



National Research Foundation ERP Project

NRF Connect: Profile Registration Guide

Version 1.0

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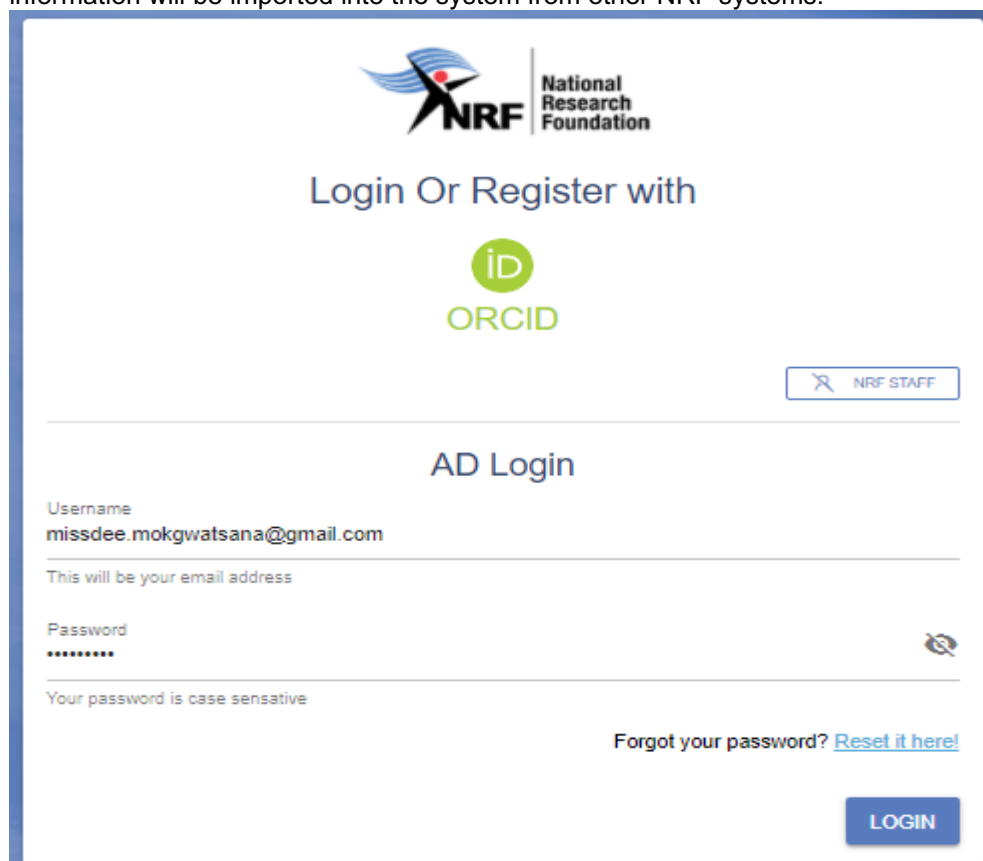
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1. Introduction

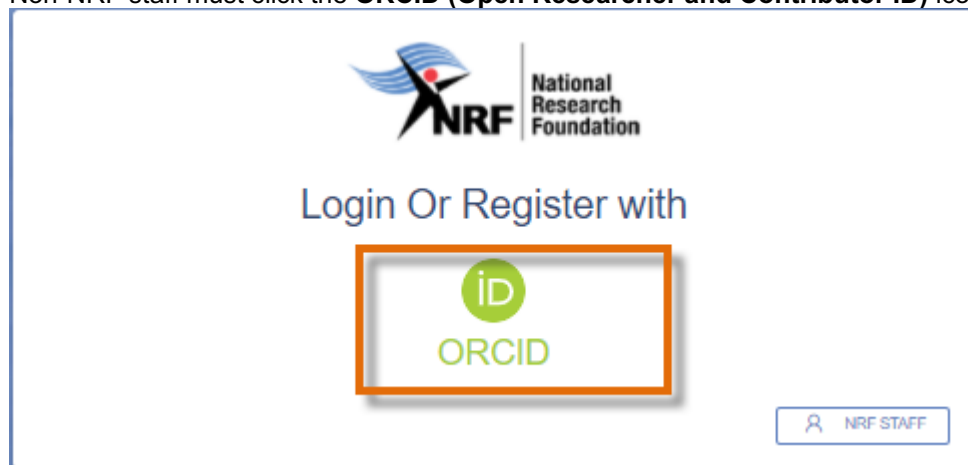
When accessing NRF Connect (<https://nrfconnect.nrf.ac.za>), the user will be directed to a Login (for registered users) and Register (for new users) page.

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.



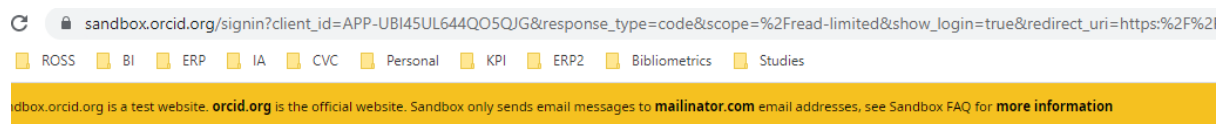
Non-NRF staff must click the **ORCID (Open Researcher and Contributor ID)** icon to login or register.



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

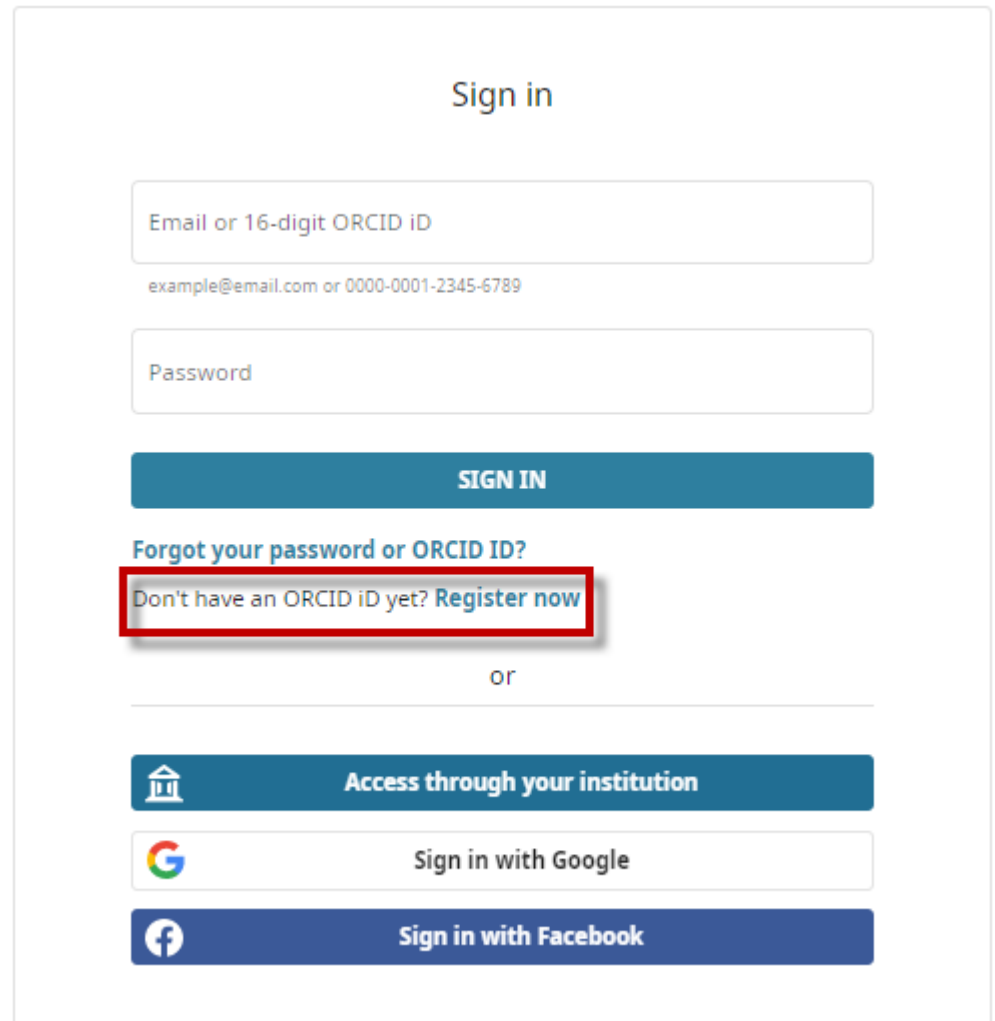


When clicking on **Sign In**, the system will redirect the user to the NRF Connect login page and automatically log the user in.

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.

A screenshot of the ORCID sign-in page. At the top, it says "Sign in". Below this are two input fields: "Email or 16-digit ORCID iD" with a placeholder "example@email.com or 0000-0001-2345-6789", and "Password". A blue "SIGN IN" button is below the password field. Underneath is a link "Forgot your password or ORCID ID?". Below that, the text "Don't have an ORCID iD yet?" is followed by a blue link "Register now", which is highlighted with a red rectangular box. Below this is the word "or" and a horizontal line. At the bottom, there are three buttons: "Access through your institution" with a building icon, "Sign in with Google" with the Google logo, and "Sign in with Facebook" with the Facebook logo.

Sign in

Email or 16-digit ORCID iD
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

 **Access through your institution**

 Sign in with Google

 Sign in with Facebook

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?"*

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

Personal data Security and notifications Visibility and terms

Create your ORCID iD

Could this be you?

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? [Contact us.](#)

First Name	Last Name	Affiliations	View Record
Maserufe	Mokgwatsana		View Record
Maserufe	Mokgwatsana		View Record
Maserufe	Mok		View Record
Dolly	Mokgwatsana		View Record

I ALREADY HAVE AN ID, GO BACK TO SIGN IN **NONE OF THESE ARE ME, CONTINUE WITH REGISTRATION**

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 be you?

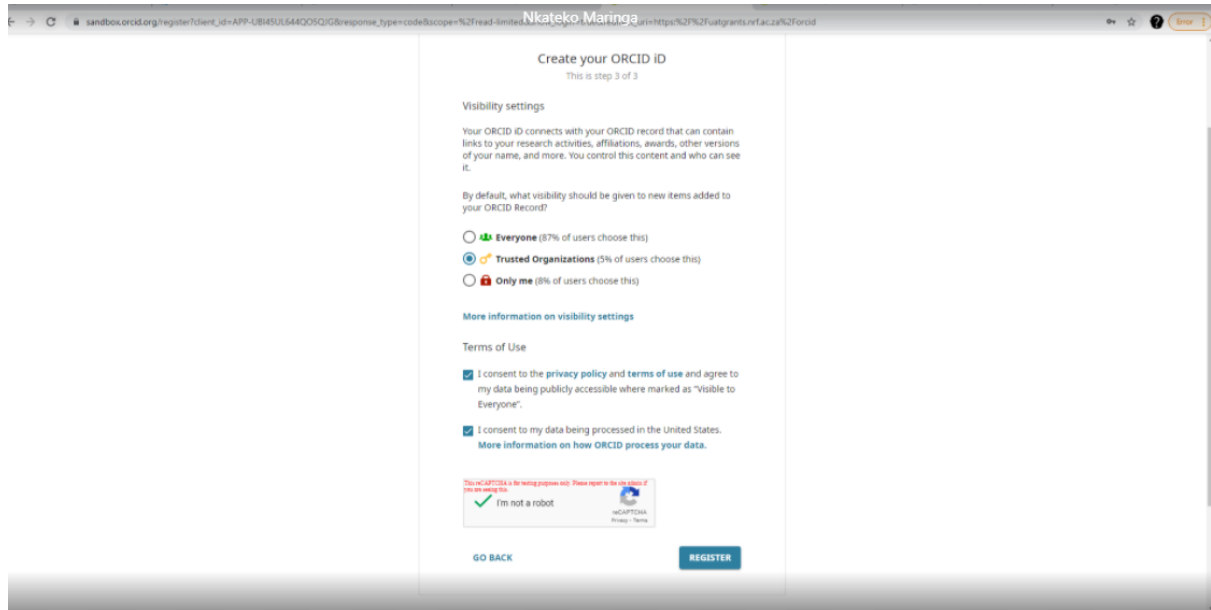
We found some accounts with your name, which means you may have already created an ORCID iD using a different email address. Before creating an account, please confirm that none of these records belong to you. Not sure if any of these are you? [Contact us.](#)

First Name	Last Name	Affiliations	View Record
Maserufe	Mokgwatsana		View Record
Maserufe	Mokgwatsana		View Record
Maserufe	Mok		View Record
Dolly	Mokgwatsana		View Record

I ALREADY HAVE AN ID, GO BACK TO SIGN IN **NONE OF THESE ARE ME, CONTINUE WITH REGISTRATION**

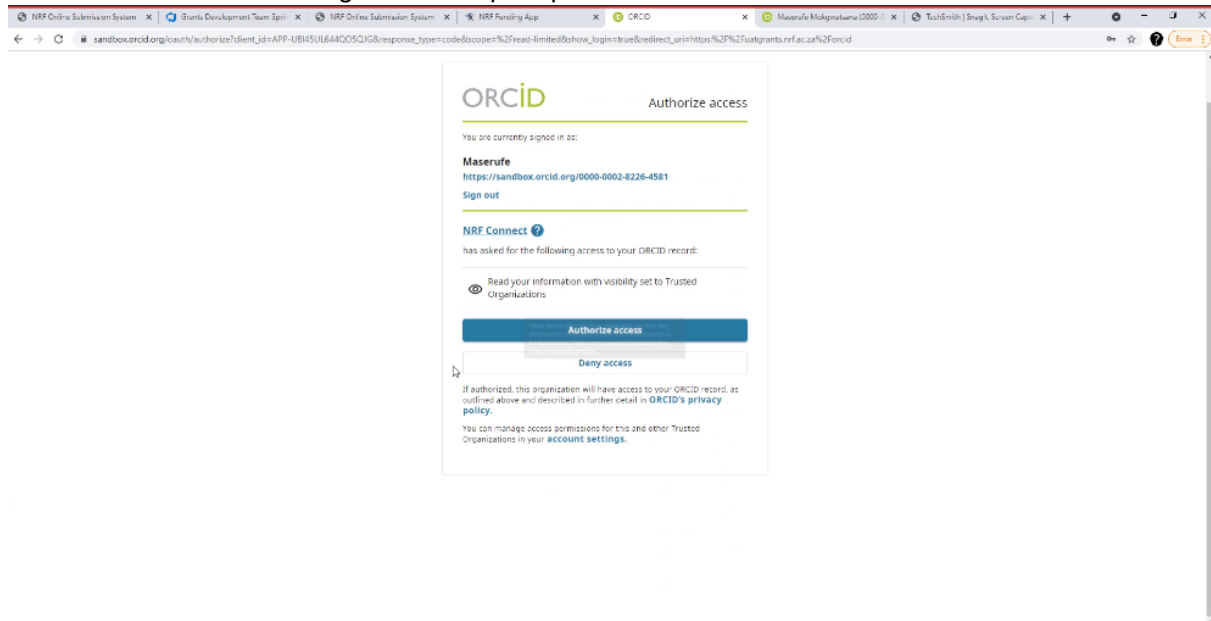
Please select one of the options for the visibility of the ORCID records.

1. Should the user choose the first 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



The screenshot shows the 'Create your ORCID ID' page, which is step 3 of 3. It features a 'Visibility settings' section where users can choose how their ORCID ID connects to their record. Three options are listed: 'Everyone' (87% of users choose this), 'Trusted Organizations' (5% of users choose this), and 'Only me' (8% of users choose this). Below this is a 'Terms of Use' section with two checkboxes: 'I consent to the privacy policy and terms of use and agree to my data being publicly accessible where marked as "Visible to Everyone"' and 'I consent to my data being processed in the United States'. At the bottom, there is a 'GO BACK' button and a 'REGISTER' button. A CAPTCHA is also visible.

Continue with the ORCID registration as prompted.



The screenshot shows the 'Authorize access' page on the ORCID website. It displays the user's current signed-in status as 'Maserufe' with the URL 'https://sandbox.orcid.org/0000-0002-8226-4581'. Below this, it states 'NRF Connect' has asked for the following access to the user's ORCID record: 'Read your information with visibility set to Trusted Organizations'. There are two buttons: 'Authorize access' and 'Deny access'. At the bottom, there is a note: 'If authorized, this organization will have access to your ORCID record, as outlined above and described in further detail in ORCID's privacy policy. You can manage access permissions for this and other "Trusted Organizations" in your account settings.'

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

The screenshot shows a web browser window with the URL `uatgrants.nrf.ac.za/register`. The page is titled "Register a new account" and features the NRF logo. A modal window titled "Unique Registration" is displayed over the registration form. The modal contains the following text:

Kindly note that this registration process should be completed only once.

- You need to complete all the required fields (indicated with *) before you will be able to submit your registration.
- After you have registered, you will need receive an email with a link and instructions on how to set your password

At the bottom of the modal are "LOGIN" and "REGISTER" buttons. The background registration form includes sections for "Personal details" and "Contact details".

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

This screenshot is identical to the one above, showing the same "Unique Registration" modal on the NRF Connect registration page. It illustrates the system's behavior when a user is already registered, showing the modal with instructions and the "REGISTER" button.

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.

Register a new account

Already have an account? [Login now](#)

Personal details

Unique Registration

- Kindly note that this registration process should be completed only once.
- You need to complete all the required fields (indicated with *) before you will be able to submit your registration.
- After you have registered, you will need receive an email with a link and instructions on how to set your password.

[LOGIN](#) **REGISTER**

Contact details

Email Address *

Mobile Number

Primary email address

Please include Country Code +27 082 123 1234

[CANCEL](#) **REGISTER**

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

Register a new account

Already have an account? [Login now](#)

Personal details

First Name *
Maserufe

Surname *
I

Birth Date *

Contact details

Email Address *
<https://sandbox.nrcid.org/0000-0002-8226-4581>

Mobile Number

Primary email address
Please include Country Code +27 082 123 1234

[CANCEL](#) **REGISTER**

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.



Link Submission ...

Connect your old nrf submission profile

NO THANKSVERIFY

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.

Sync Your CV

Migrate your CV from the previous system

NOT NOWSYNC NOW

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

Sync Your CV

Migrate your CV from the previous system

62 records migrated

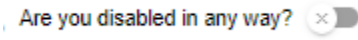
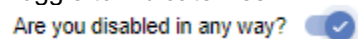
 Sync Complete

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.

- Toggle to indicate Yes.


Personal details

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

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