Onboarding your Organisation to the Test 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 Test NZ ORCID Hub and requesting test 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 check the Test 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 sandbox ORCID records (the sandbox is ORCID's test environment). **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.

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 using ORCID's PUT code – a numeric identifier that ORCID gives when an entry is written to an individual's ORCID record.)
- 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 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 sample file is available in the NZ ORCID Hub Resources section 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 Test Hub

1. **Set up a test sandbox ORCID account and make your email address visible to the Hub**

   To do this 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 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.

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

If you received this email in error, or you have questions about the responsibilities involved, please contact: orcid@royalsociety.org.nz

This email was sent to jm.orcid.rsnz@gmail.com

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:

ORCID

Sign into ORCID or Register now

| 👤 Personal account | 🏛 Institutional account |

Sign in with your ORCID account

Email or iD

[Email or iD]

ORCID password

[ORCID password]

Sign into ORCID

Forgotten your password?

Sign in with a social media account ❓

f g+

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. Once you receive your credentials and enter them you will use the 'confirmation' button shown below.

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.

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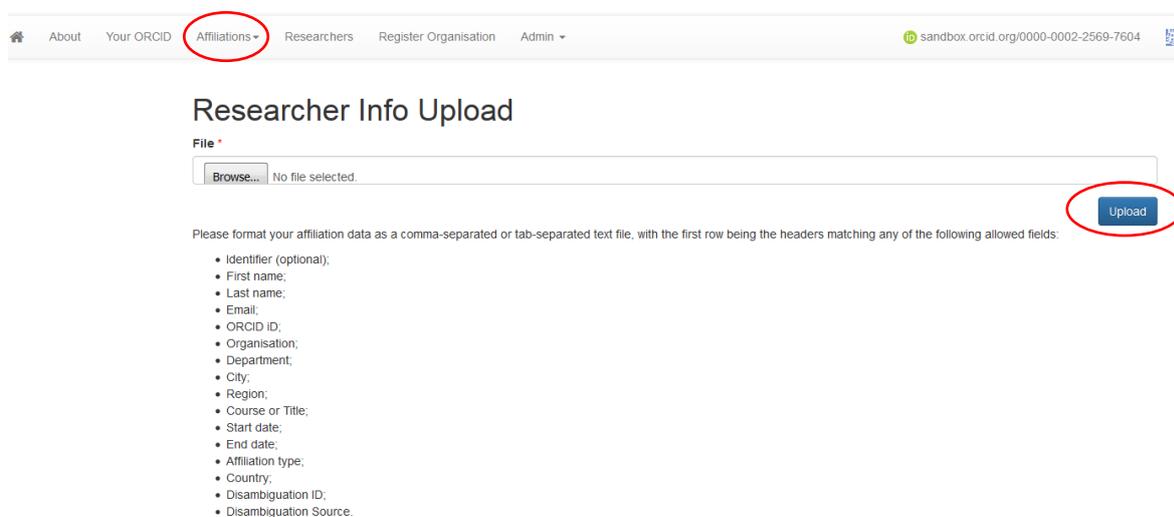
From the list displayed on screen, either click in the left hand 'list' box of each person that you wish to 'activate' or click in the top 'list' button to select all, then click on the 'activate all' button, top right (screenshot below):

Sample_CSVShadow_file_for_importing_to_hub.csv

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

		Put Code	External Id	First Name	Last Name	Email	Orcid	Affiliation Type	Role	Department	Start Date	End Date	City	State	Country	Disambi Id
☐	👁✏		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 – the test Hub will not write to 'real' ORCID records) 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.

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.

   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, 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.

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.