

Message – sample email invitation to use the Hub for TK members to have employment affiliation written.

Subject: ORCID at [your organisation]

Dear [X],

[Your organisation] would like permission to read from/write to your ORCID iD.

When you give permission we will write an employment entry with the source of the information being [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.

If you don't yet have an ORCID iD, you can create one during the process.

If you don't yet know what ORCID is, go to [\[link on your org website\]](#) OR [\[link to Royal Society Te Apārangi 'what is ORCID' page\]](#) OR [\[link to ORCID's 'What is ORCID' page\]](#).

We will use the New Zealand ORCID Hub to write your employment to your ORCID record.

For this to happen please do the following:

Go to the [NZ ORCID Hub](#)

1. **Log in** using the button on the top right of the screen, **select the left hand option** 'sign in with Tuakiri' and **present your [your organisation] username and password**.
2. Click on the '**take me to ORCID to allow [your organisation] permission to access my ORCID record**'. This takes you to ORCID.
3. **Sign in to your existing ORCID record OR create one** if you don't have one.
4. Click on the blue '**authorize**' button.
5. You will be returned to the Hub.
6. Go to your ORCID record and you will see an employment entry written by [your organisation].

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]