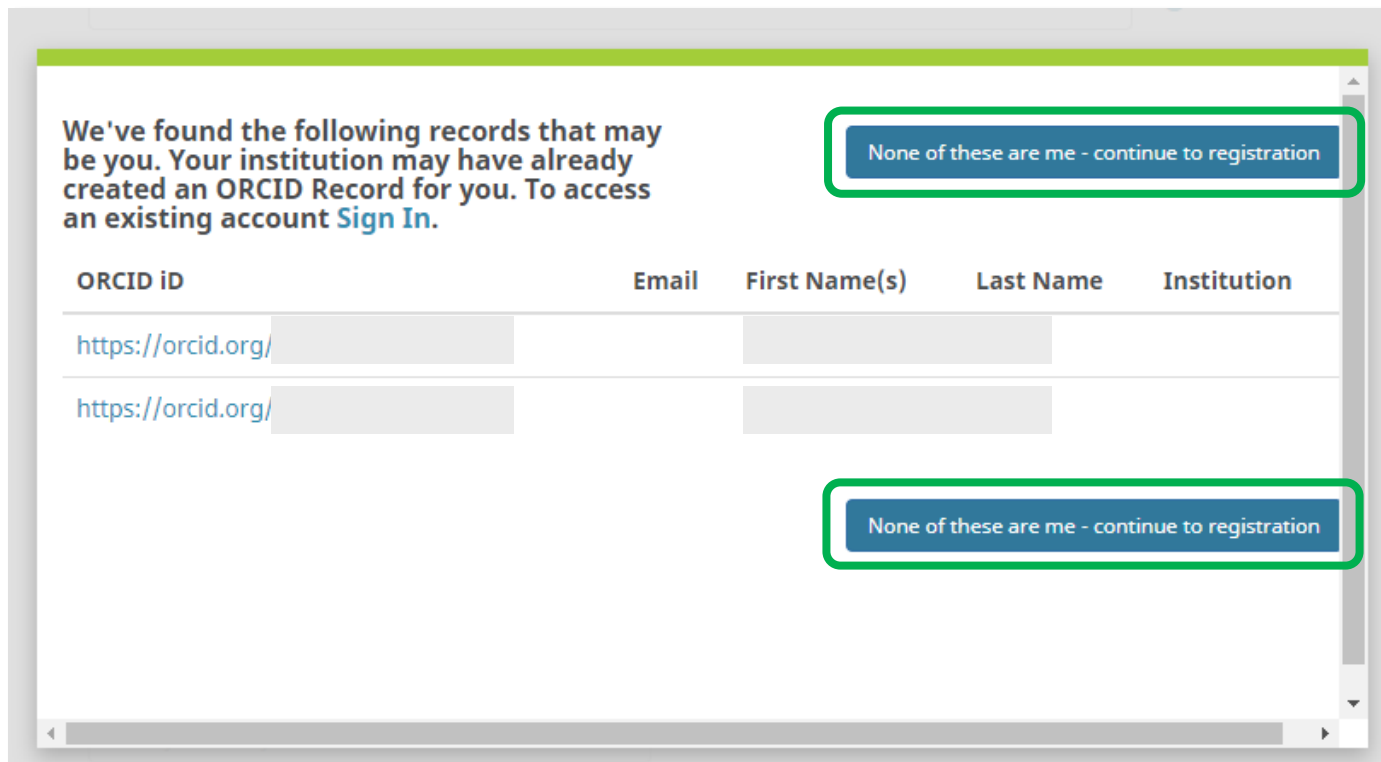
You must accept the terms and conditions.

Register

If you don't have an ORCID account yet

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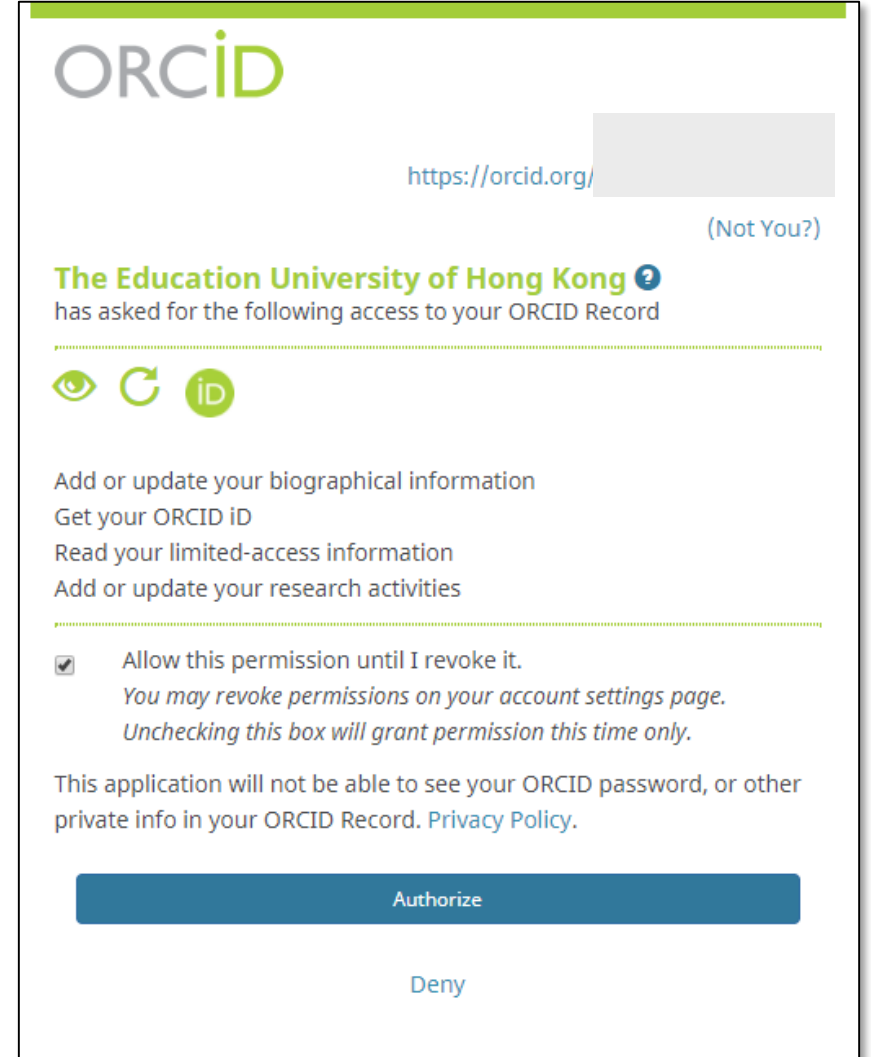
- ORCID may show some existing records with names similar to yours. If you have never created your ORCID ID, click “None of these are me – continue to registration”. ORCID will then process your registration.



If you don't have an ORCID account yet

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8. Click “Authorize” to allow EdUHK Library to update your ORCID Profile with records from the EdUHK Research Repository on regular basis.



The screenshot shows the ORCID authorization interface. At the top left is the ORCID logo. To the right is a URL: <https://orcid.org/> followed by a redacted user ID. Below the URL is a link that says "(Not You?)". The main heading is "The Education University of Hong Kong" with a question mark icon, followed by the text "has asked for the following access to your ORCID Record". Below this is a list of permissions, each with a green icon: an eye icon for "Add or update your biographical information", a refresh icon for "Get your ORCID iD", and an ID icon for "Read your limited-access information". The first permission, "Add or update your biographical information", is checked with a checkbox. Below the permissions list is a note: "This application will not be able to see your ORCID password, or other private info in your ORCID Record. Privacy Policy." At the bottom are two buttons: a blue "Authorize" button and a blue "Deny" button.

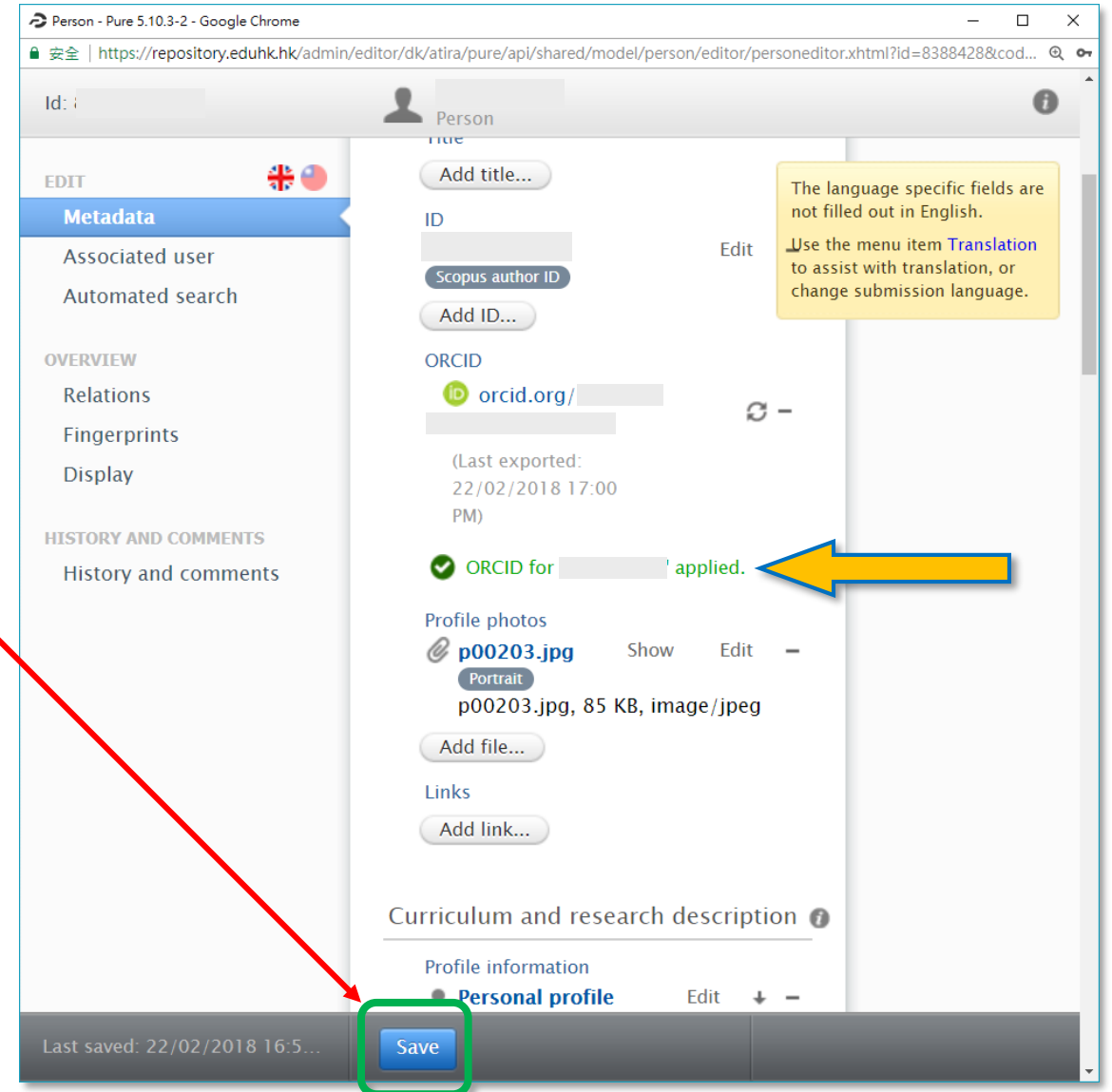
If you don't have an ORCID account yet

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9. You will then be redirected back to the EdUHK Research Repository and you should see “ORCID for [your name] applied.” in green. Click .

Caution!!

Please note this is a **very important step**. If “Save” is not clicked, authorization will not be activated.

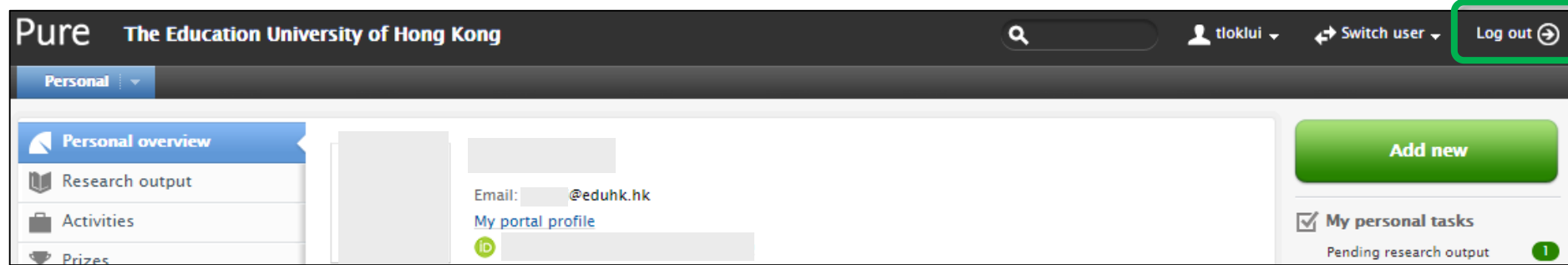


The screenshot shows the 'Person' profile editor interface. The 'ORCID' field is highlighted with a green checkmark and the text 'ORCID for [redacted] applied.' A yellow callout box states: 'The language specific fields are not filled out in English. Use the menu item Translation to assist with translation, or change submission language.' A red arrow points from the 'Save' button at the bottom to the text in the first list item. A yellow arrow points from the 'ORCID for [redacted] applied.' text to the 'Save' button.

If you don't have an ORCID account yet

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10. Logout from the EdUHK Research Repository (Pure) to finish.



Assistance and Enquiries

Information Counter
G/F, Mong Man Wai Library

✉ libinfo@eduhk.hk
☎ 2948-6653

EdUHK Research Repository Team

✉ librep@eduhk.hk
☎ 2948-6575