

Onboarding your organisation to the production NZ ORCID Hub

As your organisation's ORCID consortium technical contact, you are responsible for onboarding your organisation to the NZ ORCID Hub.

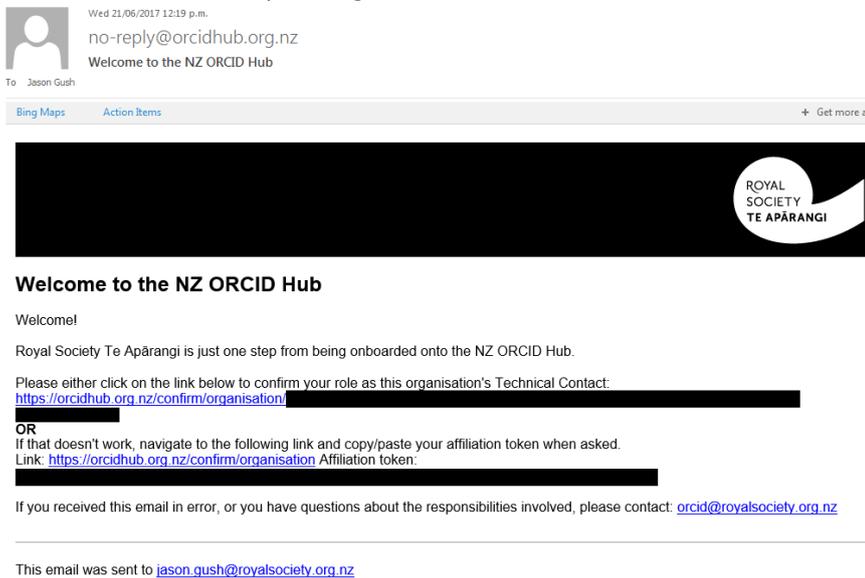
Note that, to onboard to the production Hub, you must have been through the test Hub environment and demonstrated that:

- a. your organisation is onboarded successfully
- b. you have connected at least one ORCID sandbox iD to your institution.

Onboarding to the production Hub requires an extra step, as ORCID sends the credentials in a more secure form than for testing. You must provide a cellphone or alternate email address for ORCID to send you a PIN to unlock your credentials.

Follow the steps below:

1. **Send us a request for an invitation** to the production Hub (orcid@royalsociety.org.nz). We will send an email with a link to click asking you to confirm that you are the nominated technical contact for your organisation: Screenshot 1 below:



2. Clicking the link in the email message takes you to the Hub. **Log in using the left hand option to log in via Tuakiri/REANNZ and enter your Tuakiri/REANNZ password.** Once in the Hub, you will land on a screen asking you to go ORCID to request your organisation's credentials (Client ID and Client Secret). **Click on the appropriate button:** Screenshot 2 (button circled; confirmation button for step 11 also circled):

orcid.org/0000-0001-8920-0452 Jason Gush log out

Organisation Confirmation Form

Organisation Name: *

Royal Society Te Apārangi

Organisation Email: *

jason.gush@royalsociety.org.nz

Take me to ORCID to obtain my Client ID and Client Secret.

Organisation Orcid Client Id: *

Organisation Orcid Client Secret: *

Country: *

New Zealand

City: *

Wellington

Disambiguation ORG id: *

210126

Disambiguation ORG Source: *

RIMS3GOL12

Confirmation

2017 Royal Society of New Zealand

- Clicking the button in screenshot 2 takes you to ORCID's website where you will land on a page with a form, mostly pre-filled, as shown in the screenshot below. You will need to provide a **'Contact for receiving PIN to access credentials'**; this can be either an alternative email address or a cellphone number (with international code). ORCID will use this to send you a PIN.

Click **'I'm not a robot'** at the bottom of this form and then click **'request credentials'**.

English

ORCID
Connecting Research and Researchers

FOR RESEARCHERS **FOR ORGANIZATIONS** **ABOUT** **HELP** **SIGN IN**

Register a client application: Production Member API - Trusted Party

To request Production Member API credentials, please enter the following information about your client application and your organization. Before production credentials are issued, you will be asked to provide a demo of your integration. Items the ORCID team will be looking for in the demo are described at [Member credential check list](#).

Note: This process is not fully automated. There may be a delay before we respond to you with credentials or a demo request after you complete this form.

Stay in touch! Join our [ORCID API Users mailing list](#).

General Information

Registration for the production Members API service is open to [ORCID members organizations only](#). For more information about credentials and how to complete this form see [Register a Client Application](#).

Update existing credentials?

No
 Yes

Notes for ORCID staff

Notes for ORCID staff

An NZ ORCID Hub integration for Royal Society Te Apārangi

Use this field to let us know if you're using a vendor system, include additional redirect URIs, or if there is anything else you'd like to communicate to the ORCID team.

Name of your organization *

Royal Society Te Apārangi

Technical Contact e-mail address *

jason.gush@royalsociety.org.nz

We will use this email address to send you the credentials and to contact you if any questions or errors come up with your integration.

Contact for receiving PIN to access credentials *

To ensure the security of your client credentials we will send you a PIN (personal identification number) that you need to use in order to access your client credentials. The PIN must be sent through a different means than the technical contact email address listed above. Please enter a second email address, phone number (with country code) to receive an SMS, or Skype handle. If you would prefer to receive the PIN via a different method, please enter it in the notes field.

Displayed to Registry Users

The following three fields will be displayed to users who are connecting to your application through the authorization process. You will be able to adjust this information later if needed.

Name of your client application (generally, this is the name of your organization) *

Royal Society Te Apārangi

URL of the home page of your application *

https://orcidhub.org.nz

Short description of your client application (max 300 chars) *

Short description of your client application (max 300 char) *

This is an ORCID integration through the NZ ORCID HUB connecting at Royal Society Te Apārangi

Redirect URIs

Once the user has authorized your application, they will be returned to a URI that you specify. You must provide these URIs in advance. Only HTTPS URIs are accepted for the production server. For more information about redirect URIs, please see our [Knowledge Base article](#). (opens in a separate window)

OAuth2 redirect_uri or callback URLs for this client (enter at least one -- HTTPS required)

Redirect URI 1 *

Redirect URI 2

Redirect URI 3

Redirect URI 4

Redirect URI 5

I'm not a robot 

Contact Us | Privacy Policy | Terms of Use | Open Source License

4. **Close your session, sit back and wait!** The next step is a manual one at ORCID support and can take up to three days. If, after this time, you haven't had a response please let orcid@royalsociety.org.nz know and we'll chase this for you.
5. ORCID will send you an email and PIN to access your credentials.

Once you have your credentials you should enter them into the NZ ORCID Hub. **Go to the [Hub](#) via the link below, sign in, and enter the credentials** into the screen from step 2, <https://orcidhub.org.nz/confirm/organisation> screenshot 2

6. **Click on the 'confirmation' button at the bottom of the screen**, also circled in step 2, screenshot 2.

NB: Until you successfully enter API credentials, the Hub should automatically open for you at that screen.

7. You are the first person from your organisation in the Hub – you will need to allow the Hub to write an affiliation for you. The Hub will automatically try to write this but will not know what type of affiliation to write (staff, student etc). There are a number of ways to tell the hub what type of affiliation you have with your organisation:

Go to <https://orcidhub.org.nz/admin/viewmembers/> , find yourself and edit your record to add employment;

Invite yourself as if you are a new user – check 'staff' box at the bottom of the screen <https://orcidhub.org.nz/invite/user> ;

Upload a batch affiliation file with your details in it (see user guide for writing affiliations at

https://www.royalsociety.org.nz/assets/writing_works_v1.1_Jan2020.pdf).

8. Congratulations – you have onboarded your organisation to the NZ ORCID Hub. You can invite all of your staff and students to create an ORCID iD or link their existing ORCID iD to your organisation, via the Hub, to have their employment/educational affiliation written. You can modify our [model communication](#) to tell your staff/students about ORCID and ask them to connect to you using the Hub. However, once onboarded, we will provide you with a version of this model, tailored to your specific organisation.