Onboarding your Organisation to the NZ ORCID Hub, and Testing Hub Function – non Tuakiri consortium members

Background

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

Once your organisation has been onboarded you, or your Organisation Administration colleague(s), will be able to test the Hub's functionality by uploading a comma separated or tab separated text file (csv or tsv) containing your staff/students' information. This information allows the Hub to write affiliations to ORCID records. You must only write affiliations to your own organisation, even if you have staff members who have multiple affiliations to other organisations.

Note: For testing, you will need a few volunteers from your organisation who are willing to create disposable sandbox ORCID records.

The minimum fields to be included in the file to allow the Hub to write a basic institutional affiliation to ORCID are:

- First name
- Last name
- Email address
- Affiliation type (staff in which case a record is written to the employment section of ORCID, or student – 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 and update information related to this individual affiliation in future)
- ORCID iD (if already known)
- 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 values we have recorded for your home organisation are used.

The 'Disambiguation ID sources' expected by ORCID are currently RINGGOLD, or FundRef.

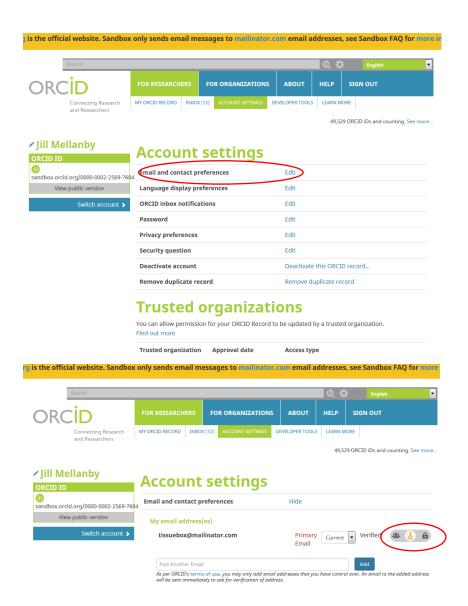
Note that the Hub will use the organisation's default location (name, city, country, and disambiguation information) if these fields are missing or empty. If staff/students are at a particular campus/city that differs from the default home setting, please fill these in on the file and this information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

A <u>sample file</u> is available in the <u>NZ ORCID Hub Resources section</u> of our website. Please save as UTF-8 if non-ascii characters are present; if the text contains commas you may wish to use tabs to separate fields.

A. Onboarding your organisation to the Hub

1. Set up a test sandbox ORCID account and make your email address visible to the Hub Go to the ORCID sandbox at https://sandbox.orcid.org/register, register for a sandbox ORCID iD and, crucially, make your email address visible to trusted parties; this will allow the Hub to read your email address.

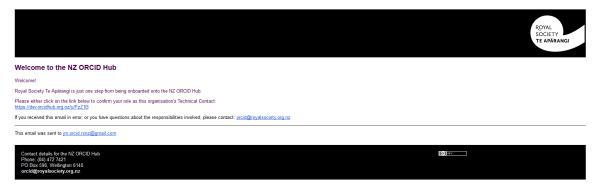
From your sandbox ORCID record, go to the account settings tab (illustrated on screenshot 1 below), and choose the top item on the menu, 'Email and contact preferences'. Once in that section, choose the middle of the three settings, shaped like a key; this will allow your email address to be read by the Hub (illustrated in screenshot 2 below):



Note: the ORCID sandbox is a site used for testing; it mimics the 'real' ORCID site but is cleaned out from time to time.

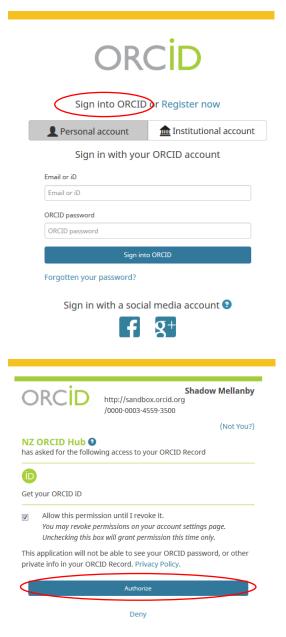
2. Ask us to send you an invitation to onboard

Once you have a sandbox ORCID with your email visible, ask us to send you an invitation to the 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.



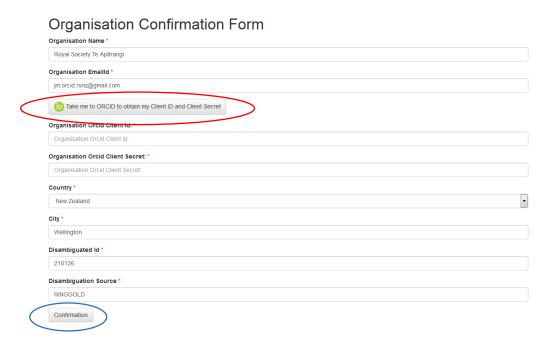
3. Sign into ORCID and 'authorize'

Clicking on the link in the invitation email 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:



4. 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.



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

5. 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.

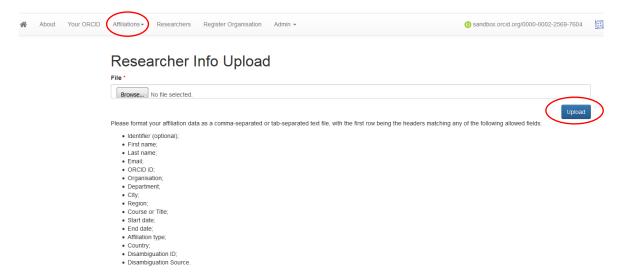
Enter the credentials into the appropriate fields on the above page and click 'confirmation'. You may now go back to your sandbox ORCID record and change the email visibility setting back to 'private', if preferred.

B. Testing the Hub

To test the Hub you will upload a csv/tsv file of people at your organisation, as described earlier, in 'Background'. Some volunteers from your organisation will be required for this testing phase. They will need to create a sandbox ORCID record, but they need not change the visibility setting of their email address.

1. Upload a file of staff/students

Go the test Hub at https://test.orcidhub.org.nz/load/researcher, log in, using the ORCID log-in option and upload your csv or tsv file in the 'affiliations/upload affiliations tab' – screenshot below



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 Sample_CSVShadow_file_for_importing_to_hub.csv Task Filename Organisation Royal Society Te Apārangi Completed At Submitted At 2017-09-12 21:04 Search List (1) Export -With selected+ External First Last Affiliation Start End Code ld Name Name Email Orcid Туре Department Date Date City State Country Id Mellanby jm.orcid.rsnz@gmail.com

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Each person on your file will now be sent an email from the Hub inviting them to link their ORCID iD (or set one up if they haven't got one) to your organisation, allowing them to have an affiliation written to their ORCID record. They should check their sandbox ORCID records to ensure that their affiliation has been written, as expected. It may take a few minutes for this to happen. The more information in your csv/tsv file, the more information will be written to the ORCID record.

2. Export and save your information

Your 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.

Please 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 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).

In order to do this kind of update, upload a new file of affiliations that contains these 'PUT' codes and the Hub will write this information to the existing affiliation item, rather than creating new affiliations. As long as the individuals have your organisation in the Trusted-Parties on their ORCID record, these changes happen automatically and don't require their action in any way.

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.

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. If you are interested in having this invitation email to your staff/students branded with your own organisation's look and feel, please contact us about testing this.