NZ ORCID Hub sign up

Staff and students can use the NZ ORCID Hub to give permission to their institution to access their ORCID records to assert their relationship to their institution as an NZ ORCID Consortium member. The Royal Society Te Apārangi is the product owner of the NZ ORCID Hub, built by a team of programmers at The University of Auckland, with guidance from ORCID (see background). The steps below will sign you up to the NZ ORCID Consortium, while also authenticating your employment status and formal affiliation to The University of Auckland.

Frequently Asked Questions: https://orcidhub.org.nz/faq

Steps to signing up to the NZ ORCID Hub

Step 1: Go to https://orcidhub.org.nz/

Step 2: Login via Tuakiri Institutional credentials.
Step 3: This page requires you to search for The University of Auckland.

You will then be prompted to log in via the Single Sign-On page.
**Step 4: Connect the NZ ORCID Hub with The University of Auckland.**

You are about to access the service: **Orcid Hub Production SP** at royalsociety.org.nz

Description as provided by this service:
*This is a production SP for ORCID HUB for the integration with tuakiri. ORCID Hub will basically relieve individual research organisations from the burden of establishing their own integration with ORCID.*

<table>
<thead>
<tr>
<th>Information to be provided to service</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>uid</strong></td>
</tr>
<tr>
<td><strong>First name</strong></td>
</tr>
<tr>
<td><strong>Last name</strong></td>
</tr>
<tr>
<td><strong>Preferred name</strong></td>
</tr>
<tr>
<td><strong>Common name</strong></td>
</tr>
<tr>
<td><strong>Primary email address</strong></td>
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</tbody>
</table>

The information above would be shared with the service if you proceed. Do you agree to release this information to the service every time you access it?

Select an information release consent duration:

- **Ask me again at next login**
  - I agree to send my information this time.

- **Ask me again if information to be provided to this service changes or in 12 months**
  - I agree that the same information will be sent automatically to this service for the next 12 months

For further information about this process and the attributes which may be released please click [here](#)
Step 5: This is the crucial button to click on to continue.

Important:

- The following steps 6-9 are for those who already have an ORCID iD and are connecting to the NZ ORCID Hub. At page 6 the process is complete.

- For those creating a new ORCID account, as part of the process of connecting to the NZ ORCID Hub, please skip to page 7 and continue the steps 6a-10. At page 10 the process is complete.

Step 6: Sign in to your ORCID account using your UoA email or ORCID iD.
Step 7: Authorise The University of Auckland to access your ORCID account.

The University of Auckland has asked for the following access to your ORCID record:

- Add/update your research activities (works, affiliations, etc)
- Read your information with visibility set to Trusted Organizations

If authorized, this organization will have access to your ORCID record, as outlined above and described in further detail in ORCID’s privacy policy.

You can manage access permissions for this and other Trusted Organizations in your account settings.
**Step 8: You will see confirmation of being logged in to the NZ ORCID Hub.**

You are logged into the NZ ORCID Hub through The University of Auckland.

You have given the following permission(s) to your ORCID record using the Hub:

<table>
<thead>
<tr>
<th>Email address</th>
<th>ORCID permission(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:e.alize@auckland.ac.nz">e.alize@auckland.ac.nz</a></td>
<td>The University of Auckland can read and write information to your ORCID record</td>
</tr>
<tr>
<td></td>
<td>1. The University of Auckland can read your trusted-party information.</td>
</tr>
<tr>
<td></td>
<td>2. The University of Auckland can create and update research activities.</td>
</tr>
</tbody>
</table>

No further action from you is needed; you're welcome to log out of the Hub.

To review and manage all your ORCID permissions, log into the settings page of your ORCID record here: [https://orcid.org/account](https://orcid.org/account) and review the “Trusted organisations” listed.

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**Step 9: Employment source authenticated to The University of Auckland.**

The ORCID profile shows the employment record authenticated to The University of Auckland, indicating the employment source and member of the NZ ORCID Hub. Sign up complete.
The following steps are for completing a new ORCID account while also connecting to the NZ ORCID Hub:

Step 6a: Create your ORCID iD using your UoA email.

1. Create your ORCID iD using your UoA email.
2. Check list to be sure that you do not already have an ORCID iD.

Step 6b: Check list to be sure that you do not already have an ORCID iD.
Step 6c: Give your account an acceptable password and confirm.

Create an acceptable password and re-enter to confirm.

Step 6d: Set your preferences and tick Terms of Use boxes to Register.

The choice is yours but ideally make it open.

Check policy and tick boxes to agree to Terms of Use.
Step 7: Authorise The University of Auckland to access your ORCID account.

Step 8: You will see confirmation of being logged in to the NZ ORCID Hub.
Step 9: You will be prompted to verify your UoA email.

You need to verify your primary email address in order to access all of ORCID's editing features.

To verify your email please click the link in the message we have sent to:

@uuckland.ac.nz

I don't have the verification email
Click the button below and we will send you a new one.

Resend verification email

Need help?
Visit our knowledge base or contact the support team at
https://support.orcid.org/hc/en-us/requests/new

Step 10: Employment source authenticated to The University of Auckland.

Authenticated Employment source and member of the NZ ORCID Hub. Sign up complete.