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User Guide for the New Zealand ORCID Hub

Writing education/employment affiliations to ORCID records

Royal Society Te Apārangi

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This guide covers the use of the New Zealand ORCID Hub by organisations to assert employment and education affiliations in ORCID records. Subsequent guides will cover funding, works and peer review, with an additional guide for use of the Hub's API.

This guide is intended for New Zealand ORCID consortium members' Technical Contacts and, if appointed, any Organisation Administrators that wish to use the New Zealand ORCID Hub to write to the ORCID records of their affiliated researchers and contributors.

Technical contacts or designated Organisation Administrators can use the New Zealand ORCID Hub to assert rich information that they verify as true and correct, about their organisation's relationships in the ORCID registry.

Prior to using the New Zealand ORCID Hub, your organisation must be onboarded to the application. If your organisation is not listed on the [Hub's home page](#), your organisation's [ORCID Technical Contact](#), will need to request an invitation to onboard. Onboarding involves being authenticated in the Hub, using the Hub to obtain API credentials for your organisation from ORCID, and entering these into the Hub.

Guides for onboarding your organisation to the New Zealand Hub are available for both [Tuakiri member organisations](#) and [all other member organisations](#), as different methods are used for both groups.

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1. Logging in to the Hub

There are two ways to log-in to the Hub, depending on whether your organisation is a member of Tuakiri and thus able to use this federated log-in system, or not.

1. Tuakiri log in, for Hub use

Click the Log-in button for the Hub, select the left hand option for Tuakiri.

From there, select your home organisation and log-in using your organisational username and password.

2. Non Tuakiri member organisation log-in, using an ORCID account

Click the Log-in button for the Hub, select the right hand option (log-in with ORCID) and log-in to your ORCID iD. You will then be returned to the Hub.

Note – You can only log-in via ORCID if the New Zealand ORCID Hub has already learned your ORCID iD via your use of a Hub-invitation. If you are an organisation administrator from a non Tuakiri organisation you must have confirmed your ORCID iD by initially making your email address visible to trusted parties using the ‘account settings’ menu before logging into the Hub for the first time.

[Contact us](#) if you are unsure of this step.

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2. Writing employment or educational affiliations to ORCID records

There are three ways of using the Hub to write education/employment affiliations to ORCID records:

- a. Using the information provided by the NZ federated identity service, i.e., Tuakiri. This writes the following information to ORCID:

- whether the relationship is employment and/or education;
- city (i.e., location of your home campus)
- country (by default New Zealand)
- source of this information (i.e. your organisation)

- b. Using information provided via a file upload. This method can write the following information to ORCID, with all fields except source under your control:

- job title (if writing employment) OR course title (if writing education)
- name of the organisation
- department
- city
- country
- start date
- end date

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- source of this information (i.e. your organisation).
- c. Using the Hub's API to upload information. This method can convey all the information of the file upload method and will be detailed in its own guide.

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3. Using Tuakiri federated identity service to request permission to read from/write to ORCID records

We strongly recommend communication via email or other suitable means to your staff and/or students to explain your use of the New Zealand ORCID Hub. This communication should direct them to the Hub where they will select the log-in via Tuakiri option, choose their organisation from the list and enter their organisational username and password. If your organisation bypasses the 'select organisation' stage in Tuakiri, users will log in to your organisation directly, using their usual username and password. Once a user has entered their username and password they will immediately be returned to the Hub and presented with the 'Your ORCID' tab, which offers a link to take them to ORCID and give your (their organisation) permission to read from/write to their ORCID records. Exemplar messages are available on our website for you to tailor to your own organisation both for writing employment affiliations for staff, and education affiliations for students. These are available under the 'writing education and/or employment affiliations' section of [this page](#). You may wish to supplement these with the following information:

If, and how, ORCID iDs will be displayed in your internal systems
If and how you intend to use ORCID iDs in your internal systems.

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4. Using the file upload method to request permission to read from/write to ORCID records

Before you use the file upload method you may wish to customise the branding of the Hub-generated emails with your own organisation's logo; you may also wish to add additional information to the Hub generated emails.

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4.1 . Branding Hub generated messages with your organisation's logo

The Hub's default is to send email messages to users using Royal Society Te Apārangi's branding. If you want your messages to carry your organisation's branding log in to the Hub and navigate to:

Settings > logo

Upload a jpg or png file of a recommended 127 pixels, maximum 200 pixels, in height. Please resize, if necessary; [contact us](#) if you require assistance to do this.

N.B. your logo will be placed on the default black header block. If you prefer your logo to be placed on a white header, or any other colour branding, this can be done by slight alteration of the html code. Please [contact us](#) for assistance on how to do this.

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4.2 Adding additional text to the Hub template email message

You can add additional information to the default template message sent by the Hub but cannot alter the template itself.

If you wish to supplement the template message with additional information, go to

Settings>email template. Check the 'Email Template Enabled' box. A box will appear on screen allowing entry of html code. Click the 'Pre-fill' button to copy the default message html; edit this by typing any additional wording required before {MESSAGE}, where {MESSAGE} is all text in the below table, and check the result by clicking 'Send', which mails you a test message. When satisfied, click 'Save' and all subsequent messages sent by your organisation will use your custom template.

Authenticate your affiliation in your ORCID record

[Your organisation] would like to write an affiliation to the education/employment part of your ORCID record

If you would like to allow this, or if you don't currently have an ORCID record but would like to create one and have this affiliation added to it, please click on the following link:

[hyperlink]

Once you click this link, you'll be taken to ORCID to sign in to, or create, your ORCID record. Once you've granted permission, you'll be automatically taken to the Hub. Note no further action from you is needed. In the next minute or so, the affiliation will be shown in your ORCID record with [Your Organisation] as the source.

If you received this email in error, or you have questions about the responsibilities involved, please contact:

orcid@royalsociety.org.nz

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4.3 Creating a file to upload to the Hub

Create a comma-separated or tab-separated text file with a new row for each affiliation you want to have written to your individuals ORCID record by the NZ ORCID Hub. You will need access to this information from your HR department or whoever maintains this information at your organisation.

A sample csv file can be found in our [Hub user guides and resources for consortium technical contacts and organisation administrators](#).

Each header (column, if a spreadsheet) in the file corresponds to an item of information that will be written to the person's ORCID record.

Mandatory headers – these are used to identify the person and, also, whether you are writing an education or an employment entry for them:

- First name
- Last name
- Email address
- Affiliation (this should be staff, if a staff member, OR student, if the person is a student. This determines whether the information is written to the employment or the education section of the ORCID record.)

Optional headers:

- Identifier – this is a number assigned by you to each row of the file. Once an affiliation is written ORCID will generate a number called a PUT-code for each entry that is written. If you need to update information about that person in future, you can use the PUT code to do so.
- Start date – can be as precise as required, either dd/mm/yyyy or yyyy-mm-dd or yyyy-mm or yyyy
- End date – date person finished in their role.
Note, if a person has had several roles at your organisation, enter each role in a separate row; this will allow multiple employment entries, one for each of those roles, to be written to their ORCID record.
- Department – if the person works in a specific department
- Course/title – course, if you are writing an education affiliation for a student; title if writing an employment affiliation, in which case this is their job title.
- Country – default is NZ, there is no need to enter information in this row if the person is based in NZ.
- PUT-Code – this is the code that ORCID uses to identify the specific item in a user's ORCID record. With a PUT-Code, the row information overwrites the specified item in the user's ORCID record rather than creating a new entry. Use the PUT-Code if you wish to update an item, e.g. by adding an end date, with the PUT-codes obtained by exporting the task.

If a person has had several roles at your organisation that you wish to write, they will be in the file multiple times, with one row for each appointment (job title, department); include start dates and, where relevant, end dates. This will result in a separate entry being written to their ORCID record for each of those roles.

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4.4 Communicating with your staff/students about ORCID

Prior to uploading your file we recommend that at least one communication via email or other suitable means is sent to your staff and/or students. This should tell staff and/or students that you will be using the NZ ORCID Hub to request permission to read from/write to their ORCID records, explain why you are doing this and what the benefits are to them. Exemplar messages are available on our website for you to tailor to your own organisation both for writing employment affiliations for staff, and education affiliations for students. These are available under the 'writing education and/or employment affiliations' section of [this page](#). You may wish to supplement these with the following information:

If, and how, ORCID iDs will be displayed in your internal systems

If and how you intend to use ORCID iDs in your internal systems.

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4.5 Uploading and activating an affiliation file in the Hub

Once your file is ready to upload, click affiliations > upload affiliations. Click 'Choose file', navigate to and select the file you want to use, and then click 'Upload'. If the file can be successfully read by the Hub, you are taken to the task view where you can preview, and if necessary edit, the information that the Hub will be writing/using. Once satisfied, click 'Activate all' to process the file's entries.

Activating the file will do one of two things for each individual listed:

- If their email is unknown in the Hub, the Hub generates an email message for them to give your organisation permission. If permission is granted, the entry is written to the user's ORCID record.; or,
- If they've already given permission for your organisation with the listed email, the Hub immediately tries to write to their record.

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4.6 Task expiry

Both the invitation hyperlinks that are sent by email and the task expire after 30 days from upload. At task expiry, the task (i.e. the file information that you uploaded) is deleted from the Hub and any outstanding invitations will be invalid. N.B. if you wish to extend the expiry and/or send reminders, clicking 'Reset all' will send a fresh invitation to anyone who has not yet given permission; if a task reset is done in the last two weeks of the task, it will extend the expiry to 15 days from the time of the reset.

N.B.: If the user with a previously held token has revoked permission, they are sent a Hub-generated email asking them to grant permission again.

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4.7 Sending Reminders

If a reminder is to be sent to those people who have not yet granted permission for your organisation to read from/write to their ORCID records go to [affiliations>uploaded tasks](#). Select those people who are to be sent reminders by checking the boxes on the left hand side, then choose the 'with selected' drop down menu, and 'reset for processing'. A new email will then be sent to selected users, with identical wording to the initial email {MESSAGE} sent (this will include any additional wording that you included – you may wish to edit or remove any previously added additional text. Edits could include wording that this is a reminder message). The link in the Hub generated email expires after 14 days. Note – if you have previously uploaded your organisation's logo to the Hub in order to 'brand' your email messages to users you do not need to do so again.

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4.8 Task completion and exporting task reports from the Hub

If all of the people in your list complete the task you will be sent a link to a report containing a PUT-code and ORCID iD for every item written to ORCID records. Remember to save this file as the Hub does NOT store this information indefinitely. All tasks are deleted from the Hub after 30 days.

If not all users complete the task (a more likely scenario) the task will not complete and you will have to manually export a report and save the PUT-codes for those items that have been written to ORCID records. Apart from email address, ORCID iD, and any access tokens given, the Hub does NOT store any task information, including put-codes, indefinitely.

We recommend that Organisation Administrators/Technical Contacts download a report from the Hub before the task expiry date, by default 30 days after activation. This report will allow you to see who has granted permission to your organisation to access their ORCID record.

To export a report go to affiliations>uploaded tasks. Select your file from the list by clicking on the  symbol on the left of the screen. Select export and choose a file format; supported formats are CSV, XLS, TSV, YAML, JSON, XLSX, ODS, HTML.

The report will give you users' ORCID iD numbers and also a PUT code for each item written to their ORCID record. This ORCID-generated PUT-code can be used by you at a later date if you wish to update the information written to the ORCID record, for example an end-date, if the person leaves their role at your organisation or is appointed to a new role at your organisation.

A typical workflow for the entire task is:

communicate > upload file > activate > reset > export.

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4.9 Updating information in ORCID records

If you wish to write additional information to ORCID records, such as an end-date if a person leaves or has a new role within your organisation you should construct a new file to upload to the Hub.

Use the PUT-codes generated by ORCID for the information that you wrote to ORCID records previously. Your new file should contain an additional header of 'put-code'. Include all other headers/columns, correctly populated; this time add end dates for those people who have left the role/organisation. If a person has a new role add an end date to their previous role and add a new row which contains all information, including their new job title and their start date for the new role.

Possible issues: - people may have either given a one-time only permission to update their ORCID record or have revoked long-term permission; if so, the Hub will send them a new email asking them for permission to write to their ORCID record, and be unable to act until permission is granted.

There is a risk that a person may leave your organisation and revoke permission, leaving you unable to write an end date for their employment period. To avoid this scenario we (and ORCID) suggest having a clear off-boarding process for departing staff which includes retaining access to ORCID

records until you have written an end date for their role. ORCID has a process for correcting information in ORCID records, detailed [here](#), should this situation arise.

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If you have any questions about using the New Zealand ORCID Hub please contact orcid@royalsociety.org.nz