EdUHK Library
ORCID Registration Service

User Guide
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Scenario One:
If you already have an ORCID account
If you already have an ORCID account

1. Go to the following webpage: https://repository.eduhk.hk/admin (Pure - The EdUHK Research Repository).
2. Login with your EdUHK account.
If you already have an ORCID account

3. Click “Edit profile…”. 
If you already have an ORCID account

4. Click “Authorise export of content to ORCID”.
If you already have an ORCID account

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

7. ORCID will then process your authorization. It may take a while.
If you already have an ORCID account

7. Click “Authorize”.

![ORCID authorization screen](image)

The Education University of Hong Kong has asked for the following access to your ORCID Record:

- Add or update your research activities
- Read your limited-access information
- Add or update your biographical information
- Get your ORCID iD

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
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 **Save**.

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

9. The process is done and the “Authorise” button will no longer appear.
If you already have an ORCID account

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

1. Go to the following webpage: https://repository.eduhk.hk/admin (Pure - The EdUHK Research Repository).
2. Login with your EdUHK account.
If you don’t have an ORCID account yet

3. Click “Edit profile...”
If you don’t have an ORCID account yet

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

![Create or Connect your ORCID ID screenshot](image-url)
If you don’t have an ORCID account yet

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
If you don’t have an ORCID account yet

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

- Check “I’m not a robot” and complete the task
- Check the consent box
7. 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.
8. Click “Authorize” to allow EdUHK Library to update your ORCID Profile with records from the EdUHK Research Repository on regular basis.
If you don’t have an ORCID account yet

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.
If you don’t have an ORCID account yet

10. Logout from the EdUHK Research Repository (Pure) to finish.
## Assistance and Enquiries

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<th>Phone</th>
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<tr>
<td>Information Counter</td>
<td><a href="mailto:libinfo@eduhk.hk">libinfo@eduhk.hk</a></td>
<td>2948-6653</td>
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<td>G/F, Mong Man Wai Library</td>
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<tr>
<td>EdUHK Research Repository Team</td>
<td><a href="mailto:librep@eduhk.hk">librep@eduhk.hk</a></td>
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