DECISION INC.





National Research Foundation ERP Project

NRF Connect: Profile Registration Guide

Version 1.0

14 March 2022

Table of Contents

1.	Introduction	3
2.	Login	4
3.	Register	5
4.	Sync Your CV	.10
5.	Home/Landing Page	.11

1. Introduction

When accessing NRF Connect (https://nrfconnect.nrf.ac.za), the user will be directed to a Login (for registered users) and Register (for new users) page.

All users are required to be registered on the NRF Connect system to make use of the relevant functionality.

NRF staff must use their Active Directory login credentials to be able to access the system. Their information will be imported into the system from other NRF systems.

National Research Foundation					
Login Or Register with					
D					
ORCID					
X NRF STAFF					
AD Login					
Username missdee.mokgwatsana@gmail.com					
This will be your email address					
Password 🗞					
Your password is case sensative					
Forgot your password? <u>Reset it here!</u>					
LOGIN					

Non-NRF staff must click the ORCID (Open Researcher and Contributor ID) icon to login or register.



2. Login

If users are already registered on ORCID, they must sign in using one of the following options:

- 1. ORCID iD
- 2. Email address linked with your ORCID profile
- 3. GMAIL account linked with your ORCID
- 4. Facebook account linked with ORCID

```
C 🔒 sandbox.orcid.org/signin?client_id=APP-UBI45UL644QO5QJG&response_type=code&scope=%2Fread-limited&show_login=true&redirect_uri=https:%2F%2I
```

```
📙 ROSS 📙 BI 📃 ERP 📃 IA 🛄 CVC 🛄 Personal 🛄 KPI 🛄 ERP2 🛄 Bibliometrics 🛄 Studies
```

dbox.orcid.org is a test website. orcid.org is the official website. Sar	ndbox only sends email messages to mailinator.com email addresses, see Sandbox FAQ for mo	re information
	Sign in	
	 Email or 16-digit ORCID ID 0000-0003-2383-6751 example@email.com or 0000-0001-2345-6789 Password 	
	SIGN IN Forgot your password or ORCID ID? Don't have an ORCID iD yet? Register now	
	or	

俞

G

0

When clicking on **Sign In**, the system will redirect the user to the NRF Connect login page and automatically log the user in.

Access through your instit

Sign in with Google Sign in <u>with Faceboo</u>

Depending on the role the user will have in the system, i.e., reviewer, applicant, etc, the screen below will differ.



3. Register

If the user is not registered on ORCID, click **Register now** and follow the steps to create an ORCID profile.

	Sign in
Email or 16-di	git ORCID iD
example@email.co	om or 0000-0001-2345-6789
Password	
Forgot your pa	SIGN IN
Don't have an O	RCID iD yet? Register now
	or
鱼	or Access through your institution
<u>命</u> G	or Access through your institution Sign in with Google

On clicking Register Now, the system will return the following message: "We found some accounts with your name, which means you may have already created an ORCID iD using a different email address. Before creating an account, please confirm that none of these records belong to you. Not sure if any of these are you?"

🕲 NRF Online Submission System 🗙 📋 Grants Development Team Sprin 🛪 😵 NRF Online Submission System	m 🛪 😤 NRF Funding App	× 🖸 ORCID	× 🗵 Maserufe Mol	kgwataana (0000-0 🛪	C TuchSmith S
← → C a sandbox.orcid.org/register?client_id=APP-UBI45UL644QO5QJG&response_type=code	&scope=%2Fread-limited&show_login=	true8iredirect_uri=https:%2P%2	Fuatgrants.nrf.ac.za%2Forcid		
	Personal data Security a	ind notifications	Visibility and terms		
	Create	your ORCID iD			
Could this be We found some accounts with yo	you? our name, which means you may have	aiready created an ORCID ID	using a different email addr	ress. Before creating	an
account, please confirm that non First Name	e of these records belong to you. Not	sure if any of these are you? (Affiliatio	Dontact us.	View Recr	ord
Maserufe	Mokgwatsana			View Recor	d
Maserufe	Mokgwatsana			View Recor	d
Maserufe	Mok			View Recor	d
Dolly	Mokgwatsana			View Recor	d
TALREAD	Y HAVE AN ID, GO BACK TO SIG	>	E ARE ME, CONTINUE W	ITH REGISTRATIO	ON

If any of the listed profile(s) is the user's, click "I already have an ID, go back to sign in."

If none of the profiles are the user's, click "Continue with registration to complete the process."

	Personal data	Security and notifications	Visibility and terms	
		Create your ORCID iD		
Could this b	e you?			
We found some accounts w account, please confirm that	ith your name, which means you at none of these records belong t	may have already created an ORCII o you. Not sure if any of these are yo	D iD using a different email addre ou? Contact us.	ss. Before creating an
First Name	Last Name	Affilia	tions	View Record
Maserufe	Mokgwatsana			View Record
Maserufe	Mokgwatsana			View Record
Maserufe	Mok			View Record
Dolly	Mokgwatsana			View Record
		\$		
TALS	READY HAVE AN ID, GO BAC		IESE ARE ME. CONTINUE WI	TH REGISTRATION

Please select one of the options for the visibility of the ORCID records.

- Should the user choose the fist or second option, the ORCID records will be visible on NRF Connect
- 2. Should the user choose the third option, the records in ORCID will not be visible on NRF Connect

Create your ORCID iD This is step 3 of 3 Visibility settings Way of CDD Promotely fully work CDD promotely than contrains in this to your research activities, iffiliations, wands, other ventions of your name, and more, You control this content and who can see all. Oge default, what visibility should be given to new items added to your ORCID Record that content that with our schoole thas) Oge default, what visibility should be given to new items added to your ORCID Record that content that our schoole thas) Oge of Your and the given your schoole thas) Oge of Your and the given your schoole thas) Oge of Your and the given your schoole thas) Oge of Your and the given your schoole thas) This and organizations (You of users choole thas) Oge of Your and the given your your schoole thas) The schoole thas) Oge of Your and the given your your schoole thas) The schoole thas The schoole thas) Oge of Your and the given your your schoole thas) The schoole thas The schoole thas The schoole that being processed in the united States. Invest to the private policy and terms of use and agree to my data being processed in the United States. Invest to the your your data. Internet than you habe being processed in the United States. In
I'm not a robot

Continue with the ORCID registration as prompted.

🛞 NRF Online Submission System 🗙 📋 Grants Development Team Sprin 🗴 🛞 NRF Online Submission System	🗴 🕆 NRF Funding App 🗴 💿 CRCD x 🕑 Maxenule Molgonations (2000 0 x 😵 TechSmith Snugh, Soven Cope: x 🕇	0	- 0	×
← → C (# sandboxorcid.org/oauth/suthorize?dient_id=APP-UBI45UL644QO5QJG&response_type=	code&scope=%2Fread-limited&show_login=true&redirect_uri=https:%2F%2Fustgrants.nrfac.za%2Forcid	0+ <u>\$</u> 2	00	
	Authorize access You use currently signed in as: Marcufe Detry for an end on e			•

When the ORCID registration process is complete, new users will be redirected to NRF Connect login screen to register on the system.



If the user is currently registered on the NRF Online Submission System, the system will automatically log in with the ORCID profile.

← → C (i usigants mfacza/register		National Research	
		Foundation	2,601,127
	Register a	new account	
	Aircady have an	account? Login now	11 S 1938
	Personal details		
	Unique Registration Sind note that the registration process should be completed You need to complete all the required fields (indicate with * 1b After you have registered, you will need receive an email with a	crity once effore you will be able to submit your registration. I link and instructions on how to set your password I OCIN RECISTE	
	Contact details		
	Email Address *	Mobile Number	
	Primary email address	Please include Country Code +27 082 123 1234	
		CANCEL REC	ISTER

If the user is not registered on the current NRF Online Submission system, click **Register** to register and create a profile on the new NRF Connect system.

-> C i uatgrants.rrfacza/register	_		
		Research Foundation	et an
	Reg		1840
	Constant And the second s	hould be compreted only once. Is (indicated with ") before you will be able to submit your registration, calve an email with a link and instructions on how to set your password	FORTFR
	Contact details		
	Email Address *	Moblie Number	
	Primary email address	Please include Country Code +27 062 123 1234	
7000		CANCEL	REGISTER

Complete the missing fields and click Register to complete the process and the system will automatically log the user in.

Register a r	F Research Foundation NEW account
Personal details	
Intips //sandbox.orcid.org/0000-3002-8226-4581 Fist Name * Maserufe	Sumana * I
As per your bith certificate	As peryour bith certificate
Birth Date *	
Contact details	
Email Address *	Mobile Number
Frimary email address	Please include Country Code +27 062 123 1234
	CANCEL

4. Sync Your CV

Should the user be an existing user on the NRF Online Submission System, there is functionality to migrate the CV from the previous system. Click **Verify** in order to link to the relevant account on the NRF Online Submission System.



Provide the ID/Passport number and password used on the NRF Online Submission System.

Enter your Old Nrf Submission Details

ID Number *	
ID/Passport	
Password *	
Your Old Password	
CANCEL	SUBMIT

Once the verification of the two accounts has been completed, confirmation will show at the bottom of the screen.



The user now has the option to sync/migrate their CV from the NRF Online Submission System to NRF Connect. Click **Sync Now** to do this.



Once this is done, the relevant information will be copied over to NRF Connect and be available for validation and updating by the user.



5. Home/Landing Page

After logging in, the user can click on the **Update Profile** button to update or complete the profile details.

Instructions to complete Personal details:

The completeness of the profile will be shown in percentage format.

- All fields with an asterisk * are compulsory.
- To upload a document click on "*Click here to upload the relevant document*" field which will redirect to your list of files.
- Toggle to indicate No.
 Are you disabled in any way?
- Toggle to indicate Yes.
 Are you disabled in any way?

Fitle *	•	Initials *		First Name *	0	Surname *	0
		As per your birth certificate		Please fill in your Name		Please fill in your Name	
Maiden Name		Birth Date * 1993/03/05		Citizenhsip Status *	•	Country *	•
				South African Citizenship Status		Country of Birth	
Country *	•	Institution *	•	Country *	•	Field of Specialisation *	-
Current Country				Country of Institution		Field of Specialisation	
Position/Designation		Race *	•	Gender *	•	Identity *	-
D/Passport Number *		Identity Document	e	Are you disabled in any way?		Specify Disability	0
As per your Identity document		Upload Identity document of less than 2 MB.	0 (0.0B)			Field is required	0 / 200

Please ensure that ALL compulsory fields are completed, and all documents are uploaded.