

## Overview information

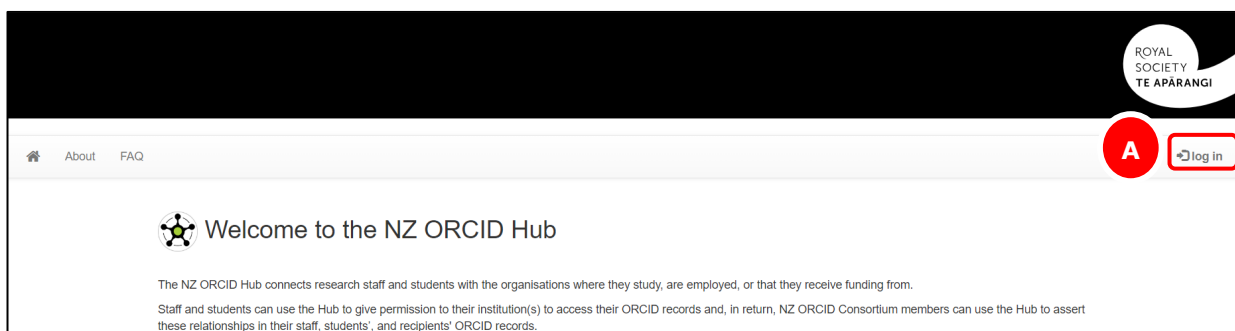
The [NZ ORCID Hub](#) is a simple web service that connects research staff and students with the organisations in which they study, work or receive funding.

By linking your [ORCID iD](#) with the NZ ORCID Hub, you can grant permission to the University to access your ORCID record enabling them to read/write information directly, such as Employment and Education (if graduated directly from the University). As well as saving you time, having the University assert your affiliation and act as the **trusted source** of this data improves the authenticity of the information on your ORCID record.

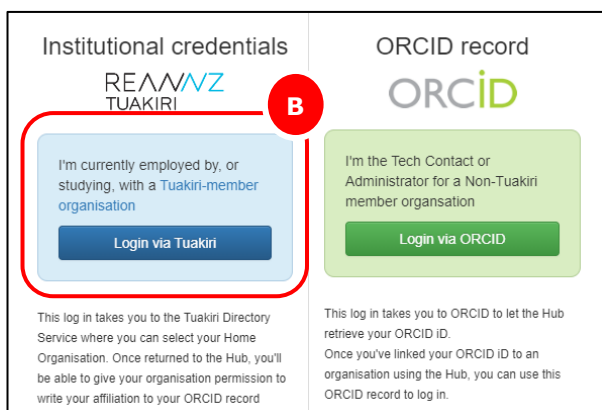
The steps below will guide you through the process of **connecting** to the NZ ORCID Hub *and* **creating** an ORCID iD if you do not have an existing one.

## Signing up to the NZ ORCID Hub

### A. Navigate to <https://orcidhub.org.nz/> and Log in.



### B. Log in via Tuakiri Institutional credentials.

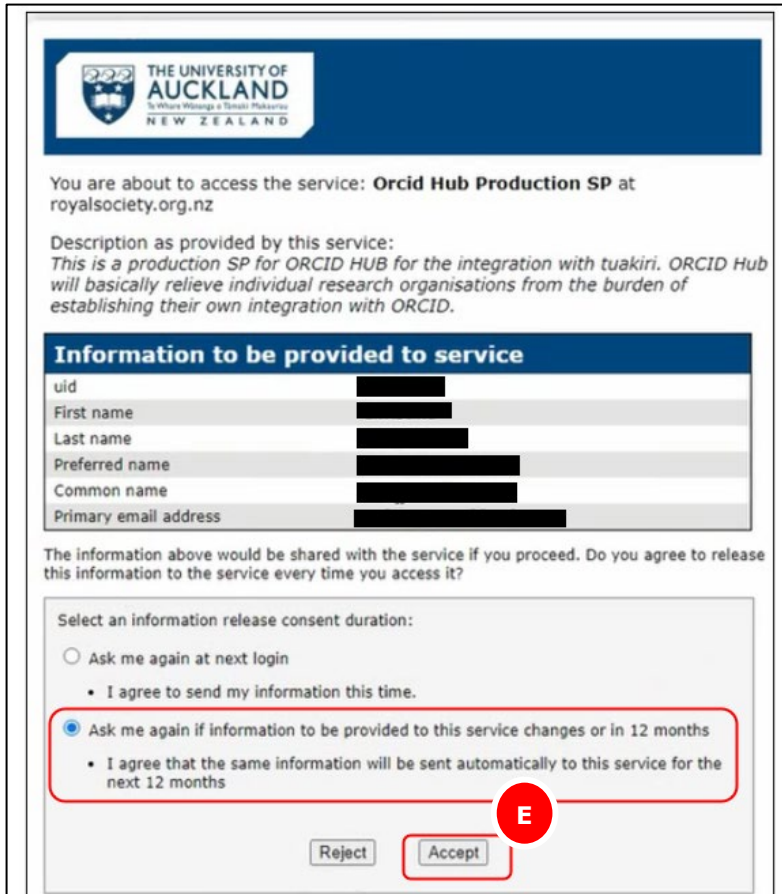


### C. Search for 'The University of Auckland' and select 'Continue to your organisation'.



**D. Sign in** via Single Sign On.

**E. Connect** the NZ ORCID Hub with The University of Auckland.



**THE UNIVERSITY OF AUCKLAND**  
Te Whare Wānanga o Tāmaki Makarau  
NEW ZEALAND

You are about to access the service: **Orcid Hub Production SP** at royalsociety.org.nz

Description as provided by this service:  
*This is a production SP for ORCID HUB for the integration with tuakiri. ORCID Hub will basically relieve individual research organisations from the burden of establishing their own integration with ORCID.*

Information to be provided to service	
uid	[REDACTED]
First name	[REDACTED]
Last name	[REDACTED]
Preferred name	[REDACTED]
Common name	[REDACTED]
Primary email address	[REDACTED]

The information above would be shared with the service if you proceed. Do you agree to release this information to the service every time you access it?

Select an information release consent duration:

Ask me again at next login


- I agree to send my information this time.

Ask me again if information to be provided to this service changes or in 12 months

- I agree that the same information will be sent automatically to this service for the next 12 months

**F. Select** the 'Take me to ORCID to allow The University of Auckland to access my ORCID record'.

Kia ora [REDACTED] from **The University of Auckland**.

 Take me to ORCID to allow The University of Auckland permission to access my ORCID record F

By clicking this button, you'll be taken to ORCID to create or sign into your ORCID record. From there, if you authorise your organisation you'll be returned to the Hub with your organisation knowing your ORCID ID and able to read your public and trusted party information. In return, any staff/student affiliation shown by your Hub login will be written to your ORCID record.

## **Important next steps**

### **Have an existing ORCID iD and record?**

Follow **steps G – I**, to 'Sign in' and complete the authorisation process allowing the University of Auckland to connect with your record via the NZ ORCID Hub.

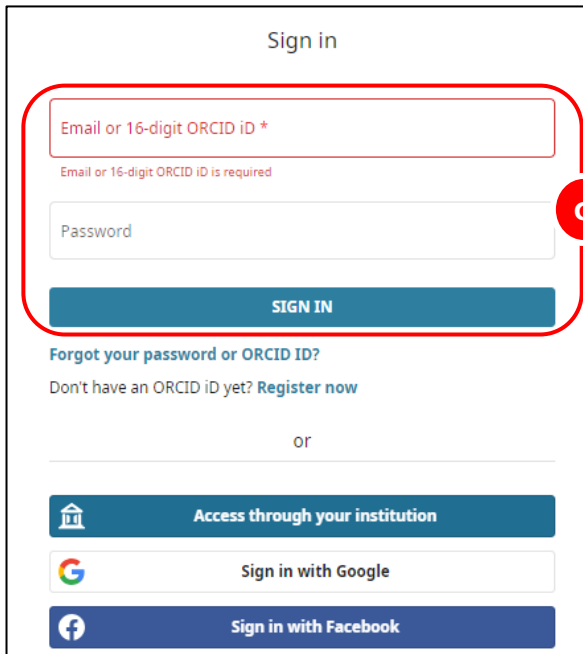
### **New to ORCID?**

Follow **steps J – P**, to create a new ORCID iD/record and then complete the authorisation process allowing the University of Auckland to connect with your record via the NZ ORCID Hub.

## Connect pre-existing ORCID record to the NZ ORCID Hub

### Continuing from Step F

**G. Sign in** to your ORCID account using your email (this may not be your university email) or ORCID iD.



Sign in

Email or 16-digit ORCID iD \*

Email or 16-digit ORCID ID is required


Password


**SIGN IN**


[Forgot your password or ORCID ID?](#)

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

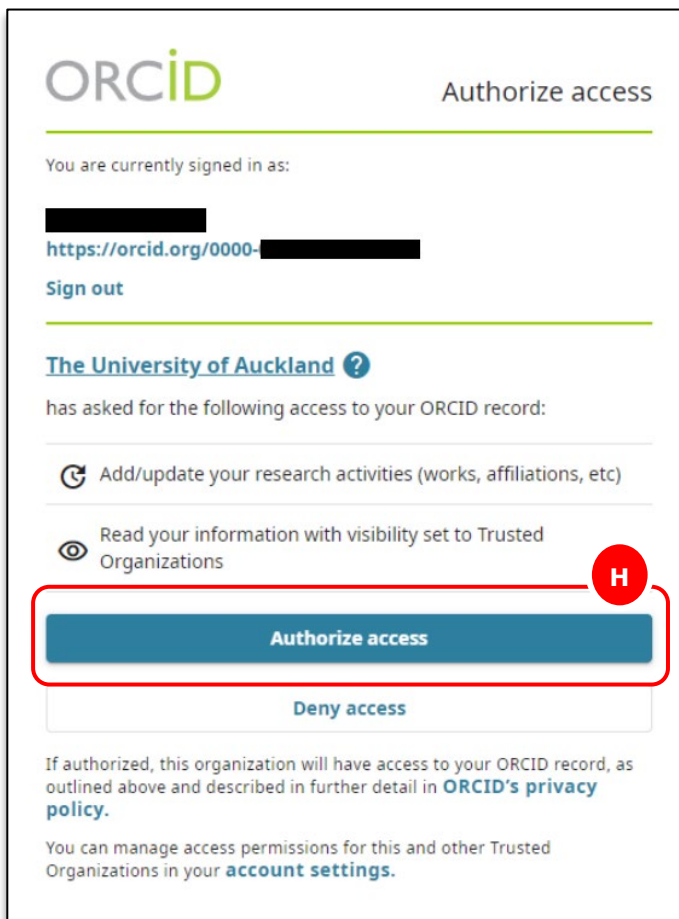
or

 **Access through your institution**

 **Sign in with Google**

 **Sign in with Facebook**



**H. Authorise** the University of Auckland to access your ORCID account.



ORCID Authorize access


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You are currently signed in as:



  
">https://orcid.org/0000-

[Sign out](#)

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**The University of Auckland** 

has asked for the following access to your ORCID record:

-  Add/update your research activities (works, affiliations, etc)
-  Read your information with visibility set to Trusted Organizations

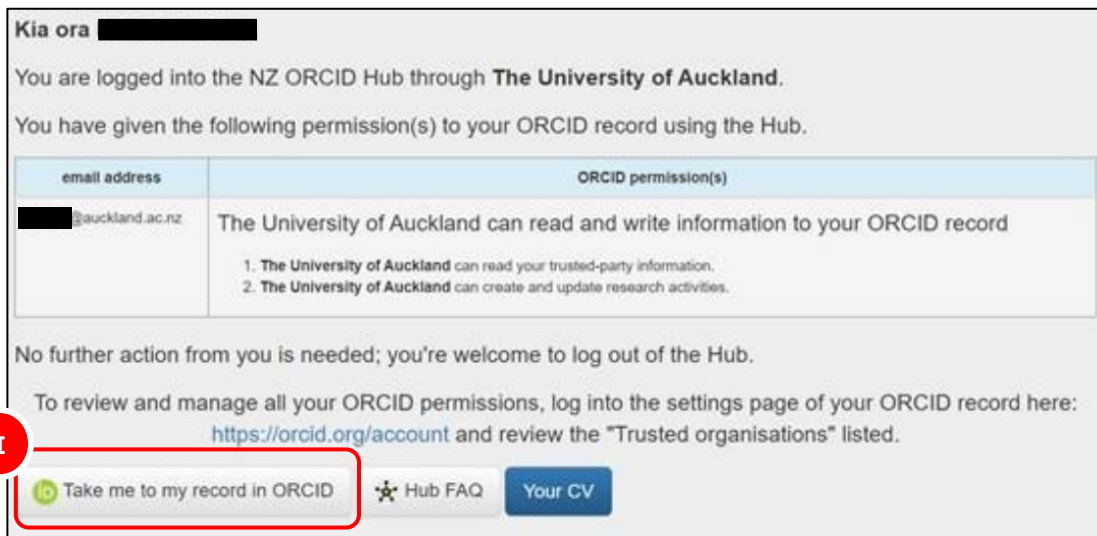
**Authorize access**

[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](#).

- I. Result:** You will see confirmation of the permissions granted to the University.  
**Select** 'take me to my record in ORCID'.



Kia ora [redacted]




You are logged into the NZ ORCID Hub through **The University of Auckland**.

You have given the following permission(s) to your ORCID record using the Hub.

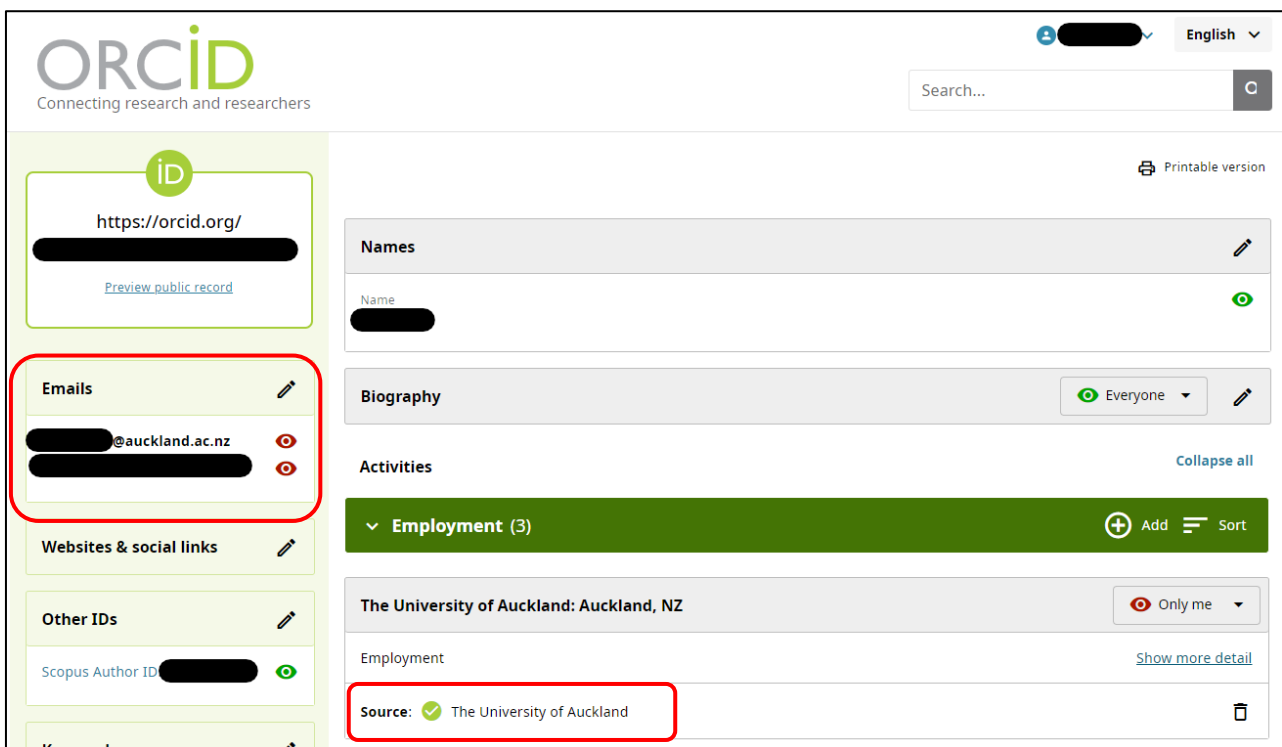
email address	ORCID permission(s)
[redacted]@auckland.ac.nz	The University of Auckland can read and write information to your ORCID record <ol style="list-style-type: none"><li>The University of Auckland can read your trusted-party information.</li><li>The University of Auckland can create and update research activities.</li></ol>

No further action from you is needed; you're welcome to log out of the Hub.

To review and manage all your ORCID permissions, log into the settings page of your ORCID record here:  
<https://orcid.org/account> and review the "Trusted organisations" listed.

**I**  Take me to my record in ORCID  Hub FAQ  Your CV

**Result:** The University is now the authenticated source of employment and education information.






ORCID  
Connecting research and researchers



English



Search...

Printable version



**id**  
<https://orcid.org/>  
[Preview public record](#)


**Emails**   
[redacted]@auckland.ac.nz   
[redacted] 

**Names**   
Name [redacted] 



**Biography**  Everyone 

**Activities** [Collapse all](#)

**Employment (3)**  Add  Sort

**The University of Auckland: Auckland, NZ**  Only me

Employment [Show more detail](#)

Source:  The University of Auckland 

## TOP TIP:

ORCID highly recommend registering your record with at least two email addresses; for example, your institutional email and a personal email address.

This will enable you to have multiple methods of signing into your ORCID record and ensure that you can always access it.

## Create a new ORCID iD and connect to the NZ ORCID Hub

### Continuing from Step F

**J. Create** your ORCID iD using your University of Auckland email.

**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

Last name (Optional)

Primary email

Confirm primary email

**K. Check** if you have an existing ORCID record. You will be prompted with a list of containing similar names. If satisfied you do not have an existing ORCID iD, proceed to 'continue with registration'.

### Could this be you?

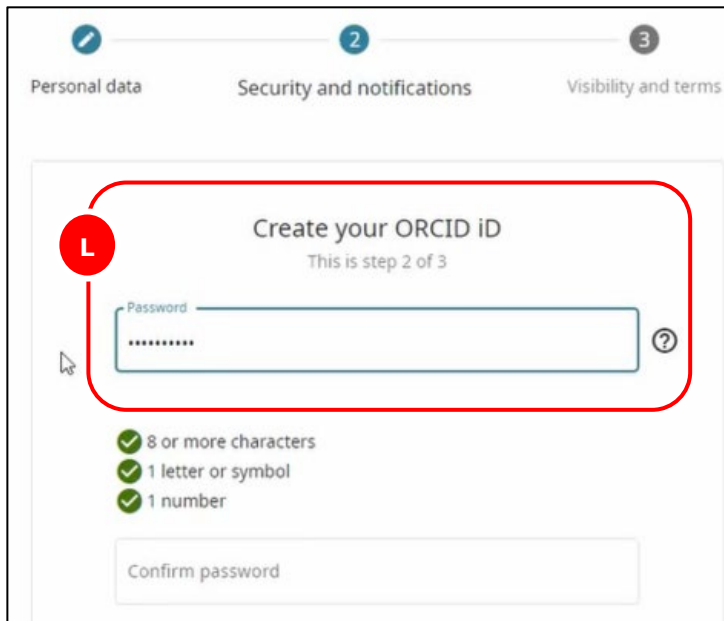
We found some accounts with your name, which means you may have already created an ORCID iD using a different email address. Before creating an account, please confirm that none of these records belong to you. Not sure if any of these are you? [Contact us](#).

First Name	Last Name	Affiliations	View Record
██████	Anderson	AgResearch Invermay, University of Otago	<a href="#">View Record</a>
██████	Azuma	Institute of Psychiatry Psychology and Neuroscience, Max Planck Institute for Psychological Research, Sophia University, University College London, University of Cambridge, University of Edinburgh, Waseda University, 日本心理学会	<a href="#">View Record</a>
██████	Nolen	Colorado College, Texas A&M University at Galveston	<a href="#">View Record</a>

I ALREADY HAVE AN ID, GO BACK TO SIGN IN

**NONE OF THESE ARE ME, CONTINUE WITH REGISTRATION**

**L. Create** your account password and confirm.



Personal data      Security and notifications      Visibility and terms

### Create your ORCID ID

This is step 2 of 3

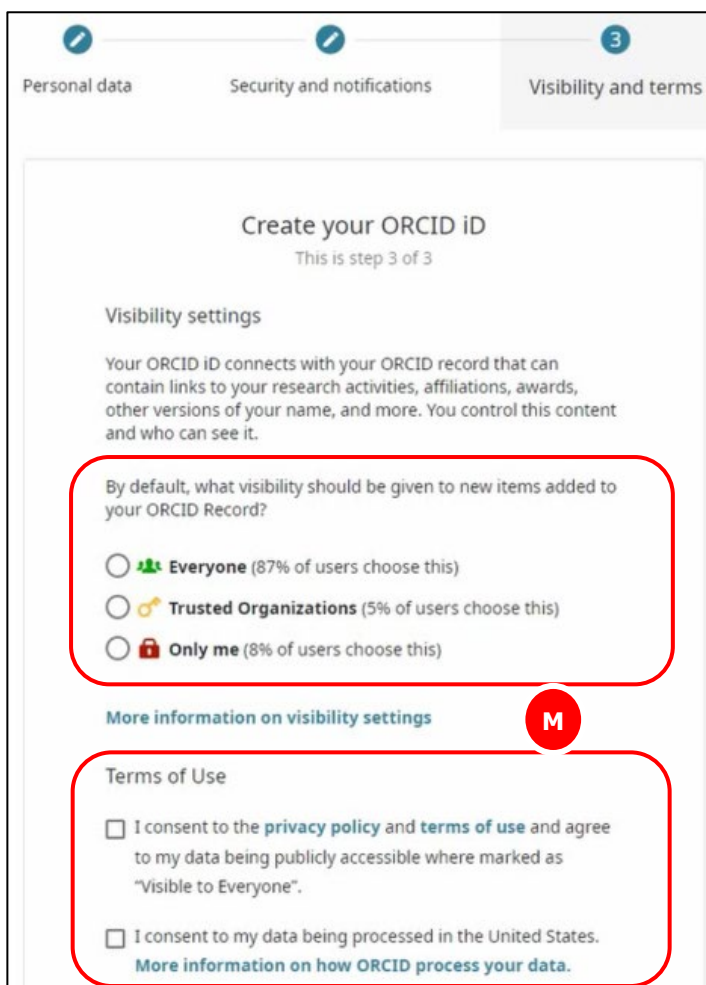
Password

- ✓ 8 or more characters
- ✓ 1 letter or symbol
- ✓ 1 number

Confirm password

**M. Set** your Visibility preferences and **check** the privacy policy and terms of use boxes.

With the potential to increase your online visibility, the recommendation is to share as much information publicly as you feel comfortable.



Personal data      Security and notifications      Visibility and terms




### 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?

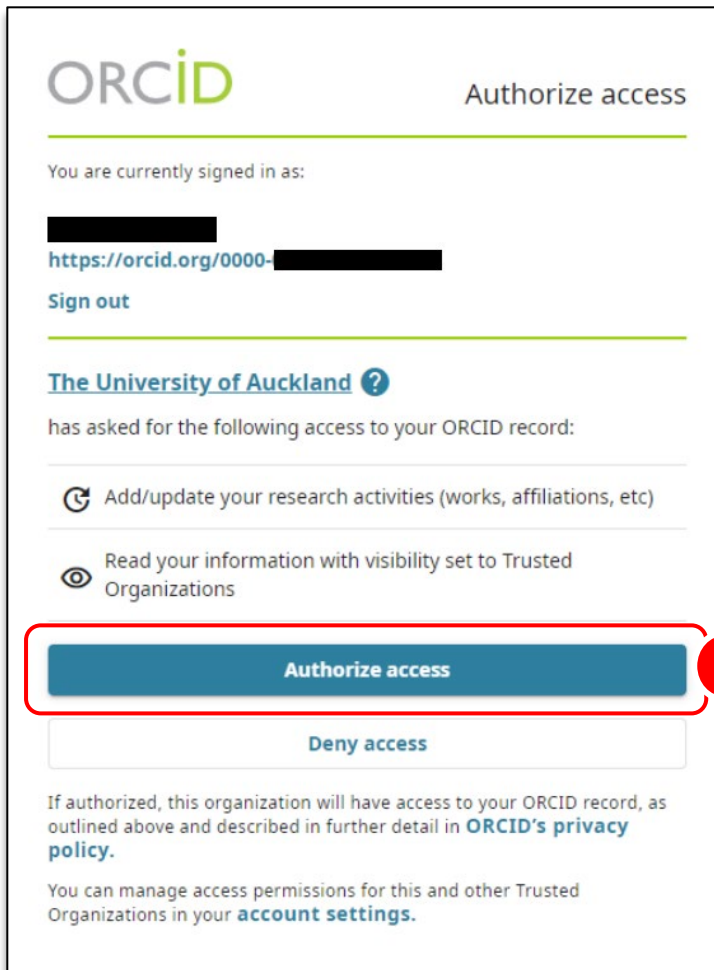
-  **Everyone** (87% of users choose this)
-  **Trusted Organizations** (5% of users choose this)
-  **Only me** (8% of users choose this)

[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.](#)

**N. Authorise** the University of Auckland to access your ORCID account.



**ORCID** Authorize access

You are currently signed in as:

██████████  
<https://orcid.org/0000-██████████>  
 Sign out

---

**The University of Auckland** ?

has asked for the following access to your ORCID record:

- 🔄 Add/update your research activities (works, affiliations, etc)
- 👁️ Read your information with visibility set to Trusted Organizations

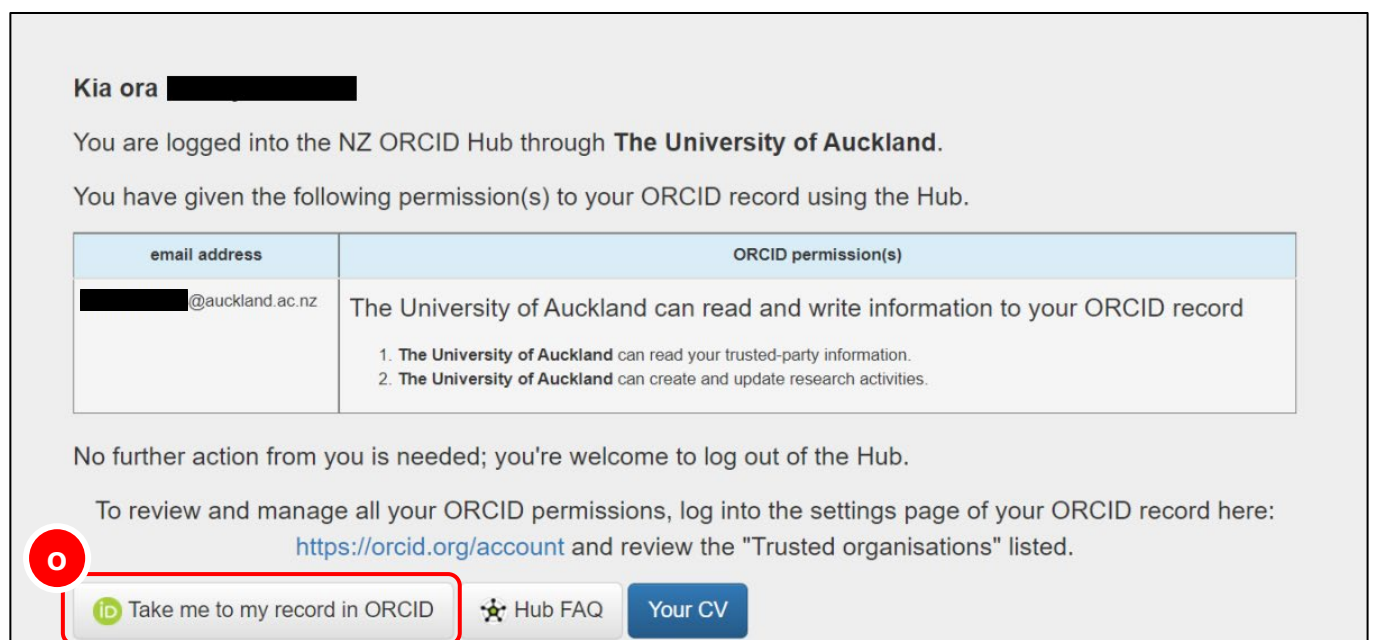
**Authorize access** **N**

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](#).

**O. Result:** You will see confirmation of the permissions granted to the University.  
**Select** 'take me to my record in ORCID'.



Kia ora ██████████

You are logged into the NZ ORCID Hub through **The University of Auckland**.

You have given the following permission(s) to your ORCID record using the Hub.

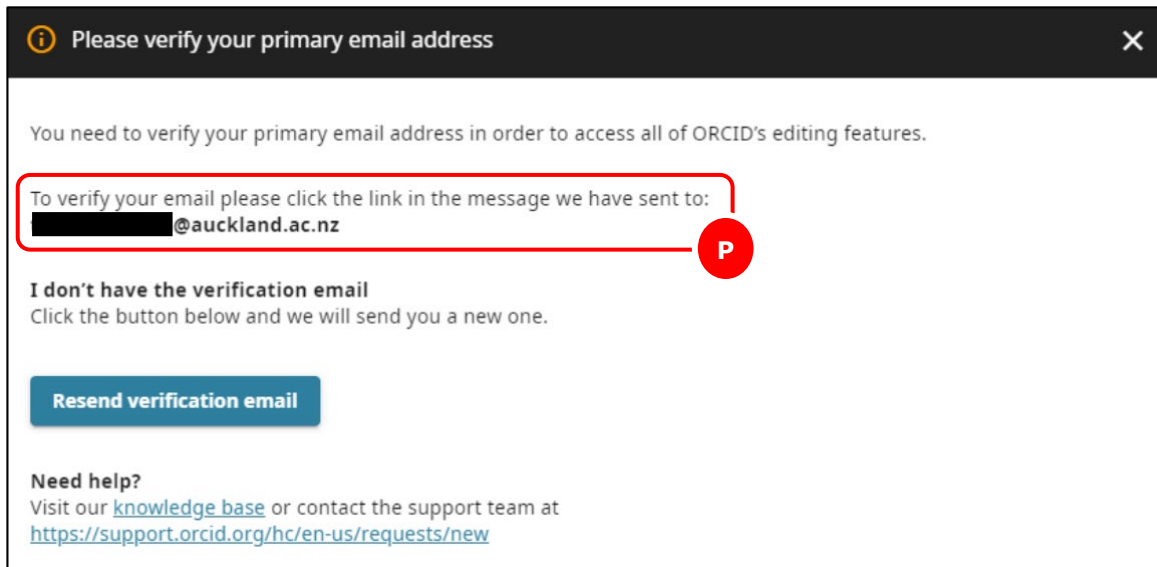
email address	ORCID permission(s)
██████████@auckland.ac.nz	The University of Auckland can read and write information to your ORCID record <ol style="list-style-type: none"> <li>1. <b>The University of Auckland</b> can read your trusted-party information.</li> <li>2. <b>The University of Auckland</b> can create and update research activities.</li> </ol>

No further action from you is needed; you're welcome to log out of the Hub.

To review and manage all your ORCID permissions, log into the settings page of your ORCID record here: <https://orcid.org/account> and review the "Trusted organisations" listed.

**O** **id** Take me to my record in ORCID   Hub FAQ   Your CV

## P. Verify your email address.



Please verify your primary email address

You need to verify your primary email address in order to access all of ORCID's editing features.

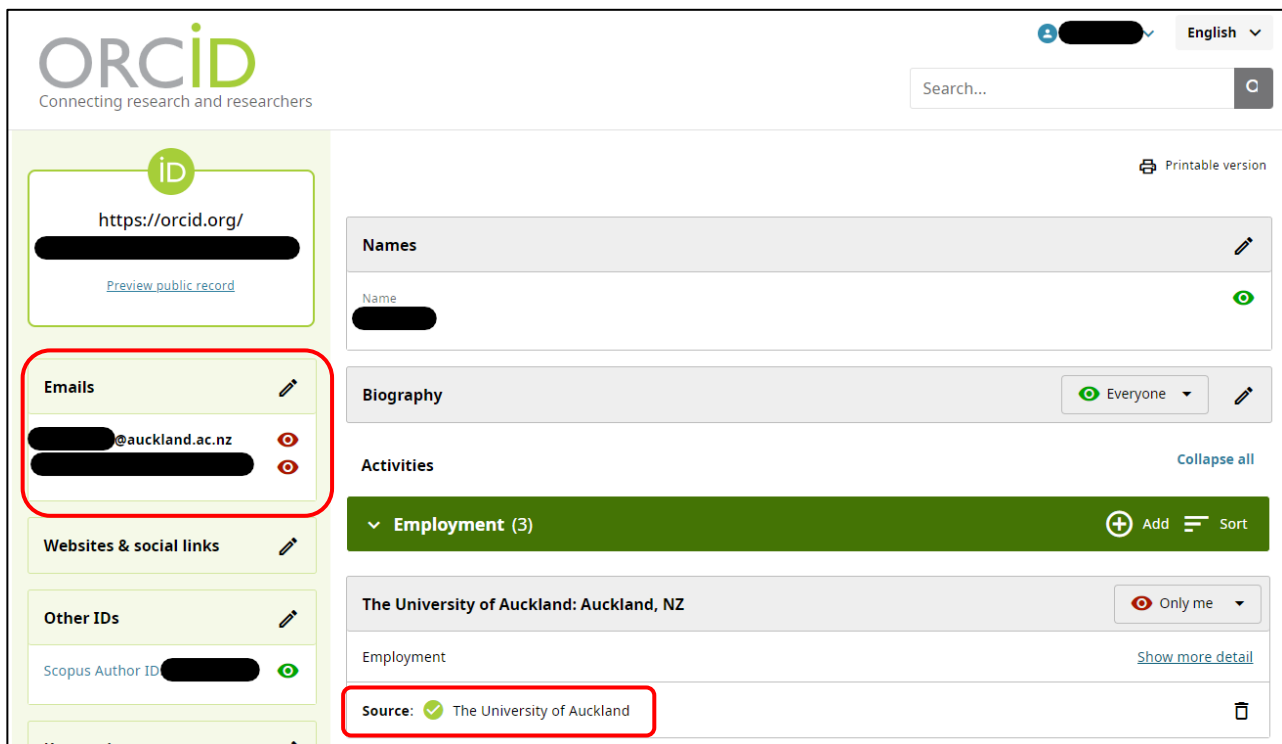
To verify your email please click the link in the message we have sent to: [redacted]@auckland.ac.nz

**I don't have the verification email**  
Click the button below and we will send you a new one.

[Resend verification email](#)

**Need help?**  
Visit our [knowledge base](#) or contact the support team at <https://support.orcid.org/hc/en-us/requests/new>

**Result:** The University is now the authenticated source of employment and education information.



ORCID  
Connecting research and researchers

Search...

Printable version

**Names**

Name [redacted]

**Biography**

Everyone

**Activities**

**Employment (3)**

The University of Auckland: Auckland, NZ

Employment

Source: ✓ The University of Auckland

## TOP TIP:

ORCID highly recommend registering your record with at least two email addresses; for example, your institutional email and a personal email address.

This will enable you to have multiple methods of signing into your ORCID record and ensure that you can always access it.