



REGIS User Account

QUICK REFERENCE GUIDE

FOR ALL USERS

Creating a REGIS User Account

What is a REGIS User Account?

Similar to other systems entered via password, a REGIS User Account is your unique 'key' to access areas of the system you need, based on your role.

The minimum detail required to create your User Account in REGIS is a username and password.

- ❖ The username is your preferred unique email address.
- ❖ The password is a set of characters of your choice. It must be at least eight (8) characters in length, comprising at least one of each of the following: an uppercase letter, a lowercase letter, a number and a non-alphanumeric character.

Associated with each User Account is a User Profile under which you can update and manage your username/password, personal details and contact information, as well as academic/professional appointments, employment and education details.

How does it work in REGIS?

Research Office Staff

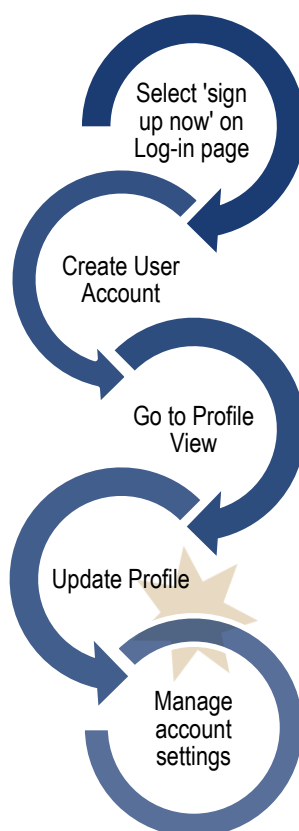
Your User Account will generally be created by System Admin. Your profile will be partially pre-populated with views and settings relating to your specific user role.

You may wish to add other details if relevant to your role/s.

Research Applicants and all other Users

For all other users, setting up your User Account is the first action you must take to enter REGIS.

The diagram below represents the steps to create and update your User Account.



As a research team member, you should enter and maintain as much of your profile details as possible. This information may be used to assist with completion of details in applications such as HREA and/or SSA.

To assist, REGIS has the ability to draw information into your profile from an existing [ORCID](#) account, if relevant.

What information is needed?

You should have the following information ready to complete your User Account:

- ❖ A preferred email address
- ❖ A password that meets the required criteria
- ❖ Your ORCID, if relevant.

How to create a REGIS User Account?

Step 1

Visit the [REGIS website](#) and click the 'Enter REGIS' link on the top front banner of the homepage.

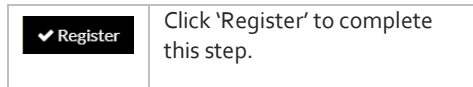
Step 2

At the sign in page, click the bottom right link, 'Sign up now'.

Step 3

Complete the 'Register' screen with your email address as the username and a password that meets the requirements on screen.

Check the 'I am not a robot' box to prevent automated submissions.



A 'Registration Successful' message will appear, explaining that your account has been successfully registered.

Step 4

Open your confirmation email, and click the link to activate your account. A message will appear confirming activation. You are now ready to access REGIS.

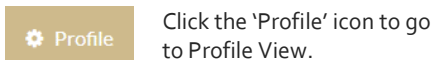
How to update your User Profile?

When you view your User Profile, the various profile sections are visible on the left side of the screen. You can select any of these sections as required, or work through them in order.

If you add details or make any changes to these sections, remember to click 'Save' before leaving the page.

Step 1

Once logged in, look for the top right gold menu bar with a number of icons.



Step 2

Update Personal Details

Your user profile opens with your Personal Details section showing in the main panel.

Data entered at log in will pre-populate into the Personal Details section. Enter your ORCID if you have one.

NOTE: If you add your ORCID number here, REGIS will draw information across from your ORCID profile. This is not an automated process and will need to be completed each time you update ORCID.

Select the check boxes if relevant to you:

- ❖ Notification – to confirm you would like to receive email confirmations.
- ❖ Researcher – to flag if you conduct research.

Step 3

Update other profile sections

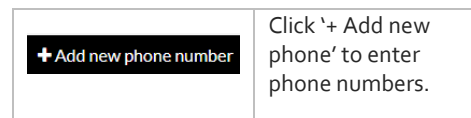
Address Details

This section allows you to add/update your physical, mail and/or courier address.



Phone Details

Add your mobile number, phone (landline), fax or skype details here. For research applicants, this allows the Research Office to get in touch with you if required.



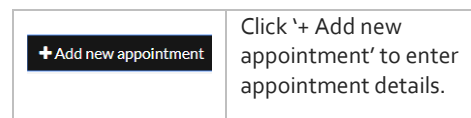
Email Details

The email entered at log in will appear in the table as the preferred address.



Appointments

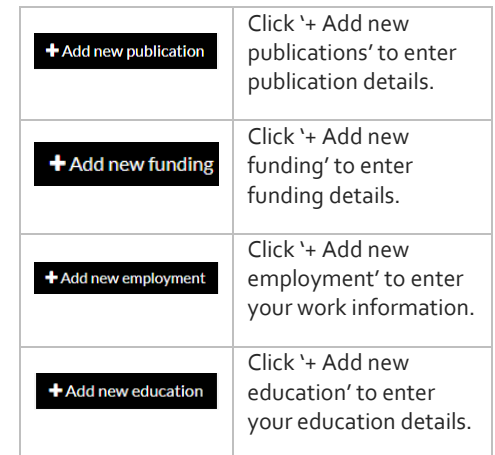
Appointments may be academic or professional roles you hold in addition to your primary job, e.g. Honorary Professor.



Publications, Funding, Employment, Education

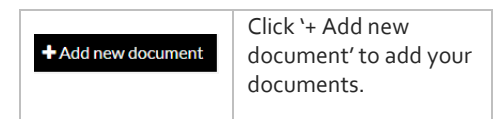
In the next sections – Publications, Funding, Employment and Education – you can track personal, research-related information. While, each section is generally completed in

a similar way, the Education section, allows you to import education details via your ORCID profile.



Documents

Research-related documents can be uploaded to your Profile here.

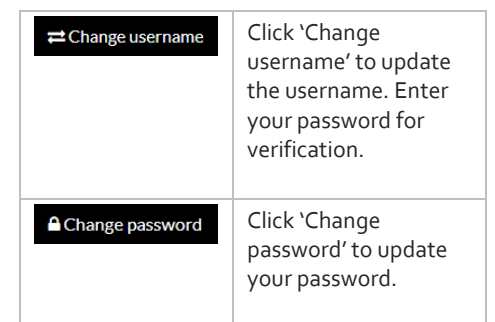


Click 'Upload' when finished.

Step 4

Account Settings

Manage your username and password from Account Settings – the final section under Profile.



For technical assistance, contact
REGIS HELP DESK

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