



REGIS User Account

QUICK REFERENCE GUIDE

FOR ALL USERS

# Creating and Managing 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 of at least one of each of the following: an uppercase letter, a lowercase letter, a number and a non-alphanumeric character e.g. \* !@#\$\$%^&\* \_ , ? ~

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?

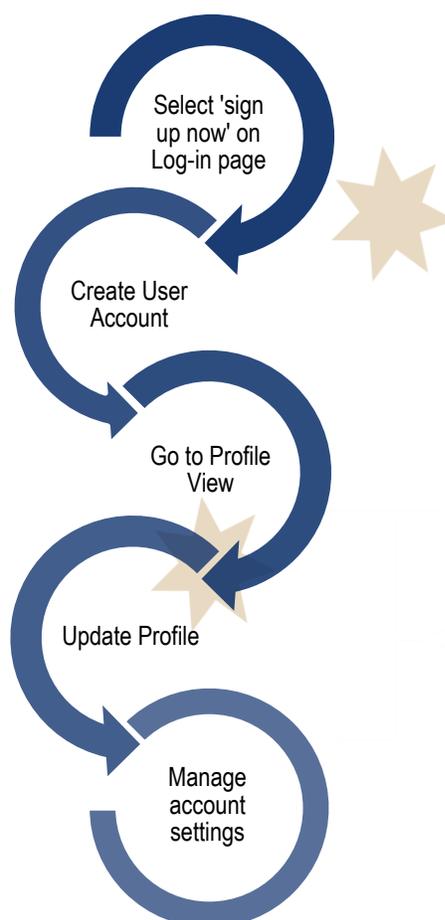
### Research Office Staff

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.



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 on the homepage click the 'Register' button under 'Don't have an account yet?'.

### Step 2

Complete the 'Register' screen with your email address, first name, last name and a password that meets the requirements on screen.

*NOTE: Accepted non-alphanumeric characters are ! @ # \$ % ^ & \* \_ , ? ~*

Click 'Register' to complete registration

Register

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

### Step 3

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 appear on the left side panel. You can select these as required or work through them in order.

*TIP: 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.

Profile

Click 'Profile' to go to profile view.

### Step 2

#### Update Personal Details

Your user profile opens with your Personal details section showing in the left hand side 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 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 relevant contact notifications by email
- ❖ Researcher – to flag if you conduct research.

### Step 3

#### Update other profile sections

Click on the following options to update your profile as necessary;

 Personal details
 Address details
 Email details
 Phone details
 Social media contacts
 Appointments
 Educations
 Publications
 Funding
 Employment
 Account settings

#### Address Details

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

Click '+ Add new address' to complete details

#### Email Details

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

Click '+ Add new email address' to enter more email contact details.

#### 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.

Click '+ Add new phone number' to enter phone numbers.

#### Social media contacts

Add Social media contacts here. The following options are available from the dropdown menu; Facebook, Microsoft, Google, Twitter, Linked In and Other.

Enter a 'Contact URL' and select 'Type' from the dropdown menu

#### Appointments

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

Click '+ Add new appointment' to enter appointment details

#### Educations, Publications, Funding and Employment

In the next sections; Educations, Publications, Funding and Employment 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.

Click '+ Add new education' to enter your education details

Click '+ Add new publication' to enter publication details

Click '+ Add new funding' to enter funding details

'Click '+ Add new employment' employment details

### Step 4

#### Account Settings

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

Click 'Change username' to update the username. Enter your password for verification.

Click 'Change password' to update your password.

*NOTE: If you believe you have multiple user account and want to merge the accounts, please contact the helpdesk on 1300 073 447 (1300 0 REGIS)*

For technical assistance, contact  
REGIS HELP DESK

support.f1solutions.com.au  
1300 073 447