REGIS

REGIS User Account

REGIS User Account and System Symbols

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 (will become your REGIS username), first name, last name and a password that meets the requirements on screen.

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

| Register | Click 'Register' to complete registration |

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.
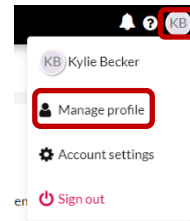
*If you don't receive the confirmation email check your junk folder

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)

How to update your REGIS User Account

Step 1
Once logged in, locate your Profile icon at the top right side of the screen and select 'Manage Profile'

Step 2
From the left-hand menu, select the area you wish to update.

Step 3
Personal Details the details entered here will prefill into applications.

Email Details your preferred email address listed will receive all REGIS email notifications and correspondence. Your preferred email should match your REGIS username.

Step 4
Account Settings (Username and Password)

Change your username by using the change username button.

A username must be in an email format and must be unique.

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

You can change your password by using the change password button.

The password must be a minimum of eight (8) characters in length, containing at least one of each of the following: an uppercase letter, a lowercase letter, a number and a non-alphanumeric character e.g. *!@#$%^&*_,?~

Symbols

Top right menu navigation

All users will see the following icons at the top right menu navigation. This will be visible from all pages within REGIS.

(monitor icon)	Click 'Projects' to view all projects or create a new project under your user profile
KB	Click 'Profile' to view your user profile details and to log out.
(question mark icon)	Click 'Help' to read help text for this page
(dashboard icon)	Click 'Dashboards' to manage data
0 7 : 4 2 : 0 1	Activity clock to in

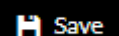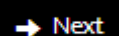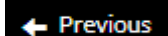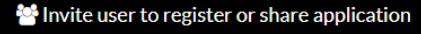|	
(calendar icon)	Click 'Meetings' to view the HREC meetings to which you have been assigned
(checkmark icon)	Click 'Reviews' to action your review of applications to which you have been assigned
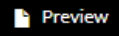
Another icon will appear if you are a Head of Department or Chief Executive.

(gavel icon)	

System navigation symbols
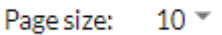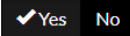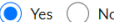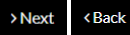
Hierarchy History 2021/PID01115 New UX 2021/ETH00632 New UX - HREA	Click on the icon to navigate to the required application.

⚙ Column chooser	

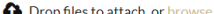|	
📄 Preview	Click to 'Download and Preview' the project. The project downloads as a *.zip* file to the location as set on the browser
💾 Save	Click to 'Save' at any stage when completing any section or application in REGIS
→ Next	Click 'Right directional arrow' to go to Next page of the section or application
← Previous	Click 'Left directional arrow' to go to Previous page of the section or application

👥 Invite user to register or share application

Click this button at any time to invite a user to view or edit an application or edit a user's current access.

General functionality

💾 Save	Click 'Save' at any time in each screen or page.
↺ Reset	Click 'Reset' to clear values in all fields on a page.
✖ Cancel	Click 'Cancel' to cancel the action being completed on the page
✎ ✎	Click 'Edit' allows the selected record available for changes

🗑 🗑	Click 'Delete' allows removal of the selected record. CAUTION: This action is not reversible
Page size: 10 ▾	This allows for setting of the number of saved records to display on one page
Search:	Typing a phrase/word on the *Search* box will quick search on saved records
‹ Previous 1 Next ›	If the number of records are not able to display on one page, the rest of the records are viewable by navigating the page numbers, or by clicking on *Previous* and *Next*
ℹ	This 'information' icon appears regularly throughout REGIS with further instructions
☁ Drop files to attach, or browse	Click 'Upload' when you have been asked to add new documents to REGIS
✔ Yes No ● Yes ○ No	There will be questions that will require you to choose a 'Yes/No' answer. A check mark will appear when you click on your selected choice
› Next ‹ Back	Some screens will have 'Next' and 'Back' navigation buttons to progress to the next screen, or revert to the previous screen

REGIS will prompt you if it detects that there are unsaved changes on the page when you are navigating to another page.
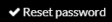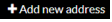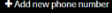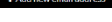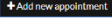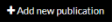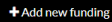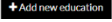
Leave site?
Changes you made may not be saved.

Leave | Cancel

- ❖ If you click 'Leave', you will discard the unsaved changes.
- ❖ Clicking 'Cancel' will allow you to check the page.

There are also general action functions that are used in specific sections of the system.

LOG IN

Sign In	Click 'Sign In' at the log in screen, after completing your username and password
Reset password	Click 'Reset password' when you have forgotten your password

PROFILE

|	
+ Add new address	Click '+ Add new address' to update your address details. REGIS will allow more than one address
+ Add new phone number	Click '+ Add new phone number' to update your phone number. You can have more than one and choose your preferred contact number
+ Add new email address	Click '+ Add new email address' to update your email address. You can have more than one and choose your preferred contact
+ Add new appointment	Click '+ Add new appointment' to add roles held in addition to your current job position
+ Add new publication	Click '+ Add new publication' to update publications not in ORCiD. Otherwise, you may click a link underneath this icon to import data from ORCiD
+ Add new funding	Click '+ Add new funding' to update your profile with funding information.
+ Add new employment	Click '+ Add new employment' to update your profile with your employment information
+ Add new education	Click '+ Add new education' to update your profile with your education details

+ Add new document	Click '+ Add new document' to update any documents relevant to your profile
⇄ Change username	Under Profile, you can click 'Change username' to update the username of an existing user account
🔒 Change password	Under Profile, you may click 'Change password' to update your password of an existing user account

IN PROJECT REGISTRATION

|	
+ New form	Click '+ New form' to start the process of registering a project
+ Add Another 🗑	These + Add Another and red bin icons will allow you to add or remove items in sections e.g. research sites in different jurisdictions or additional project documents
Invite to Register	Click 'Invite to Register' to invite members of your research project team who are not yet registered in REGIS
+ Add	Click '+ Add' when you have completed the email address (username) of the person you are inviting to register
✅ ❌	Icons will appear against each section in Project Registration to indicate completed or not completed
Complete Registration	Click 'Complete Registration' when you have a green check mark against all sections and you are ready to finalise the registration

APPLICATIONS AND FORMS

❓	This question icon provides more information on the topic or question
+ New form	Click 'New form' to add a new application (HREA or SSA) or post-project approval form

REVIEW – for a Reviewer

☑ Select all	Click 'Select all' to select all items in the list provided
☐ Select none	Click 'Select none' to unselect all items in the list provided
⬇ Download	Click 'Download' to download documents selected to the location as set on the browser

✔ Review application	Click 'Review application' to provide feedback on an application
👁 View review	Click 'View review' after successful submission of the review to view all details
📄 Download application	Click 'Download application' to download the application

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