

# RIMS

(Research Information Management System)



UFS·UV



How to log into your RIMS profile Directorate Research Development

2019

Index:

Accessing the RIMS website.....p3-5

Using your details to log in.....p6-8

Password not working or forgotten.....p8-9

RIMS office contact details.....p9

**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”:



2) Click on “Academic”:



3) Scroll down to find the RIMS link:



**For Staff:**

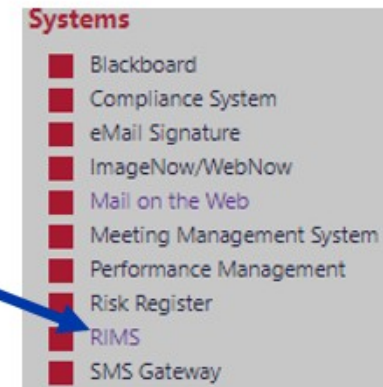
1) Go to the UFS website at [www.ufs.ac.za](http://www.ufs.ac.za) and click on “Staff”:



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](#)
- [LinkedIn Learning](#) (UFS staff only)

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

## 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](mailto:SmithA@ufs.ac.za)

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

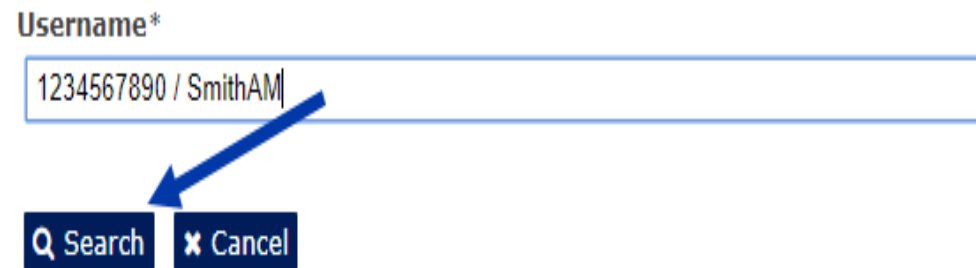
### ***If you do not know your password or if your password does not work:***

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”:



Username\*

1234567890 / SmithAM

Q Search X Cancel

**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 +27 51 401 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 +27 51 401 9398 / 3682 / 9451 / 3942