

File upload method of writing employment affiliations to ORCID records using the NZ ORCID Hub –

Sample email message pre hub-generated message to users.

Subject – ORCID at [your organisation]

Dear [XXX].

[Your organisation] will be using the NZ ORCID Hub to request permission to read from/write to your ORCID iD.

You will shortly be receiving an email invitation from the New Zealand ORCID Hub requesting permission for [your organisation] to write an employment affiliation to your ORCID record. Simply click on the hyperlink in that email to be taken to ORCID where you can

a. create an iD, if you don't already have one, and grant permission

OR

b. sign into your existing ORCID iD and grant permission.

If you don't yet know what ORCID is, information is at [\[your organisation's webpage on ORCID\]](#) OR Royal Society's webpage on ['What is ORCID'](#) OR ORCID's webpage on ['What is ORCID'](#).

On receipt of permission [your organisation] will immediately write an employment entry to your ORCID record. The source of the information in ORCID will be [your organisation]. This is a more authoritative source than if you write this information to ORCID yourself, helps promote trust in the research system and ensures that information in your ORCID record can be reused by other organisational systems.

Note that although this request is for [your organisation] to write an employment affiliation, the permission you grant will allow [your organisation] to write other information such as works to your ORCID iD in future. We will notify you if we intend to do this.

[Sign off]