

EdUHK Library ORCID Registration Service

User Guide

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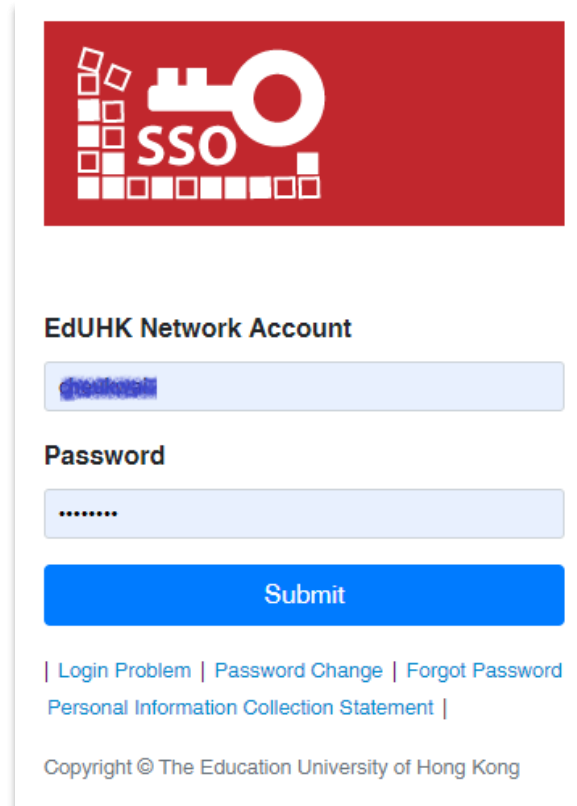
Scenario One:

If you already
have an ORCID
account

If you already have an ORCID account

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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.



EdUHK Network Account

g...

Password

Submit

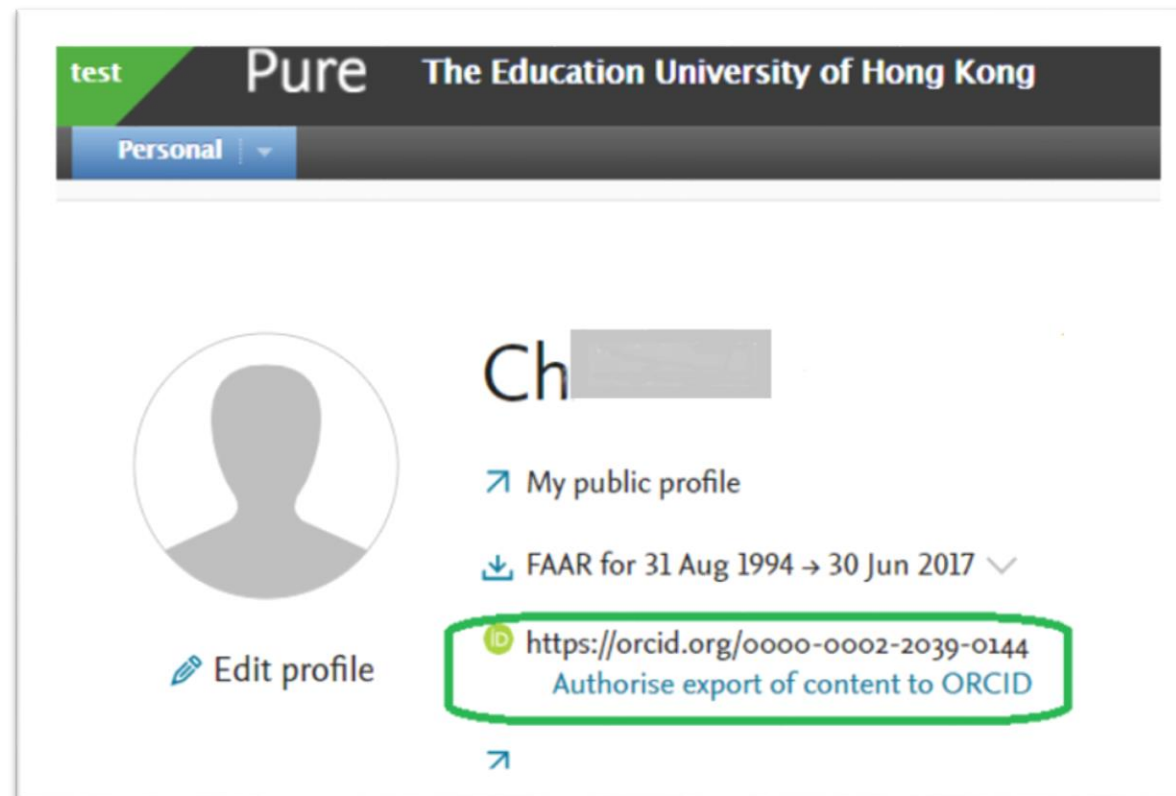
[Login Problem](#) | [Password Change](#) | [Forgot Password](#)
[Personal Information Collection Statement](#) |

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If you already have an ORCID account

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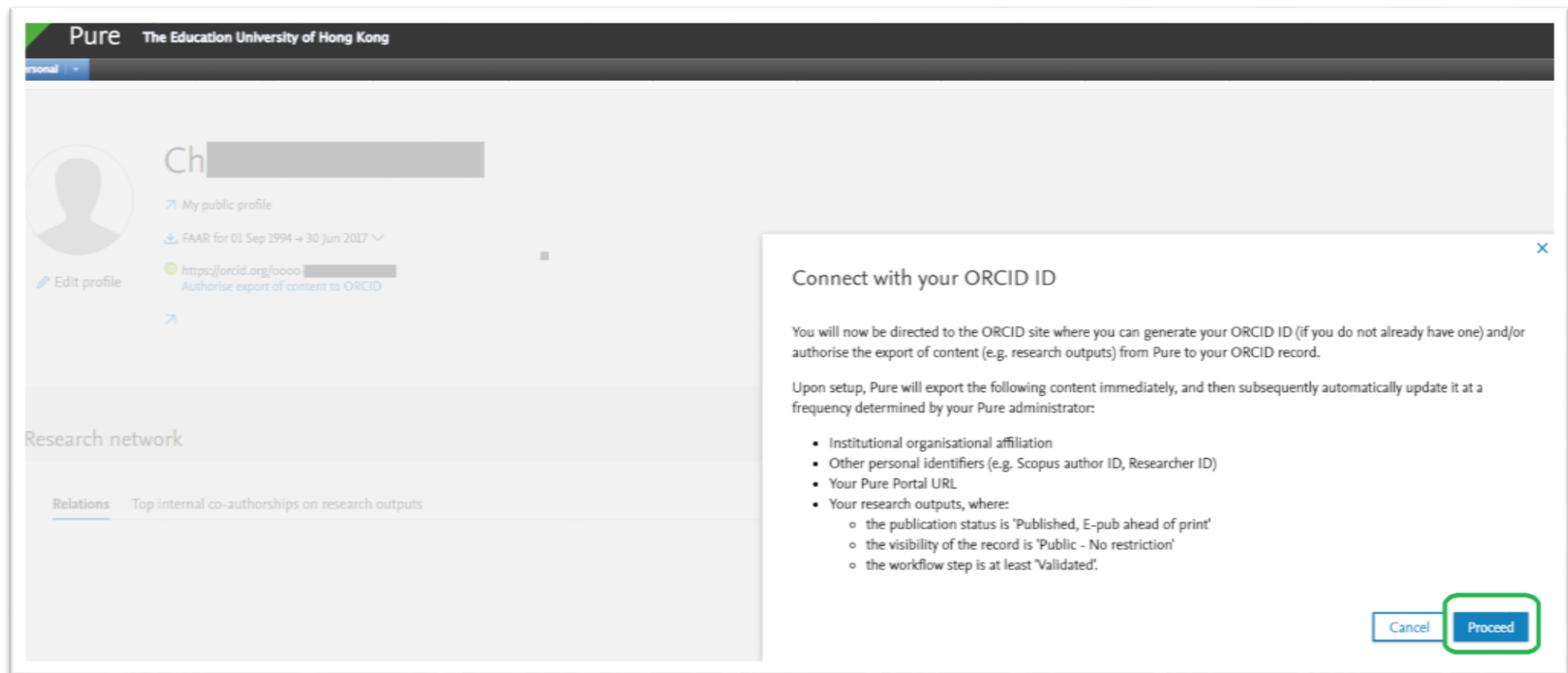
3. Click “Authorise export of content to ORCID”.



If you already have an ORCID account

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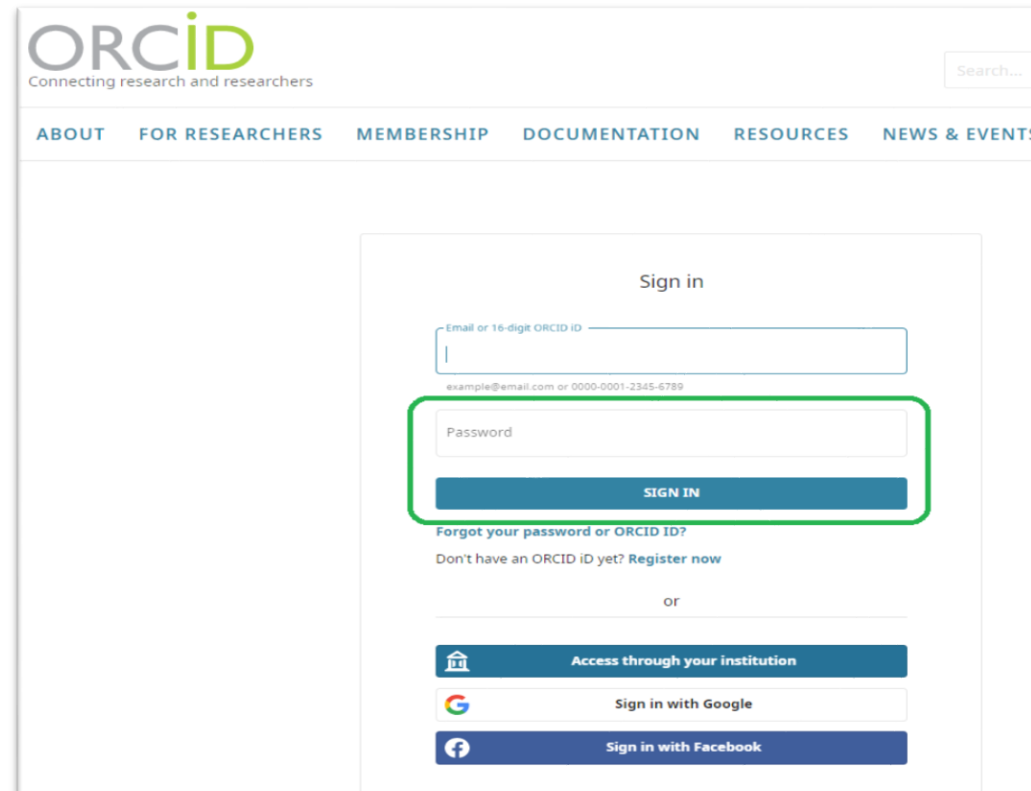
4. Click “Proceed” at the “Connect with your ORCID ID” pop-up window.
You will then be redirected to the ORCID website.



If you already have an ORCID account

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



The screenshot shows the ORCID login page. At the top left is the ORCID logo with the tagline "Connecting research and researchers". To the right is a search bar. Below the header is a navigation menu with links: ABOUT, FOR RESEARCHERS, MEMBERSHIP, DOCUMENTATION, RESOURCES, and NEWS & EVENTS. The main content area is titled "Sign in". It contains a text input field for "Email or 16-digit ORCID ID" with a placeholder "example@email.com or 0000-0001-2345-6789". Below this is a password input field, which is highlighted with a green rounded rectangle. Under the password field is a blue "SIGN IN" button. Below the button are links for "Forgot your password or ORCID ID?" and "Don't have an ORCID iD yet? Register now". Below these links is an "or" separator. At the bottom are three buttons: "Access through your institution" (with a building icon), "Sign in with Google" (with the Google logo), and "Sign in with Facebook" (with the Facebook logo).

If you already have an ORCID account

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6. Click “Authorize access”.

ORCID Authorize access

You are currently signed in as:

Ch [redacted]
[https://orcid.org/0000-\[redacted\]](https://orcid.org/0000-[redacted])
[Sign out](#)

The Education University of Hong Kong ?

has asked for the following access to your ORCID record:

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

Authorize access


[Deny access](#)

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 in your [account settings](#).

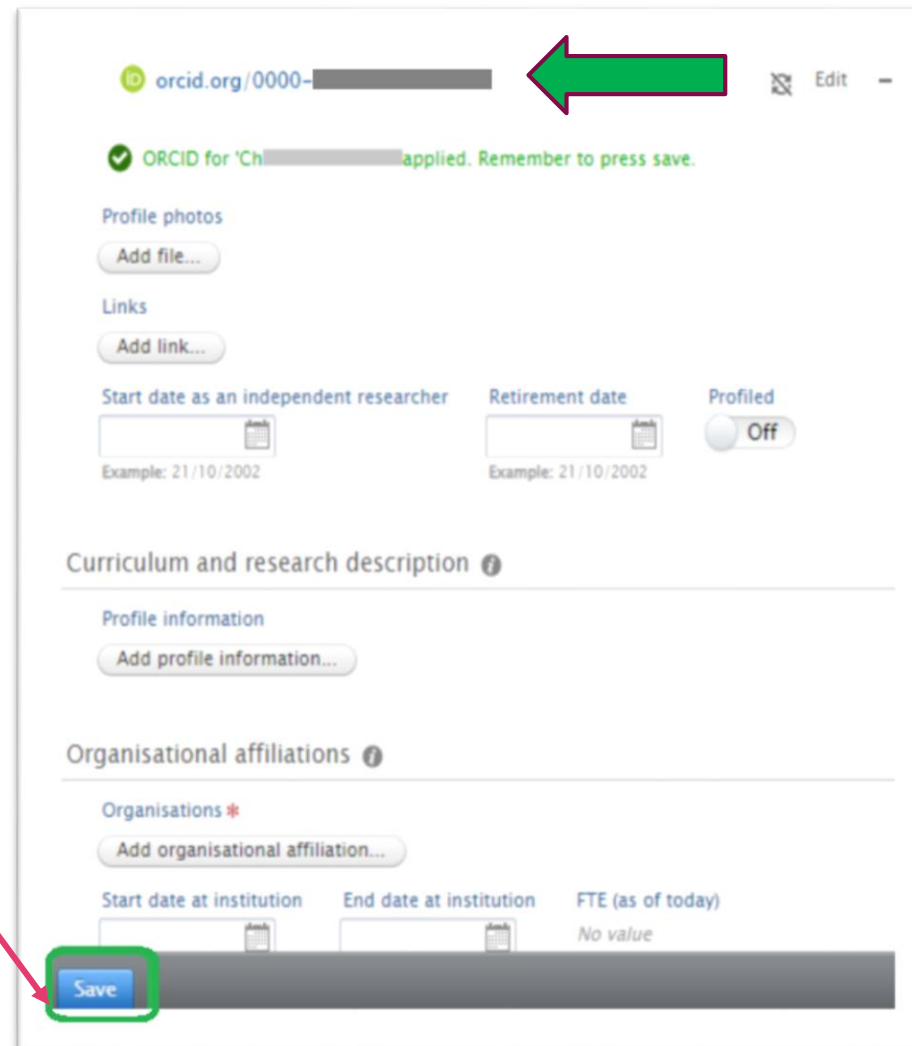
If you already have an ORCID account

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7. 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.

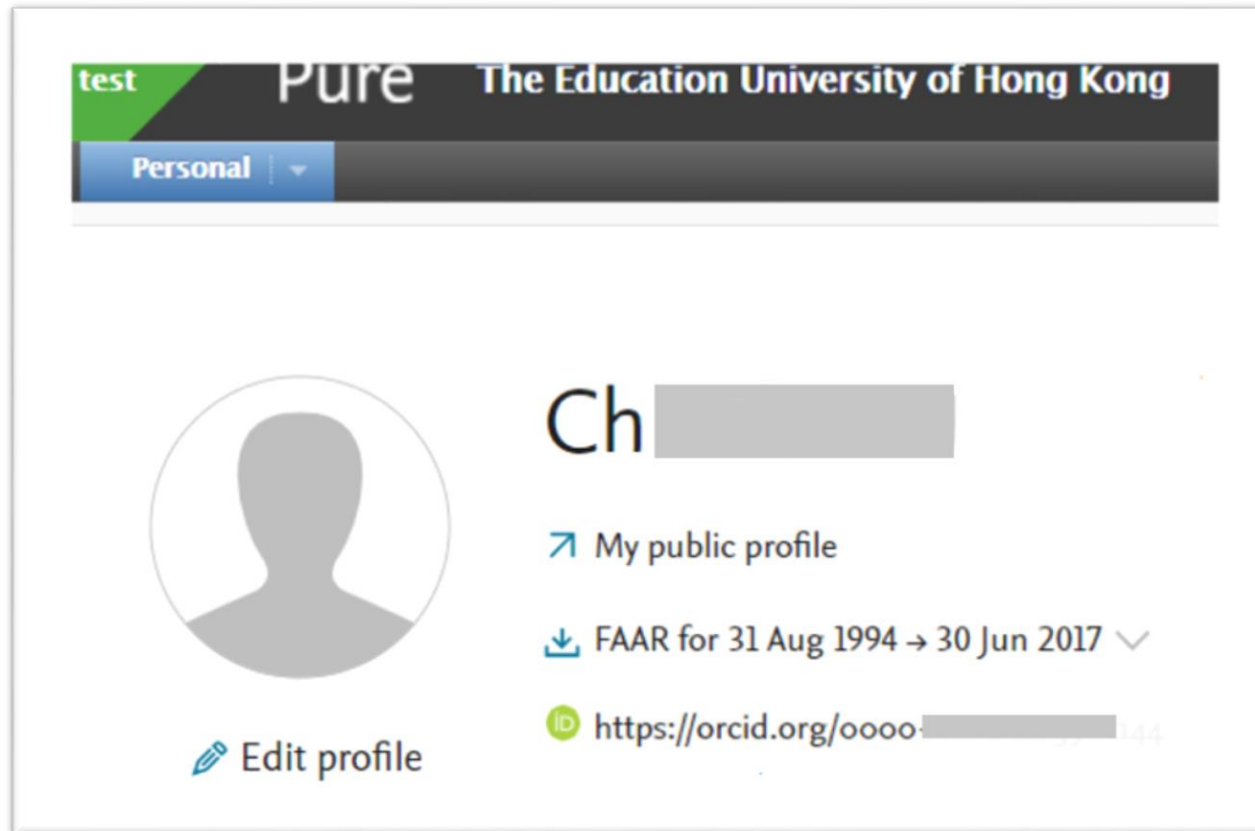


The screenshot shows the ORCID iD profile page. A green arrow points to the ORCID iD at the top, which is followed by a redacted name. Below this, a green checkmark and the text "ORCID for 'Ch...' applied. Remember to press save." are visible. The page includes sections for "Profile photos", "Links", "Start date as an independent researcher", "Retirement date", and "Profiled" (set to Off). There are also sections for "Curriculum and research description", "Profile information", and "Organisational affiliations". At the bottom, there is a "Save" button highlighted with a green box. A red arrow points from the "Save" button in the text above to this button. A pink arrow points from the "Save" button in the text above to the "Save" button at the bottom of the page.

If you already have an ORCID account

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



If you already have an ORCID account

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

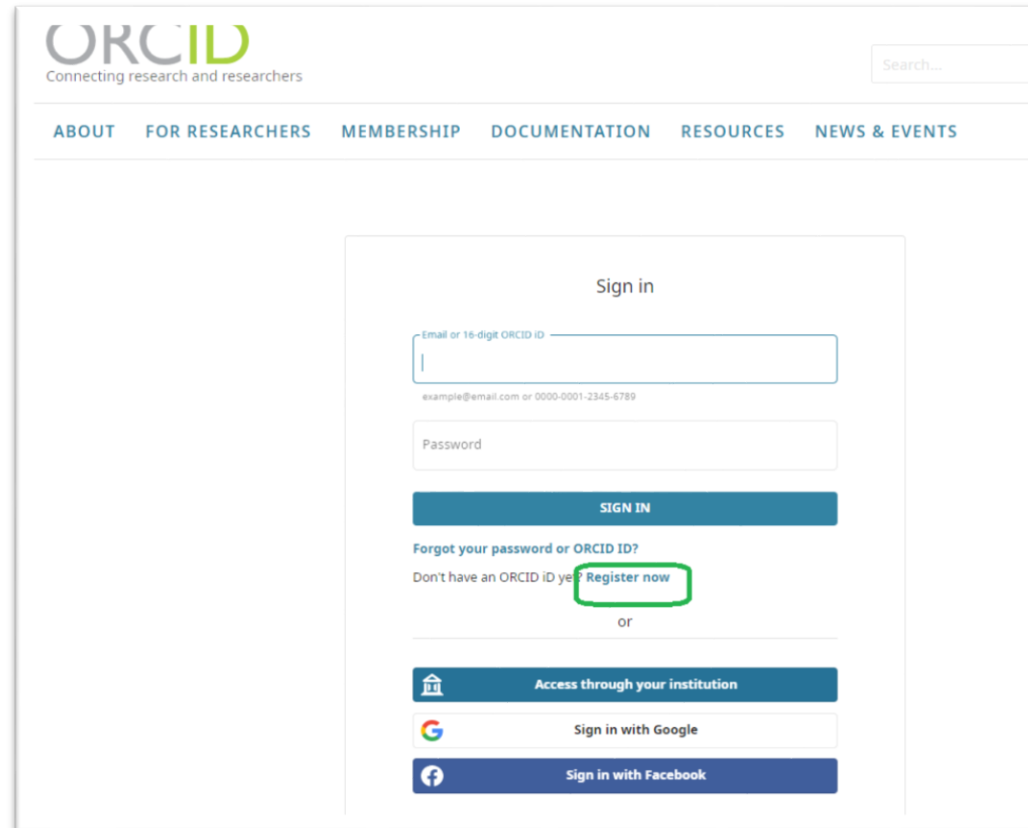


Scenario Two:
If you don't
have an ORCID
account yet

If you don't have an ORCID account yet

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1. Go to ORCID's homepage: <https://orcid.org>
2. Click "Register now".



The screenshot shows the ORCID homepage with the following elements:

- ORCID Logo:** "Connecting research and researchers"
- Search Bar:** Located in the top right corner.
- Navigation Menu:** ABOUT, FOR RESEARCHERS, MEMBERSHIP, DOCUMENTATION, RESOURCES, NEWS & EVENTS.
- Sign in Section:**
 - Input field for "Email or 16-digit ORCID ID" with a placeholder example: "example@email.com or 0000-0001-2345-6789".
 - Input field for "Password".
 - SIGN IN** button.
 - Links for "Forgot your password or ORCID ID?" and "Don't have an ORCID ID yet? **Register now**". The "Register now" link is highlighted with a green box.
 - "or" separator.
 - Access through your institution** button.
 - Sign in with Google** button.
 - Sign in with Facebook** button.

If you don't have an ORCID account yet

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3. Fill in the registration form.

Your first name / given name

Your last name / family name

Your email address

The screenshot shows the 'Create your ORCID iD' registration page, which is step 1 of 3. It includes a link to the terms of use and a 'Sign In' link for existing users. The form contains several input fields: 'First name' (highlighted with a red border and a help icon), 'Last name (Optional)', 'Primary email', 'Confirm primary email', and 'Additional email (Optional)' (with a help icon). A '+ Add another email' link is located below the email fields. At the bottom, there are 'GO BACK' and 'NEXT' buttons. On the left side of the slide, three text boxes with labels are connected to the form fields by lines: 'Your first name / given name' points to the 'First name' field; 'Your last name / family name' points to the 'Last name (Optional)' field; and 'Your email address' points to both the 'Primary email' and 'Confirm primary email' fields.

Create your ORCID iD
This is step 1 of 3

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

First name ?
Please enter your first/given name

Last name (Optional)

Primary email

Confirm primary email

Additional email (Optional) ?

[+ Add another email](#)

[GO BACK](#) [NEXT](#)

If you don't have an ORCID account yet

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4. 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.

ORCID
Connecting research and researchers

Search...

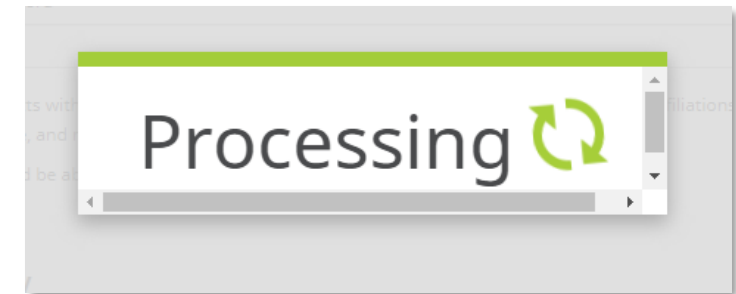
ABOUT

Could this be you?

We found some accounts with your name, which means you may have already created an ORCID ID using a different email address. Before creating an account, please confirm that none of these records belong to you. Not sure if any of these are you? [Contact us](#).

First Name	Last Name	Affiliations	View Record
Emil	Li	Hong Kong Unison, Technological and Higher Education Institute of Hong Kong, The Hong Kong Polytechnic University, University of Bristol, University of Leeds	View Record
Emil		kracy	View Record
Emil		Technion Israel Institute of Technology	View Record
Emil	Hanc	AGH University of Science and Technology, National University of Singapore, The Mineral and Energy	View Record

[I ALREADY HAVE AN ID, GO BACK TO SIGN IN](#) [NONE OF THESE ARE ME, CONTINUE WITH REGISTRATION](#)



If you don't have an ORCID account yet

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5. Create and confirm your password.

Click "Next".

Create your own password

The screenshot shows the ORCID account creation process at step 2 of 3, titled "Security and notifications". The page has three tabs at the top: "Personal data", "Security and notifications" (which is active), and "Visibility and terms". The main heading is "Create your ORCID iD" with the subtext "This is step 2 of 3". There are two input fields: "Password" and "Confirm password". Below the "Password" field, there are three requirements listed with checkmarks: "8 or more characters", "1 letter or symbol", and "1 number". A help icon (?) is next to the "Password" field. Below the input fields is a section titled "Notification settings" which explains that ORCID sends email notifications about account, security, and privacy. It also offers an option to receive emails about new features and tips, with a checkbox that is currently unchecked. At the bottom, there are two buttons: "GO BACK" and "NEXT".

If you don't have an ORCID account yet

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6. Fill in the registration form (cont.).

Click "Register".

Check the consent box

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

Create your ORCID iD
This is step 3 of 3

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

☐ **Everyone** (87% of users choose this)

☐ **Trusted Organizations** (5% of users choose this)

☐ **Only me** (8% of users choose this)

[More information on visibility settings](#)

Terms of Use

☐ I consent to the [privacy policy](#) and [terms of use](#) and agree to my data being publicly accessible where marked as "Visible to Everyone".

☐ I consent to my data being processed in the United States.
[More information on how ORCID process your data.](#)

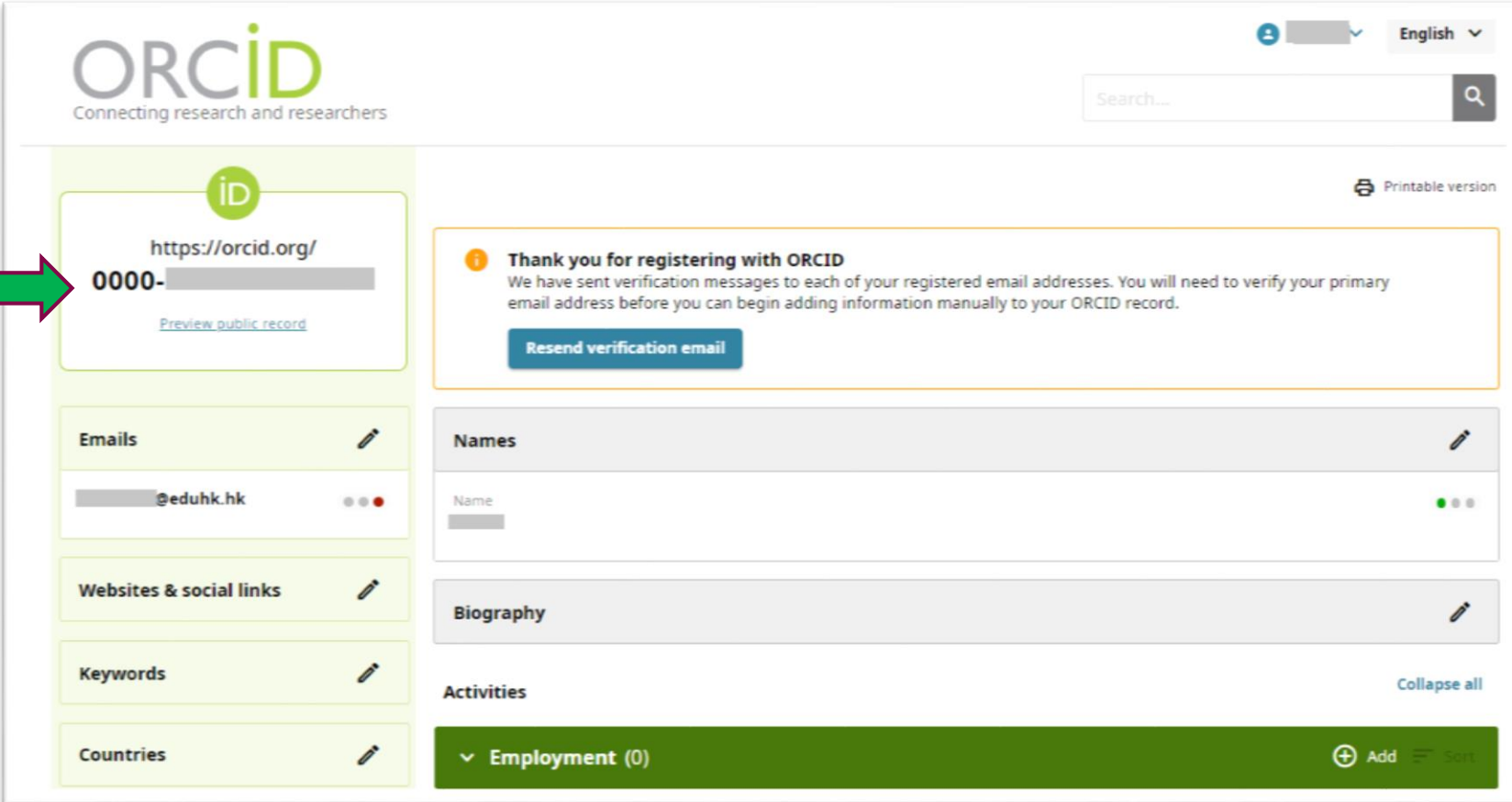
☐ I'm not a robot

[GO BACK](#) [REGISTER](#)

If you don't have an ORCID account yet

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7. Your ORCID ID have been created.

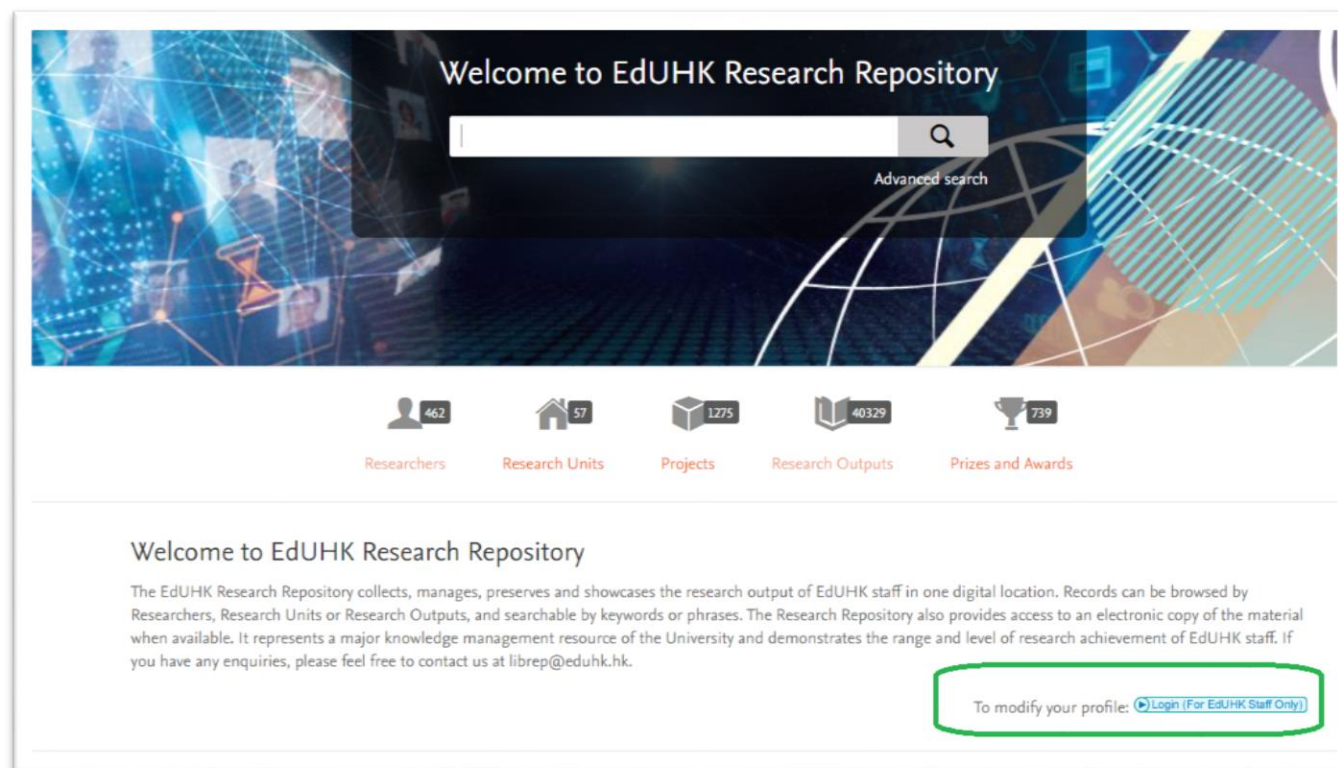


The screenshot displays the ORCID iD registration page. At the top, the ORCID logo and tagline "Connecting research and researchers" are visible. A search bar and a language dropdown set to "English" are in the top right. A green arrow points to the newly created ORCID iD: <https://orcid.org/0000-XXXX-XXXX-XXXX>. Below this, a "Preview public record" link is provided. A yellow box contains a "Thank you for registering with ORCID" message, stating that verification messages have been sent to registered email addresses and that the user needs to verify their primary email address before adding information manually. A "Resend verification email" button is located below this message. The left sidebar includes links to "Emails", "Websites & social links", "Keywords", and "Countries", each with an edit icon. The main content area shows sections for "Names", "Biography", and "Activities". The "Activities" section is currently collapsed, showing "Employment (0)" with an "Add" button and a "Sort" dropdown.

If you don't have an ORCID account yet

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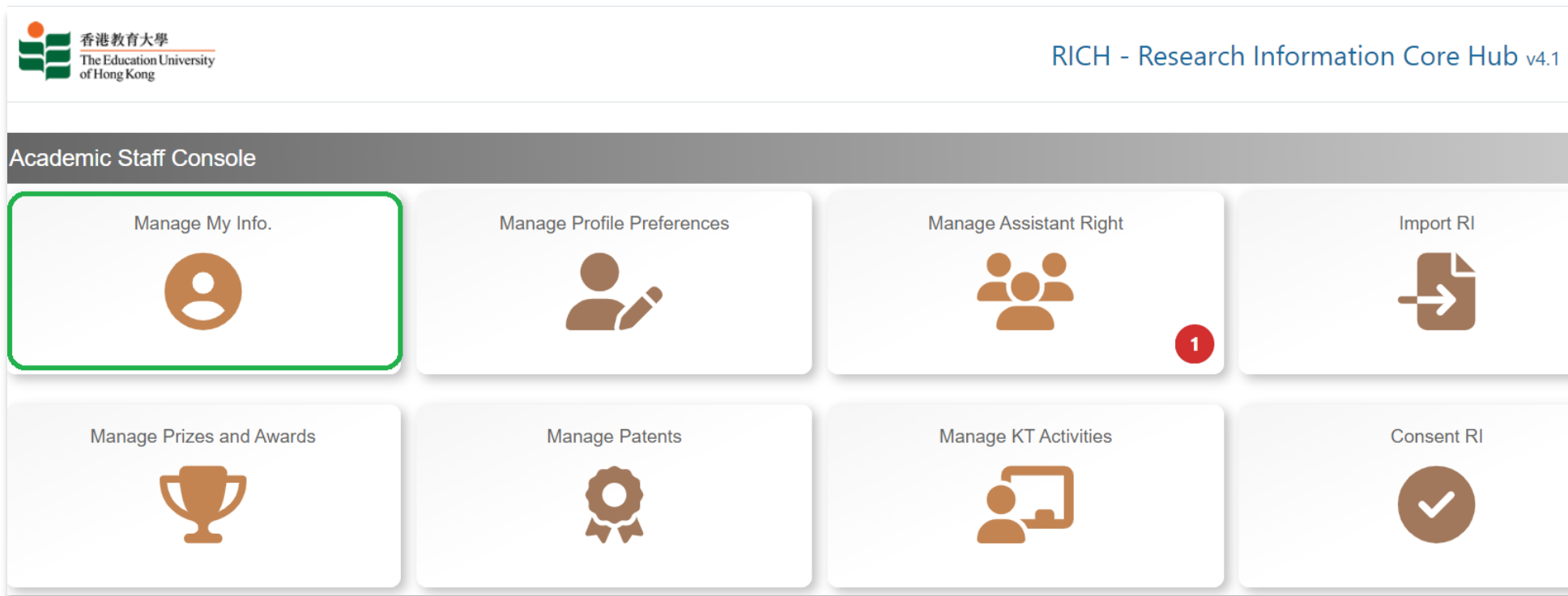
8. Go to the following webpage: <https://repository.eduhk.hk/en/> (**The EdUHK Research Repository**).
9. Login with your EdUHK account.



If you don't have an ORCID account yet

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10. Click “Manage My Info”.



If you don't have an ORCID account yet

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11. Click “Researcher IDs”.

12. Add your ORCID ID.

13. Click “Save and Release”. Your ORCID ID will be synchronized to Pure admin page within an hour.

The screenshot shows the 'Manage My Info.' page with the following elements:

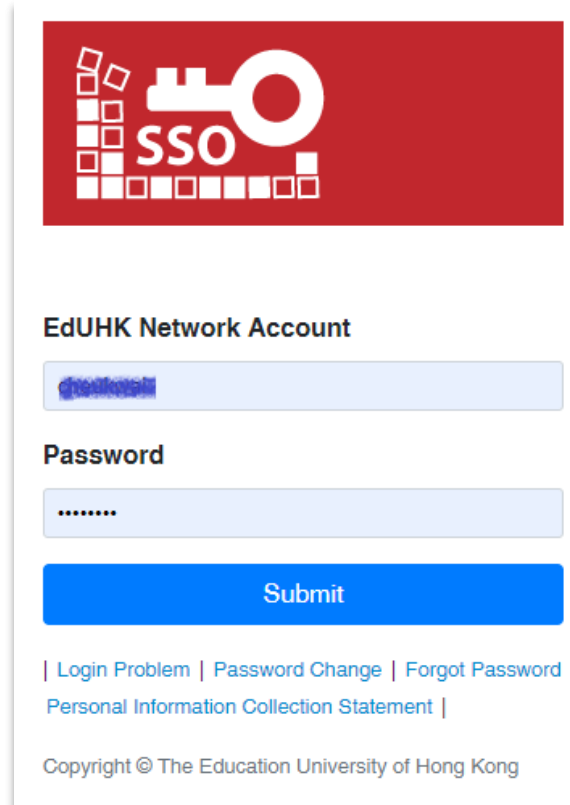
- Header:** Manage My Info.
- Profile Section:** Includes a photo placeholder (Max. file size: 1MB), a 'Show Photo' toggle, and a '+ Choose' button. To the right, there's a name field (Dr [redacted]), a phone number field ((852) 2948 [redacted]), a fax field (N/A), and an email field ([redacted]@eduhk.hk). A note below states: '(Contact Information is extracted from Communication Directory. To update, please use Staff Communication Directory Update Request Form)'.
- Tabs:** Personal Profile, Research Interests, Teaching Interests, External Appointments, Other Activities, Website Selection, and Researcher IDs (highlighted with a green box).
- Researcher IDs Section:** Contains input fields for ORCID, Scopus Author ID [1], Scopus Author ID [2], and ResearcherID. A green arrow points to the ORCID input field.
- Footer:** Includes a 'Back to Dashboard' button, a 'Save and Release' button (highlighted with a green box), and a message: 'The Information will be updated to your EdUHK Research Repository Profile within an hour'.

If you don't have an ORCID account yet

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14. Go to Pure admin page: <https://repository.eduhk.hk/admin> (**Pure - The EdUHK Research Repository**).

15. Login with your EdUHK account.



EdUHK Network Account

gustafson

Password

.....

Submit

[Login Problem](#) | [Password Change](#) | [Forgot Password](#)
[Personal Information Collection Statement](#)

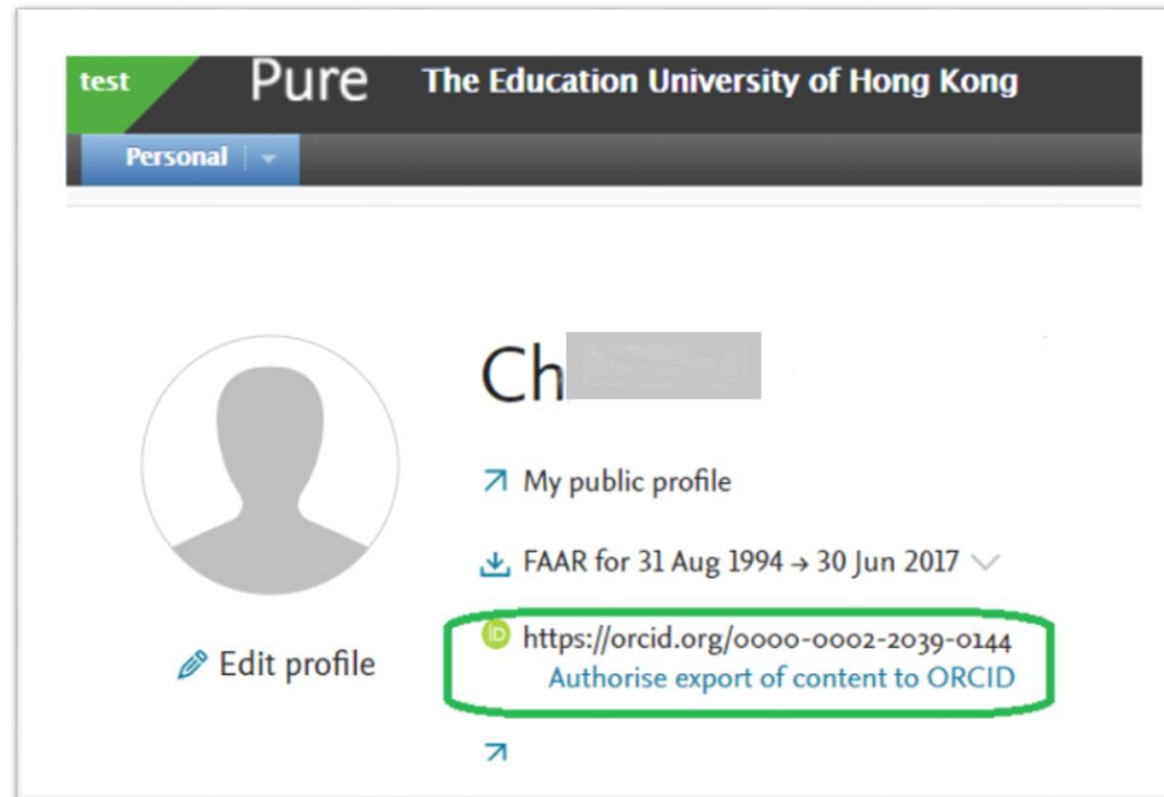
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If you don't have an ORCID account yet

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16. You can now find your ORCID ID and the button “Authorise export of content to ORCID”.

17. Follow the step in **Scenario One: If you already have an ORCID account** (page 5 -11)



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