

# 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/>

ROYAL SOCIETY TE APĀRANGI

About FAQ log in

### Welcome to the NZ ORCID Hub

The NZ ORCID Hub connects research staff and students with the organisations where they study, are employed, or that they receive funding from.

Staff and students can use the Hub to give permission to their institution(s) to access their ORCID records and, in return, NZ ORCID Consortium members can use the Hub to assert these relationships in their staff, students', and recipients' ORCID records.

To use the Hub, you need to log in with an known identity: if you come from any NZ University or Crown Research Institute (with the exception of GNS), please select "Login via Tuakiri"; if you've linked your ORCID ID using the Hub, you can "Login via ORCID"; otherwise, you'll need an email invitation from your organisation before the Hub can discover which organisation your ORCID ID is associated with.

For more information about what ORCID is for both researchers/contributors and member organisations go to the [What is ORCID?](#) pages of the Royal Society Te Apārangi's website.

For information on the Hub's background and development see the [About](#) page. If you would like more detail and links to resources, visit the [Hub](#) pages of the Royal Society Te Apārangi's website.

To find out if your organisation is a member of the NZ ORCID Consortium, see the current membership list here: [NZ ORCID Consortium Members](#)

### Step 2: Login via Tuakiri Institutional credentials.

Log in using your:

#### Institutional credentials

REALM NZ TUAKIRI

I'm currently employed by, or studying, with a Tuakiri-member organisation

Login via Tuakiri

This log in takes you to the Tuakiri Directory Service where you can select your Home Organisation. Once returned to the Hub, you'll be able to give your organisation permission to write your affiliation to your ORCID record

#### ORCID record

ORCID

I'm the Tech Contact or Administrator for a Non-Tuakiri member organisation

Login via ORCID

This log in takes you to ORCID to let the Hub retrieve your ORCID ID. Once you've linked your ORCID ID to an organisation using the Hub, you can use this ORCID record to log in.

You can **only** log in with your ORCID record if you've already linked your ID via the Hub

**Step 3: This page requires you to search for The University of Auckland.**

## Login to Orcid Hub Production SP

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

Please select your organisation below, you will be redirected to complete the login process.

University of

The University of Auckland

The University of Waikato

University of Canterbury

Continue to your organisation

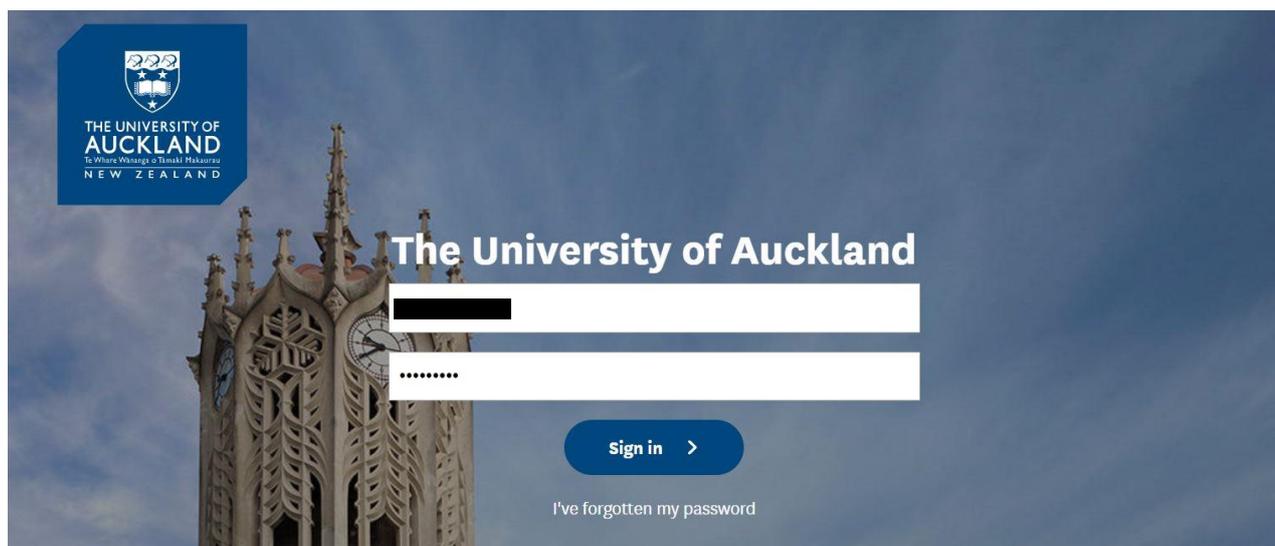
Remember my organisation

Keyboard shortcuts

Start typing and then select from the drop-down menu

Once UoA appears in the box click continue

**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](http://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.*

### Information to be provided to service

uid	[REDACTED]
First name	[REDACTED]
Last name	[REDACTED]
Preferred name	[REDACTED]
Common name	[REDACTED]
Primary email address	[REDACTED]@auckland.ac.nz

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

**This choice is the default and avoids constant requests at login**

Reject

Accept

**Accept**

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.

The screenshot shows the 'Sign in' page. At the top, it says 'Sign in'. Below that is a text input field labeled 'Email or 16-digit ORCID ID' containing '[redacted]@auckland.ac.nz'. A red callout bubble points to this field with the text 'Use your university email or your ORCID ID'. Below the input field is a smaller line of text: 'example@email.com or 0000-0001-2345-6789'. Below that is a 'Password' input field. At the bottom of the form is a large blue button labeled 'SIGN IN'. A red arrow points to the left side of the form. Below the 'SIGN IN' button, there are two links: 'Forgot your password or ORCID ID?' and 'Don't have an ORCID iD yet? Register now'.

## Step 7: Authorise The University of Auckland to access your ORCID account.

Authorize access

---

You are currently signed in as:

  
[">https://orcid.org/0000-!\[\]\(f994112729cb4259da2c332b5a11b573\_img.jpg\)](https://orcid.org/0000-<img alt=)

[Sign out](#)



## Step 8: You will see confirmation of being logged in to the NZ ORCID Hub.

Kia ora [redacted]

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.

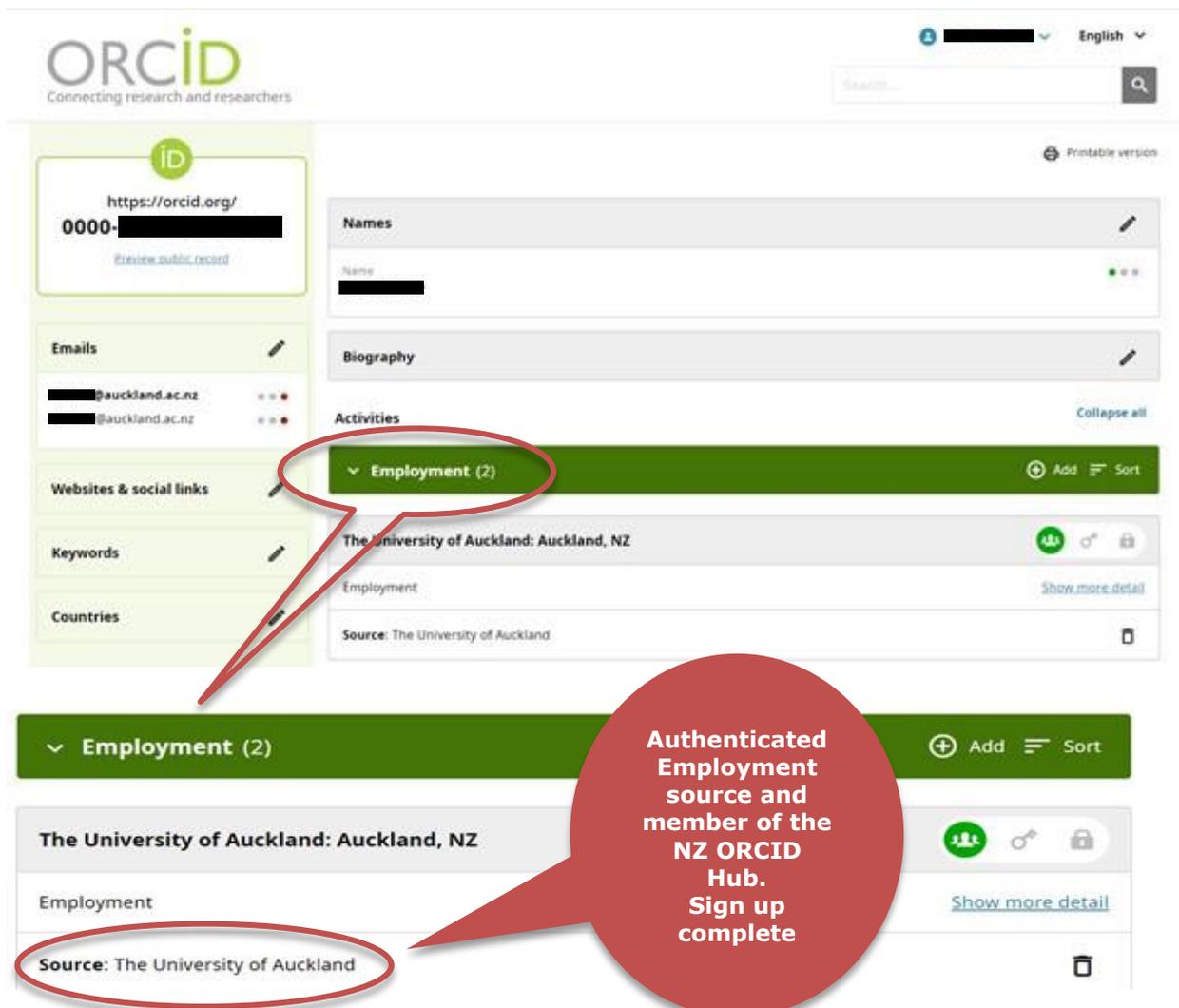
email address	ORCID permission(s)
e.alitze@auckland.ac.nz	The University of Auckland can read and write information to your ORCID record <ol style="list-style-type: none"><li>The University of Auckland can read your trusted-party information.</li><li>The University of Auckland can create and update research activities.</li></ol>

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> and review the "Trusted organisations" listed.

 Take me to my record in ORCID    Hub FAQ   

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



The screenshot shows the ORCID Hub profile page for a user. The profile includes sections for Names, Biography, and Activities. The 'Employment (2)' section is highlighted with a red circle and a callout bubble. The callout bubble contains the text: "Authenticated Employment source and member of the NZ ORCID Hub. Sign up complete". The 'Employment (2)' section shows a list of employment records, with the first record being "The University of Auckland: Auckland, NZ". The 'Source' field for this record is circled in red and contains the text "Source: The University of Auckland".

# 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 Personal data      2 Security and notifications      3 Visibility and terms

### Create your ORCID iD

This is step 1 of 3

Per ORCID's [terms of use](#), you may only register for an ORCID iD for yourself. Already have an ORCID iD? [Sign In](#)

First name

Last name (Optional)

Primary email

Confirm primary email

Re-enter your UoA email to confirm

## Step 6b: Check list to be sure that you do not already have an ORCID iD.

1      2      3

### Could this be you?

We found some accounts with your name, which means you may have already created an ORCID iD using a different email address. Before creating an account, please confirm that none of these records belong to you. Not sure if any of these are you? [Contact us](#).

First Name	Last Name	Affiliations	View Record
██████████	Anderson	AgResearch Invermay, University of Otago	<a href="#">View Record</a>
██████████	Azuma	Institute of Psychiatry Psychology and Neuroscience, Max Planck Institute for Psychological Research, Sophia University, University College London, University of Cambridge, University of Edinburgh, Waseda University, 日本心理学会	<a href="#">View Record</a>
██████████	Nolen	Colorado College, Texas A&M University at Galveston	<a href="#">View Record</a>

[I ALREADY HAVE AN ID, GO BACK TO SIGN IN](#)      [NONE OF THESE ARE ME, CONTINUE WITH REGISTRATION](#)

You can also choose to receive emails from us about new features

## Step 6c: Give your account an acceptable password and confirm.

Personal data      Security and notifications      **3**      Visibility and terms

### Create your ORCID iD

This is step 2 of 3

Password  ⓘ

- ✓ 8 or more characters
- ✓ 1 letter or symbol
- ✓ 1 number

Confirm password

Notification settings

ORCID sends email notifications about items related to your account, security, and privacy, including requests from ORCID member organizations for permission to update your record, and changes made to your record by those organizations.

Create an acceptable password and re-enter to confirm

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

Personal data      Security and notifications      **3**      Visibility and terms

### Create your ORCID iD

This is step 3 of 3

Visibility settings

Your ORCID iD connects with your ORCID record that can contain links to your research activities, affiliations, awards, other versions of your name, and more. You control this content and who can see it.

By default, what visibility should be given to new items added to your ORCID Record?

- 👤 **Everyone** (87% of users choose this)
- 🏢 **Trusted Organizations** (5% of users choose this)
- 🔒 **Only me** (8% of users choose this)

[More information on visibility settings](#)

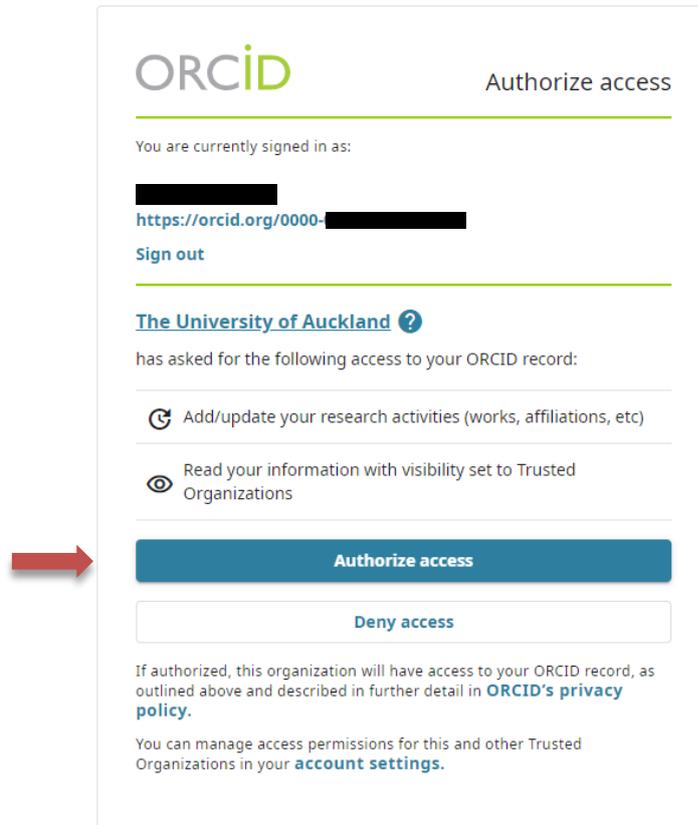
Terms of Use

- I consent to the [privacy policy](#) and [terms of use](#) and agree to my data being publicly accessible where marked as "Visible to Everyone".
- I consent to my data being processed in the United States. [More information on how ORCID process your data.](#)

The choice is yours but ideally make it open

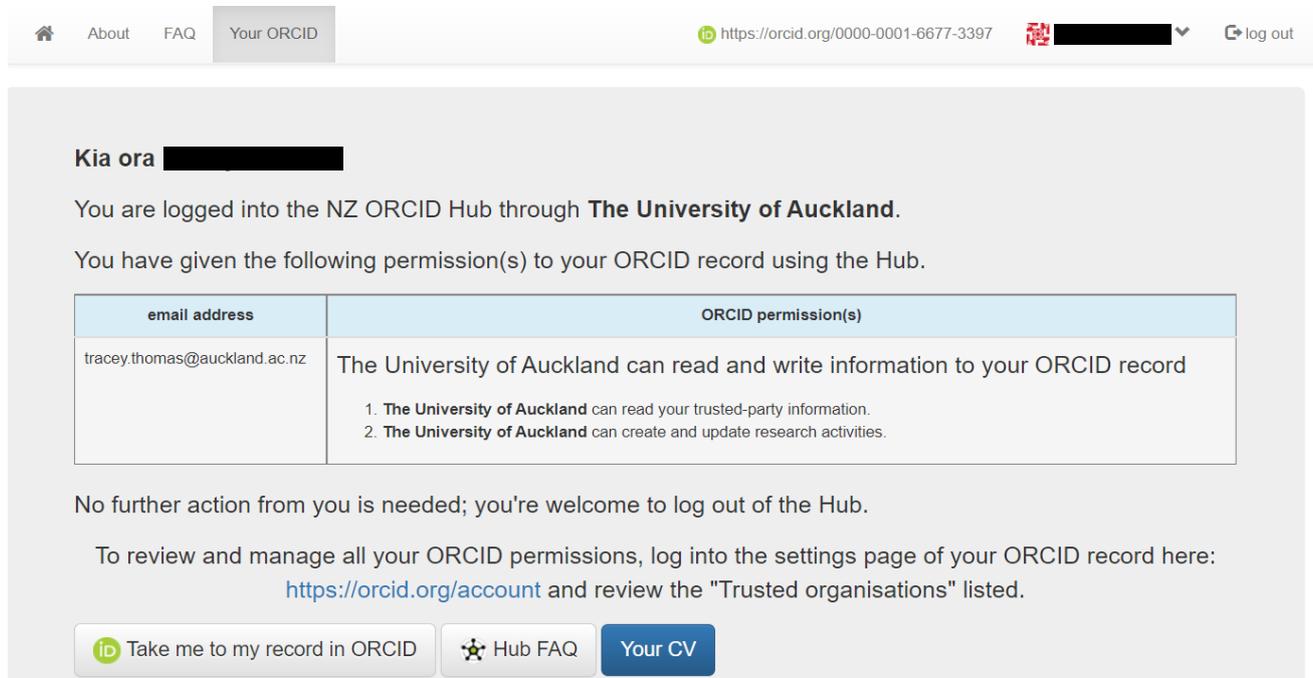
Check policy and tick boxes to agree to Terms of Use

## Step 7: Authorise The University of Auckland to access your ORCID account.



The screenshot shows the ORCID 'Authorize access' interface. At the top, the ORCID logo is on the left and 'Authorize access' is on the right. Below the logo, it says 'You are currently signed in as:' followed by a redacted name and a URL: 'https://orcid.org/0000-'. There is a 'Sign out' link. A horizontal line separates this from the next section, which says 'The University of Auckland' with a question mark icon. Below that, it says 'has asked for the following access to your ORCID record:'. There are two permission items: 'Add/update your research activities (works, affiliations, etc)' and 'Read your information with visibility set to Trusted Organizations'. At the bottom of this list are two buttons: 'Authorize access' (highlighted with a red arrow) and 'Deny access'. Below the buttons, there is a paragraph: '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.



The screenshot shows the top navigation bar of the NZ ORCID Hub. It includes a home icon, 'About', 'FAQ', and 'Your ORCID' (highlighted). On the right, there is an ORCID ID link 'https://orcid.org/0000-0001-6677-3397', a user profile icon, and a 'log out' button.

The main content area starts with 'Kia ora' followed by a redacted name. Below that, it says '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.'

email address	ORCID permission(s)
tracey.thomas@auckland.ac.nz	The University of Auckland can read and write information to your ORCID record <ol style="list-style-type: none"><li>1. <b>The University of Auckland</b> can read your trusted-party information.</li><li>2. <b>The University of Auckland</b> can create and update research activities.</li></ol>

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> and review the "Trusted organisations" listed.

At the bottom, there are three buttons: 'id Take me to my record in ORCID', 'Hub FAQ', and 'Your CV'.

## Step 9: You will be prompted to verify your UoA email.

**Please verify your primary email address** ✕

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:  
[redacted]@auckland.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.

The screenshot shows an ORCID profile page with the following elements:

- ORCID Logo:** Connecting research and researchers.
- User Profile:** Includes an ORCID ID (0000-[redacted]), a search bar, and a language dropdown set to English.
- Left Sidebar:** Contains sections for ID, Emails (listing [redacted]@auckland.ac.nz), Websites & social links, Keywords, and Countries.
- Main Content Area:** Features sections for Names, Biography, and Activities. The 'Employment (2)' section is highlighted with a red circle and a callout bubble.
- Employment Entry:** Shows 'The University of Auckland: Auckland, NZ' with a green checkmark icon, indicating authentication. The 'Source' field is also circled in red.
- Callout Bubble:** A red speech bubble contains the text: "Authenticated Employment source and member of the NZ ORCID Hub. Sign up complete".