



Starting in REGIS

QUICK REFERENCE GUIDE

FOR RESEARCH OFFICES

Starting in REGIS

The Research Ethics and Governance Information System (REGIS) is the portal to help manage ethics and site governance in NSW and ACT Public Health Organisations (PHOs).

- ❖ Meeting dates and corresponding submission dates for the year ahead
- ❖ Names of the committee members
- ❖ Details to add to your REGIS email footer

REGIS has two portals – external and internal.

The **internal** portal is used by Research Office users working for NSW and ACT public health organisations. This portal is used to manage the research governance process for all human research projects.

All other users will access REGIS through the external portal.

The first time you log into REGIS, your home page should be blank. Setting up your home page will significantly help you manage your tasks and workflows in REGIS.

Other tasks that may need to be completed include:

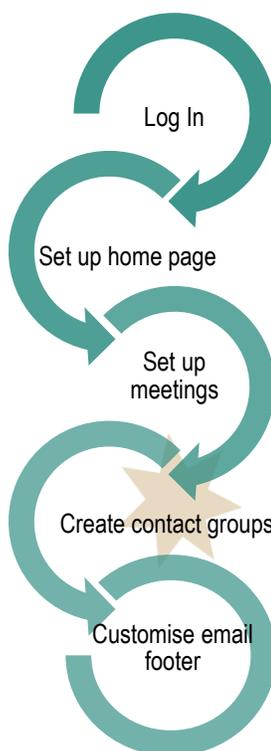
- ❖ Customising your REGIS email footer
- ❖ Setting up meetings for the year
- ❖ Setting up groups of attendees for subcommittees and committees.

What information is needed?

You should have the following information ready to get started in REGIS:

- ❖ Your user name and password
- ❖ Tasks you would like to see on the dashboard, relating to your position

How does it work in REGIS?



How to set up your home page dashboard

See *Quick Reference Guide – Research Officers – Setting up a home page*

REGIS email footer.

Many of the system generated emails within REGIS have been designed to display the email footer of the user creating the action.

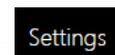
To create your own email footer:

Step 1



Click 'Start' menu (hamburger icon)

Step 2



Click on 'settings' that appears in the black panel directly below the hamburger

Step 3



Select 'Email Footer'

Step 4

You can now create and edit your REGIS email footer. Press Save to store your changes.



Setting up meetings in REGIS

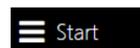
See *Quick Reference Guide – Research Office – Creating and Preparing HREC Meetings*

Setting up contact groups in REGIS

Note: To add someone to a contact group they must have a REGIS account.

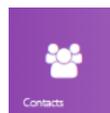
A contact group may be useful when the same group of people (HREC members) are invited to a number of meetings.

Step 1



Click 'Start' menu (hamburger icon)

Step 2



Select the Contacts tile

Step 3



A number of options will appear on the Contacts home page. Select the 'Contact groups' tile.

Step 4



Select the hamburger icon next to the 'Maintain groups' page heading

Step 5



Select 'Add group'

Step 6

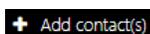
Create your group. In the Type dropdown, select 'Contact'.

Give your contact group a name. This contact group will be visible to all internal portal users in NSW and ACT so be sure to give it a name that will make it easy for you to search and find, e.g. NSLHD Full HREC Members.

Step 7



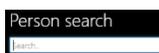
Select the hamburger icon next to the Contacts heading



Click 'Add contact(s)'

Step 8

A black panel will appear on the right of the screen.



You can add the person's first name, last name or email address and search for their details.

Step 9



Select the tick box next to the person's contact details. Then select the tick icon at the bottom of the screen.

Repeat steps 8 and 9 for each new person you wish to add.

Step 10

Save the group you have created



Click on the 'save' icon at the far right of the screen.

If you wish to add another contact to the group after you have saved it, repeat steps 7–10.

For technical assistance, contact
REGIS HELP DESK

support.f1solutions.com.au
1300 073 447