

Onboarding your Organisation to the Test NZ ORCID Hub, and writing some dummy affiliations to ORCID sandbox records.

Introduction

As your organisation's ORCID technical contact, you are responsible for putting your organisation into the Test NZ ORCID Hub and requesting test credentials from ORCID; this process is known as 'onboarding'.

The Test Hub works with ORCID's test environment: the ORCID sandbox.

Once your organisation has been onboarded you will be able to check the Test Hub's functionality by uploading a file containing information to write to sandbox ORCID records.

Onboarding your organisation to the Test Hub

- 1. Set up a sandbox ORCID account and make your email address visible to the Hub. You MUST use the same email address in sandbox ORCID that you will use in the Test Hub.**

To do this go to the ORCID sandbox at <https://sandbox.orcid.org/register>, register for a sandbox ORCID id. ORCID sandbox will ask you to verify your email address. **You do NOT need to do this in order to test the Hub.** However, if you are new to ORCID and want to try adding information to your sandbox ORCID record yourself you will need to use a mailinator email address.¹

In your sandbox ORCID record, make your email address visible to trusted parties; this will allow the Hub to read your email address: go to account settings in your sandbox ORCID record (drop down arrow next to your name on top right of screen) and choose the top item on the menu, 'Email and contact preferences'. Once in that section, choose the middle of the three settings, shaped like a key; this will allow your email address to be read by the Hub: Illustrated below:

¹ Mailinator allows you to create a temporary, disposable email address. <https://www.mailinator.com>
ORCID's sandbox will not send email to any email address other than mailinator.

is the official website. Sandbox only sends email messages to mailinator.com email addresses, see Sandbox FAQ for more in

The screenshot shows the ORCID user interface for Jill Mellanby. The top navigation bar includes 'FOR RESEARCHERS', 'FOR ORGANIZATIONS', 'ABOUT', 'HELP', and 'SIGN OUT'. Below this, there are links for 'MY ORCID RECORD', 'INBOX (12)', 'ACCOUNT SETTINGS', 'DEVELOPER TOOLS', and 'LEARN MORE'. The user's profile information is shown on the left, including the name 'Jill Mellanby' and the ORCID ID 'sandbox.orcid.org/0000-0002-2569-7604'. The main content area is titled 'Account settings' and lists various options: 'Email and contact preferences' (circled in red), 'Language display preferences', 'ORCID inbox notifications', 'Password', 'Privacy preferences', 'Security question', 'Deactivate account', and 'Remove duplicate record'. Below this is a section for 'Trusted organizations' with a table header: 'Trusted organization', 'Approval date', and 'Access type'.

is the official website. Sandbox only sends email messages to mailinator.com email addresses, see Sandbox FAQ for more

This screenshot shows the 'Email and contact preferences' section of the ORCID account settings. The 'My email address(es)' section is highlighted, showing the email address 'tissuebox@mailinator.com'. The status of this email is 'Primary Email', 'Current', and 'Verified'. The 'Verified' status is circled in red. Below the email list, there is an 'Add Another Email' field and an 'Add' button. A note at the bottom states: 'As per ORCID's terms of use, you may only add email addresses that you have control over. An email to the added address will be sent immediately to ask for verification of address.'

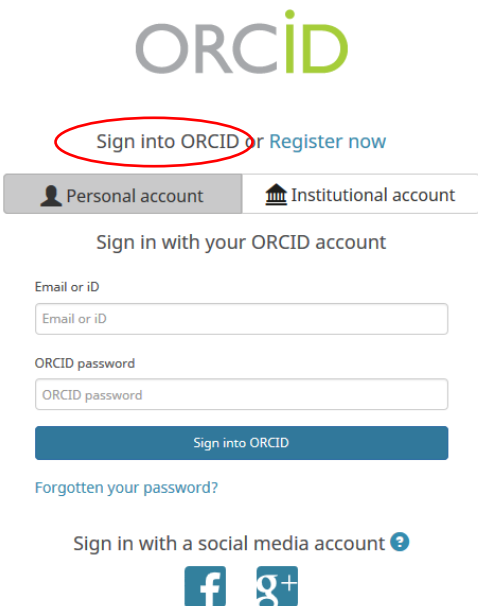
1. Ask us to send you an invitation to onboard

Once you have a sandbox ORCID with your email visible to trusted parties, ask us to send you an invitation to the Test Hub. The invitation to which this email is sent must be the same email address you have used in your sandbox ORCID record. The screenshot below shows the email you will receive.

The screenshot shows a welcome email from the NZ ORCID Hub. The header features the Royal Society Te Apārangi logo. The main text reads: 'Welcome to the NZ ORCID Hub', 'Welcome!', 'Royal Society Te Apārangi is just one step from being onboarded onto the NZ ORCID Hub', 'Please either click on the link below to confirm your role as this organisation's Technical Contact: https://dev.orcidhub.org.nz/u/FzZ1B', and 'If you received this email in error, or you have questions about the responsibilities involved, please contact: orcid@royalsociety.org.nz'. At the bottom, it says 'This email was sent to jm_orcid_renz@gmail.com'. The footer contains contact details for the NZ ORCID Hub: 'Contact details for the NZ ORCID Hub', 'Phone: (04) 472 7421', 'PO Box 598, Wellington 6140', and 'orcid@royalsociety.org.nz'.

2. Sign into ORCID and 'authorize'

Clicking on the link in the invitation email from the Test Hub takes you to the ORCID sandbox from where you will be asked to register/sign-in. As you have already set up an ORCID iD, choose 'sign in', and then 'authorize' from the next screen, screenshots below:



ORCID

[Sign into ORCID](#) or [Register now](#)

Personal account Institutional account

Sign in with your ORCID account

Email or iD

ORCID password

[Forgotten your password?](#)

Sign in with a social media account



ORCID **Shadow Mellanby**
<http://sandbox.orcid.org/0000-0003-4559-3500> (Not You?)

NZ ORCID Hub
has asked for the following access to your ORCID Record

id
Get your ORCID iD

Allow this permission until I revoke it.
*You may revoke permissions on your account settings page.
Unchecking this box will grant permission this time only.*

This application will not be able to see your ORCID password, or other private info in your ORCID Record. [Privacy Policy](#).

[Deny](#)

3. Request your organisation's credentials

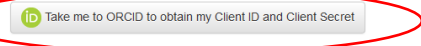
You will now be taken to the Hub's 'Organisation Confirmation Form' from where **you will request your ORCID Client ID and ORCID Client Secret**, as shown – these will be your organisation's ORCID credentials that you, as technical contact, are responsible for. Once you receive your credentials and enter them you will use the 'confirmation' button shown below.

Info! If you currently don't know Client ID and Client Secret, Please request these from ORCID by clicking on link 'Take me to ORCID to obtain Client ID and Client Secret' and come back to this form once you have them.

Organisation Confirmation Form

Organisation Name *
Royal Society Te Apārangi

Organisation EmailId *
jm.orcid.rsnz@gmail.com

 **id** Take me to ORCID to obtain my Client ID and Client Secret

Organisation Orcid client id. *
Organisation Orcid Client Id:

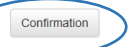
Organisation Orcid Client Secret: *
Organisation Orcid Client Secret:

Country *
New Zealand

City *
Wellington

Disambiguated Id *
210126

Disambiguation Source *
RINGGOLD

 Confirmation

You will receive an email from ORCID containing these credentials. **This may take 1-2 days**, as the request is handled manually.

4. Enter your credentials into the Hub

Once you receive these credentials from ORCID go back into the test hub.

<http://test.orcidhub.org.nz/> You should be returned to the page to enter your credentials into the

Hub. If not, click on 'view your organisation's ORCID information' tab at the top of the screen.

Enter the credentials into the appropriate fields on the above page and click 'confirmation'.

You may now go back to your sandbox ORCID record and change the email visibility setting back to 'private', if preferred.

Testing the Hub

Note: For testing, you will either need a few volunteers from your organisation or you can create some personas with mailinator email addresses.

The minimum fields that allow the Hub to write a basic affiliation entry to an ORCID record are:

- First name
- Last name
- Email address
- Affiliation type: 'Employment' – in which case a record is written to the employment section of ORCID; or 'Education' in which case a record is written to the education section of ORCID.

A more detailed affiliation record will be written if more information is included in the file that you upload. As well as the required fields for a minimum affiliation entry, additional fields can be:

- Identifier: this can be your own internal code to allow you to identify individuals in your system.
- ORCID iD (if already known). Note that in the test environment you will not include any 'real' ORCID iDs in your test upload file as the Test Hub only writes to sandbox ORCID records.
- Organisation (if different from your organisation, otherwise your organisation name is used)
- Department
- City (if different from your organisation's city, otherwise your city is used)
- Region
- Course or Title
- Start date (format must be YYYY-MM-DD; partial and full dates are allowed, e.g. 2017, 2017-08, 2017-08-04)
- End date (format as above)
- Country (if different from your organisation's country, otherwise your country (NZ) is used)

Two additional fields are available:

- Disambiguation ID
- Disambiguation ID source

If these are not specified, then the identifiers we have recorded for your home organisation are used – RINGGOLD, GRID or FundRef IDs.

Note that the Hub will use the organisation's default location (name, city, country, and disambiguation information) if these fields are missing or empty. If staff/students are at a particular campus/city that differs from the default home setting, please fill these in on the file and this information will be included in the affiliation section of ORCID records.

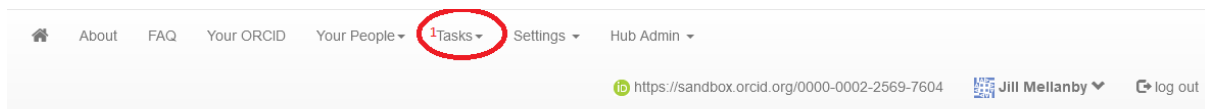
A sample file is available on request or you can use the [production Hub's sample file](#) for all affiliations. Simply remove all lines other than the employment affiliation, if using the hyperlinked

sample file. Save as UTF-8 if non-ascii characters such as macrons are present; if the text contains commas you may wish to use tabs to separate fields.

Each line in your file writes a separate entry to an ORCID record. If a person at your organisation has had multiple roles you should write a separate line for each of these roles; this will result in an entry to the ORCID record for each.

1. Upload a file of staff/students

Log into the Test Hub at <https://test.orcidhub.org.nz/> using the ORCID log-in option, top right of screen. Go to the 'Tasks' menu and choose 'affiliations'. Upload your csv or tsv file



Researcher Affiliation Upload

File *

No file selected.

Format your affiliation data as either a comma-separated or tab-separated text file. The first row of the file **must** contain valid field headers from the following:

- Required: "Affiliation type"; "First name"; "Last name"; and, "Email"
- Optional: "Identifier"; "ORCID ID"; "Organisation"; "Department"; "City"; "Region"; "Country"; "Course or Title"; "Start date"; "End date"; "Disambiguation ID"; "Disambiguation Source"; and "Put-Code".

Where a field's header or value is not provided, the value from your organisation will be used if available, e.g., Organisation, City, Country, Disambiguation ID, and Disambiguation Source can be omitted where redundant for the item(s).

On successful completion, the user's ORCID ID and item's put-code and visibility will be returned for each affiliation item written. The Hub attempts to identify when information is an update rather than a new item; however, to explicitly update an item include a field with the item's put-code to specify which item is to be overwritten.

For more information on the affiliation tasks, including definitions and behaviour see the Hub's [documentation for affiliations](#).

Once uploaded, you should 'activate' the file in the Test Hub. From the list displayed on screen, either click in the left hand 'list' box of each person that you wish to 'activate' or click in the top 'list' button to select all, then click on the 'activate all' button, top right (screenshot below):

Sample_CSVShadow_file_for_importing_to_hub.csv

Task Filename	Sample_CSVShadow_file_for_importing_to_hub.csv
Organisation	Royal Society Te Apārangi
Completed At	
Submitted At	2017-09-12 21:04

List (1) Export With selected Search

<input type="checkbox"/>	Put Code	External Id	First Name	Last Name	Email	Orcid	Affiliation Type	Role	Department	Start Date	End Date	City	State	Country	Disambi Id
<input type="checkbox"/>		1	Shadow	Mellanby	jm.orcid.rsnz@gmail.com		student								

Each person on your file will now be sent an email from the Hub inviting them to set up an ORCID iD (this will be a sandbox ORCID for this test) and allow the organisation to write an affiliation written to it. The more information in your csv/tsv file, the more information will be written to the sandbox ORCID record. If you are using real people as volunteers for testing, you can suggest that they use mailinator email addresses.

When you have finished the testing phase using the Test Hub and ORCID sandbox, you will repeat the above in the production Hub and the real ORCID environment. Everything will be identical except that ORCID will use a secure system to send your credentials; the invitation email to your users will be the same but this time, if they already have a pre-existing ORCID iD, they will simply sign in to their ORCID account and grant permission to have the affiliation written.

If you use yourself, as technical contact, as a test user you will not receive an email invitation because you have already given permission to the Hub to access your ORCID iD as part of the onboarding process.

2. Export and save your information or update information in ORCID records

Your initial testing task is over. When all the users have given you permission to write to their ORCID records and the affiliations have been written you will automatically receive a notification email from the Hub, giving you a link to a file of the affiliations to export. Note that, in the real world, it is unlikely that every single person will give permission, and you may never receive this email.

Export the file and save it to your HR system or another safe place. This file contains the list of people you have uploaded along with the ORCID IDs retrieved by the Hub and a 'PUT' code, from ORCID, for each affiliation item written. The information in this file will be needed should you wish to update those ORCID affiliations in future (e.g. with end dates, promotions, new job title, etc).

3. Updating ORCID records that have been written by the Hub

If people in your organisation are promoted, such that they have new job titles; or move to a different department; or are a student but now a staff member; or leave the organisation to work elsewhere you are able to update the information in their ORCID record. In order to do this update, upload a new file of affiliations that contains the 'PUT' codes that you have saved from your original file upload and the Hub will write any new information to the existing affiliation item. As long as the individuals have your organisation in the Trusted-Parties on their ORCID record and have not

revoked permission for your organisation to read from/write to their ORCID record this should be straightforward and no permission request is required.

Onboarding to the production Hub

Once you have been through the above process in the 'test Hub' and are ready to onboard to the production Hub, please send us an email to ORCID@royalsociety.org.nz and we will send you an invitation.

Prior to using the production Hub you should have a communications strategy in place at your organisation to inform your staff/students about your use of the Hub. Users should know to expect an email from the Hub asking them to link their ORCID ID (or create one and link it) to your organisation to have an affiliation written for them in their record. We recommend that you brand the Hub's emails with your own organisation's branding. Instructions for doing this are on the [Hub user guide for writing affiliations](#).