

# RIMS

(Research Information Management System)



UFS·UV



How to log into your RIMS profile

Directorate Research Development

2019

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**NB: Do NOT use Internet Explorer for RIMS.**



## Accessing RIMS from the UFS website

### For Students:

1) Go to the UFS website at [www.ufs.ac.za](http://www.ufs.ac.za) and click on “Students”:

UNIVERSITY OF THE  
FREE STATE  
UNIVERSITEIT VAN DIE  
VRYSTAAT  
YUNIVESITHI YA  
FREISTATA



↑ About Apply **Students** Academic Research Alumni Staff Campuses Calendar

2) Click on “Academic”:

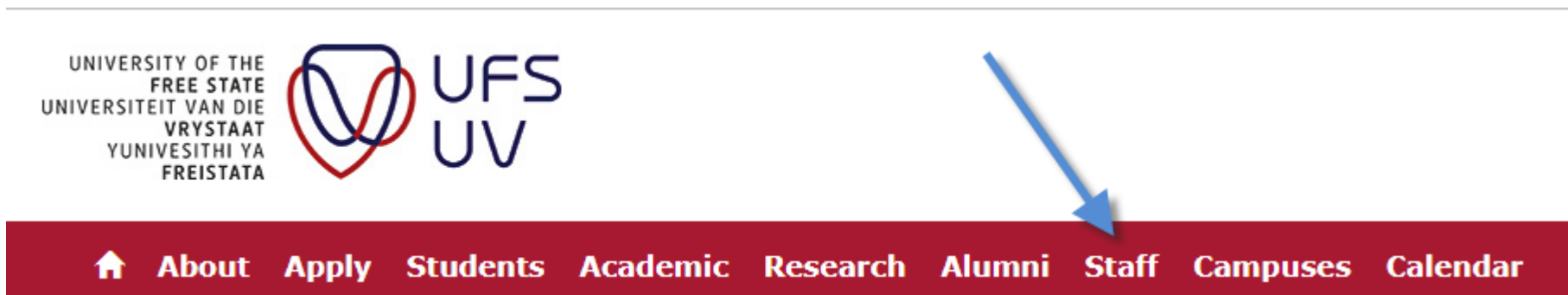


3) Scroll down to find the RIMS link:


**RIMS (Research Information Management System)**

### **For Staff:**

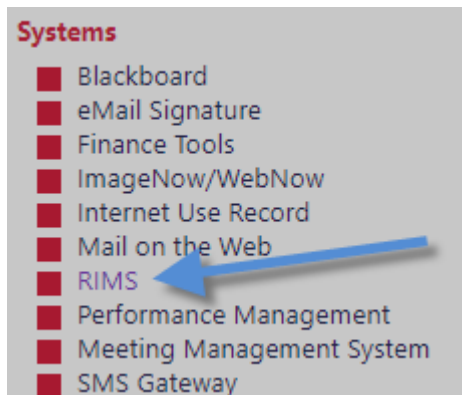
1) Go to the UFS website at [www.ufs.ac.za](http://www.ufs.ac.za) and click on “Staff”:



2) Scroll down and click on “Intranet”:

- [Vacancies](#)
- [Trade Unions](#)
- [Admin and Services](#) (Support Services Departments)
- [Intranet](#) (UFS staff only) 
- [Staff Webmail](#) (UFS staff only)
- [IT Support for Staff](#)

3) Find the RIMS link in the “Quicklinks” section on the right of the screen under the “Systems” heading:

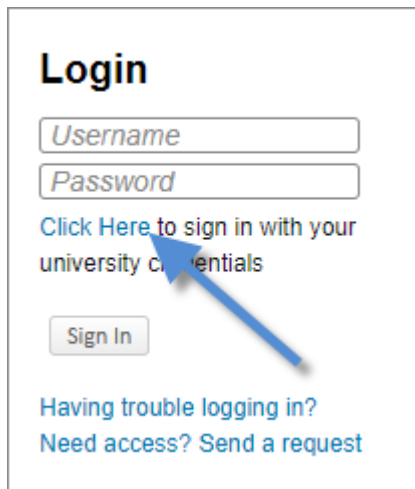


Alternatively, just go to the RIMS website directly through the address <https://rims.ufs.ac.za> through your internet browser (remember not to use Internet Explorer).

# Logging into RIMS

## For UFS Students and Staff:

1) Click on the blue link as shown here below to open the UFS login screen:



**Login**

[Click Here to sign in with your university credentials](#)

[Having trouble logging in?](#)  
[Need access? Send a request](#)

2) Enter your UFS username and password in the UFS login screen and then click on “Sign in”



Sign in with your organizational account **Username**

someone@example.com

Password

Sign in

© 2013 Microsoft

## **Please note:**

You should use your UFS email address as your [username](#).

**Staff:** this will be [surname][initials]@ufs.ac.za – e.g. [SmithA@ufs.ac.za](#)

**Students:** this will be [student number]@ufs4life.ac.za – e.g. [2019001002@ufs4life.ac.za](#)

Your [password](#) will be your UFS password, i.e. the one that you use to log into your computer on campus or that you use for other UFS systems, such as Blackboard.

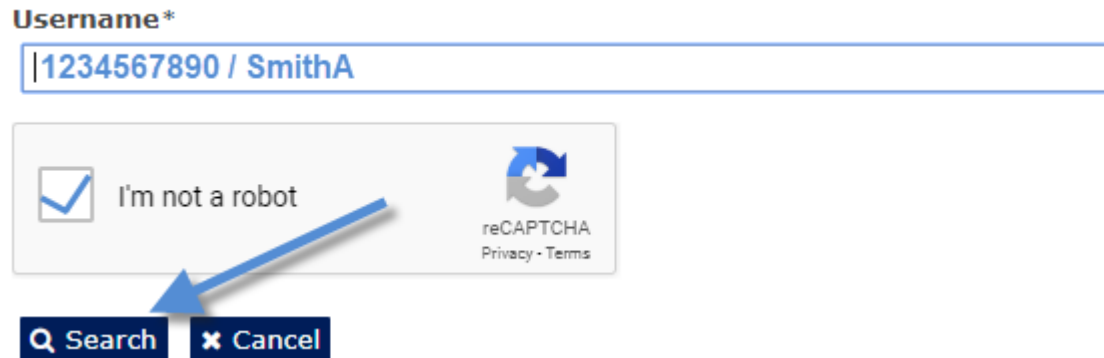
## **If you do not know your password or if your password does not work:**

1) Go to the self-service website at <https://selfservice.ufs.ac.za> and click on “Forgotten Password”:





2) Type in your username and then click on the “I’m not a robot” tick-box and then on “Search”:



The screenshot shows a login interface. At the top, there is a label "Username\*" followed by a text input field containing "1234567890 / SmithA". Below the input field is a reCAPTCHA widget. On the left of the widget is a checked checkbox with the text "I'm not a robot". On the right is the reCAPTCHA logo and the text "reCAPTCHA Privacy - Terms". Below the widget are two buttons: "Search" with a magnifying glass icon and "Cancel" with an 'x' icon. A blue arrow points from the "I'm not a robot" checkbox area towards the "Search" button.

**Students:** Your Username will be your student number.

**Staff:** Your username will be your surname and initials, e.g. SmithA.

3) From this point on you can follow the additional steps required to verify your identity and re-set your password. Use the newly set up password to log into RIMS. You can also call the IT helpdesk to help you reset your UFS password at 051 401 2000 or visit their helpdesk on campus.

## Still can't log into RIMS?

Please send us an email: [RIMS@ufs.ac.za](mailto:RIMS@ufs.ac.za), or call 051 401 9398 / 3682 / 9451 / 3942