



National Research Foundation ERP Project  
**NRF Connect: Profile Registration Guide**

Version 1.0

14 March 2022

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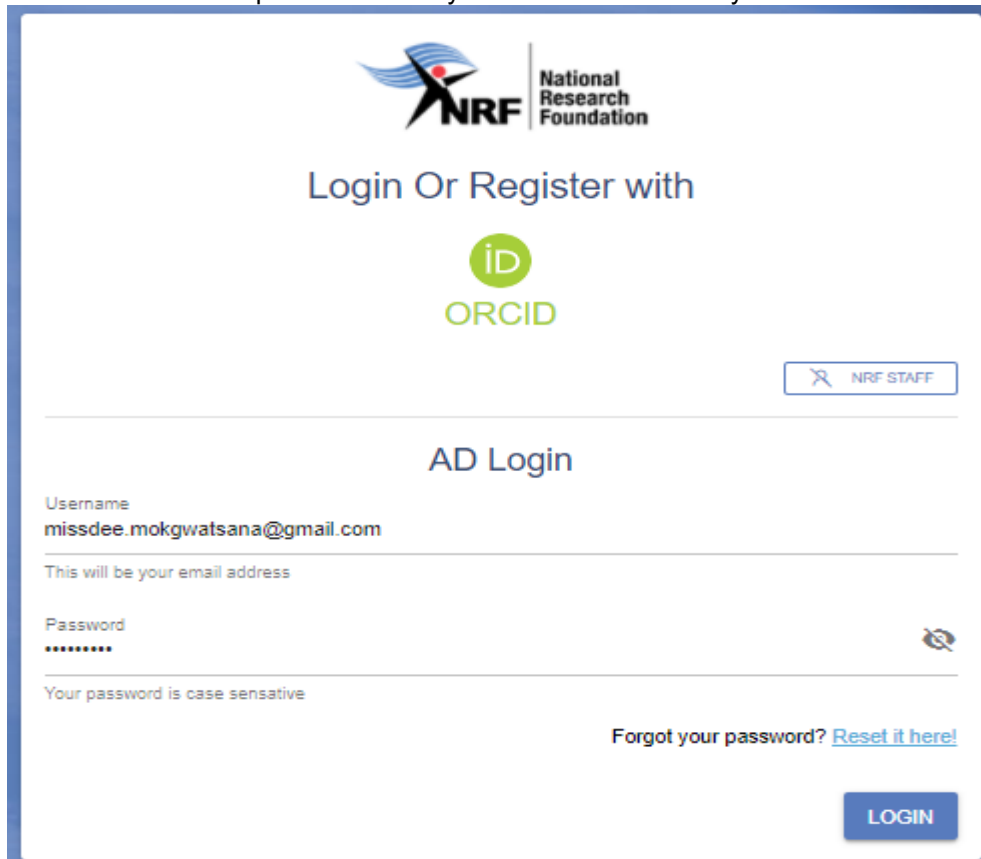
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# 1. Introduction

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.

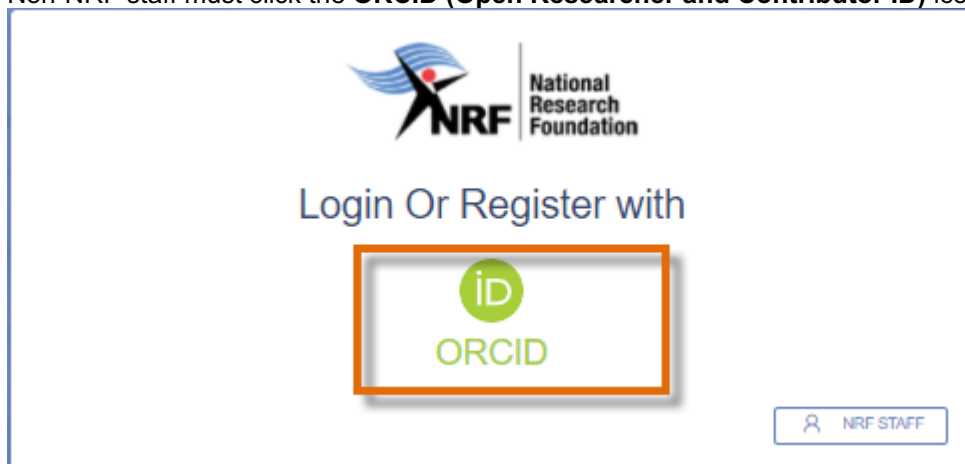
All users are required to be registered on the NRF Connect system to make use of the relevant functionality.

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.



The screenshot shows the NRF Connect login page. At the top, the NRF logo and 'National Research Foundation' text are displayed. Below this, the text 'Login Or Register with' is followed by a green 'iD' icon and the text 'ORCID'. A button labeled 'NRF STAFF' is located on the right side. The 'AD Login' section contains a 'Username' field with the value 'missdee.mokgwatsana@gmail.com' and a note 'This will be your email address'. Below that is a 'Password' field with masked characters and a 'Forgot your password? [Reset it here!](#)' link. A 'LOGIN' button is at the bottom right.

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

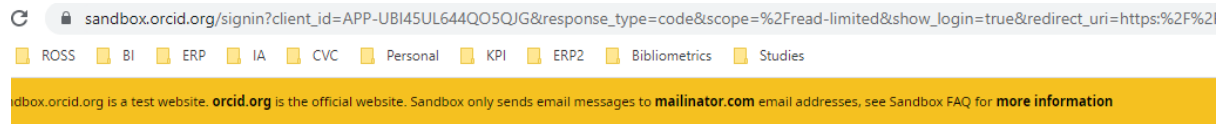


This screenshot is identical to the previous one, but the 'iD ORCID' icon is highlighted with a red rectangular box to indicate that non-NRF staff should click this icon to login or register.

## 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



The 'Sign in' form contains the following elements:

- Input field for "Email or 16-digit ORCID iD" with the example text "0000-0003-2383-6751" and "example@email.com or 0000-0001-2345-6789".
- Input field for "Password" with masked characters "\*\*\*\*\*".
- A blue "SIGN IN" button.
- Links for "Forgot your password or ORCID ID?" and "Don't have an ORCID ID yet? Register now".
- The word "or" centered below the links.
- A blue button with a house icon labeled "Access through your institution".
- A blue button with the Google logo labeled "Sign in with Google".
- A blue button with the Facebook logo labeled "Sign in with Facebook".

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

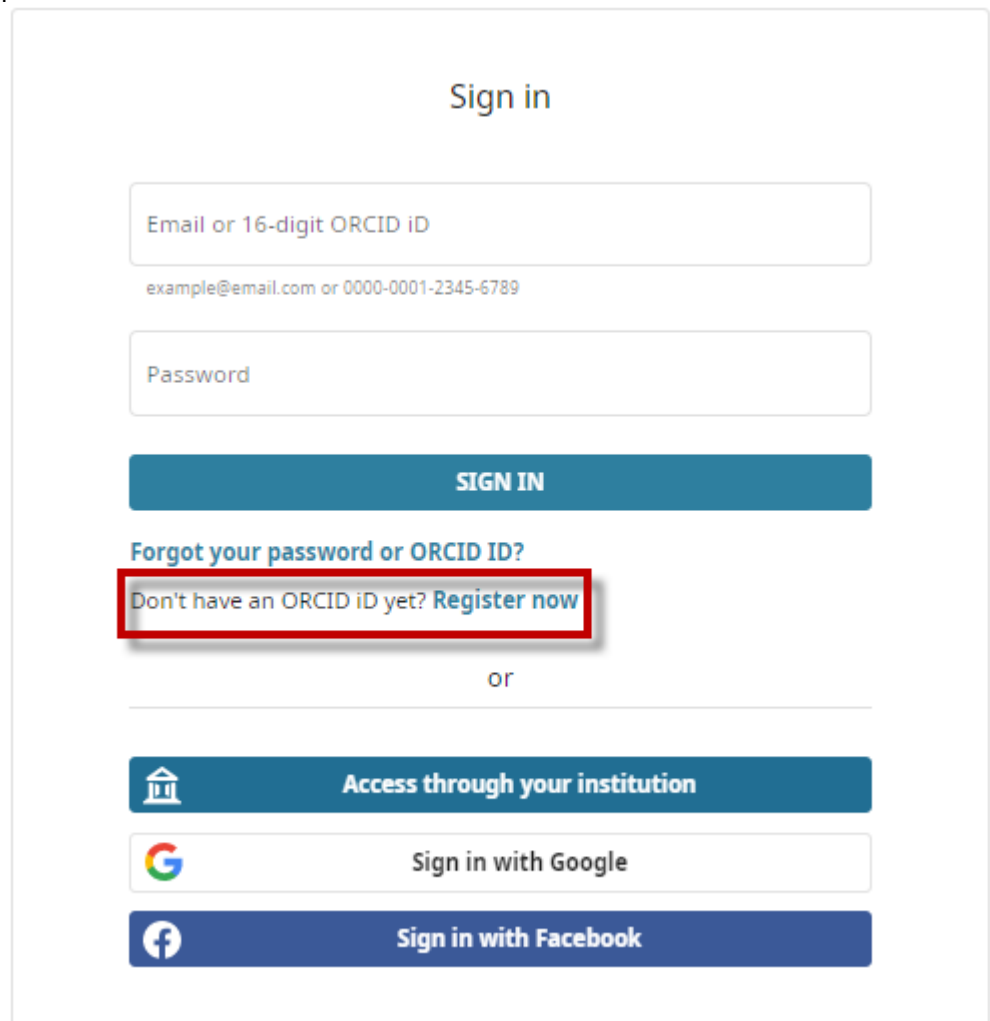
Depending on the role the user will have in the system, i.e., reviewer, applicant, etc, the screen below will differ.

The dashboard features a left-hand navigation menu with the NRF logo and the following items: Home, Profile, Notifications, MY CV (with sub-items: Career History, Qualifications, Research expertise, Research Outputs), Student supervision, and Sign out. The main content area is titled "Welcome back, [redacted]" and includes a question "Why are you seeing these opportunities?". Below this is a message: "Based on your profile, these are the applicable funding opportunities you can apply for. If you believe you should be able to apply for more opportunities, please review your profile to ensure this is up to date and correct." An "UPDATE PROFILE" button is located below the message. The "Your Profile" section on the right shows a 10% progress bar and a "SIGN OUT" button. The "Funding Opportunities" section displays four cards:

- COVID-19 Africa Rapid Grant Fund**: Closing Date: 17 June 2020. Text: "South Africa's National Research Foundation (NRF) in partnership with the Science Granting Councils Initiative in Sub-Saharan Africa..."
- The DSI and NRF**: Closing Date: 17 June 2020. Text: "The DSI and NRF are pleased to announce a call of new applications for NRF Postgraduate Student Funding for the 2021 Academic year..."
- The National Research Foundation (NRF)**: Closing Date: 17 June 2020. Text: "During the last three years the National Research Foundation (NRF) has embarked on a process designed to enhance and simplify the NRF administrative interface..."
- South Africa and Nuffic**: Closing Date: 17 June 2020. Text: "The National Research Foundation (NRF) of South Africa and Nuffic (the Netherlands organisation for internationalisation in education, represented in South Africa by..."

### 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-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		<a href="#">View Record</a>
Maserufe	Mokgwatsana		<a href="#">View Record</a>
Maserufe	Mok		<a href="#">View Record</a>
Dolly	Mokgwatsana		<a href="#">View Record</a>

**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?

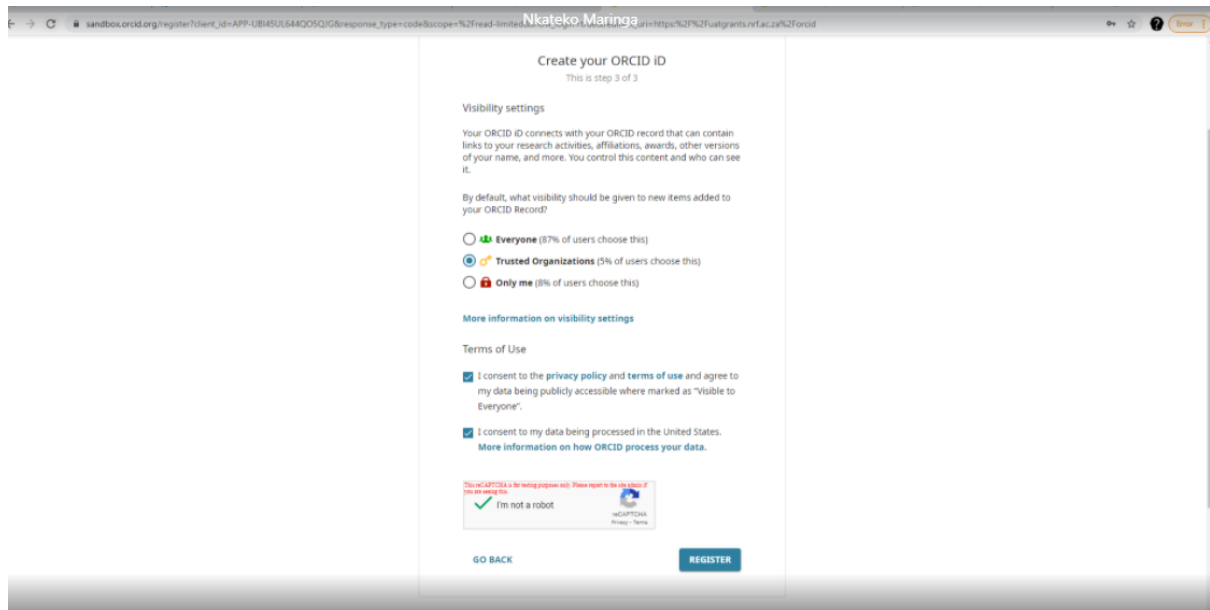
We found some accounts with your name, which means you may have already created an ORCID iD using a different email address. Before creating an account, please confirm that none of these records belong to you. Not sure if any of these are you? [Contact us.](#)

First Name	Last Name	Affiliations	View Record
Maserufe	Mokgwatsana		<a href="#">View Record</a>
Maserufe	Mokgwatsana		<a href="#">View Record</a>
Maserufe	Mok		<a href="#">View Record</a>
Dolly	Mokgwatsana		<a href="#">View Record</a>

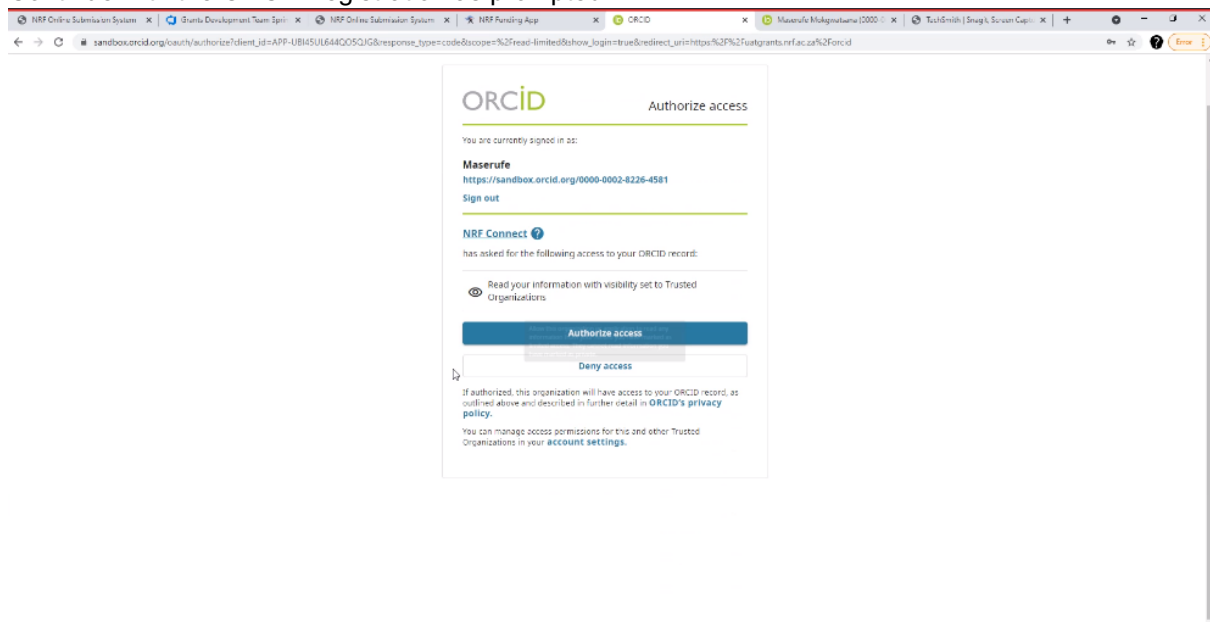
**I ALREADY HAVE AN ID, GO BACK TO SIGN IN** **NONE OF THESE ARE ME, CONTINUE WITH REGISTRATION**

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

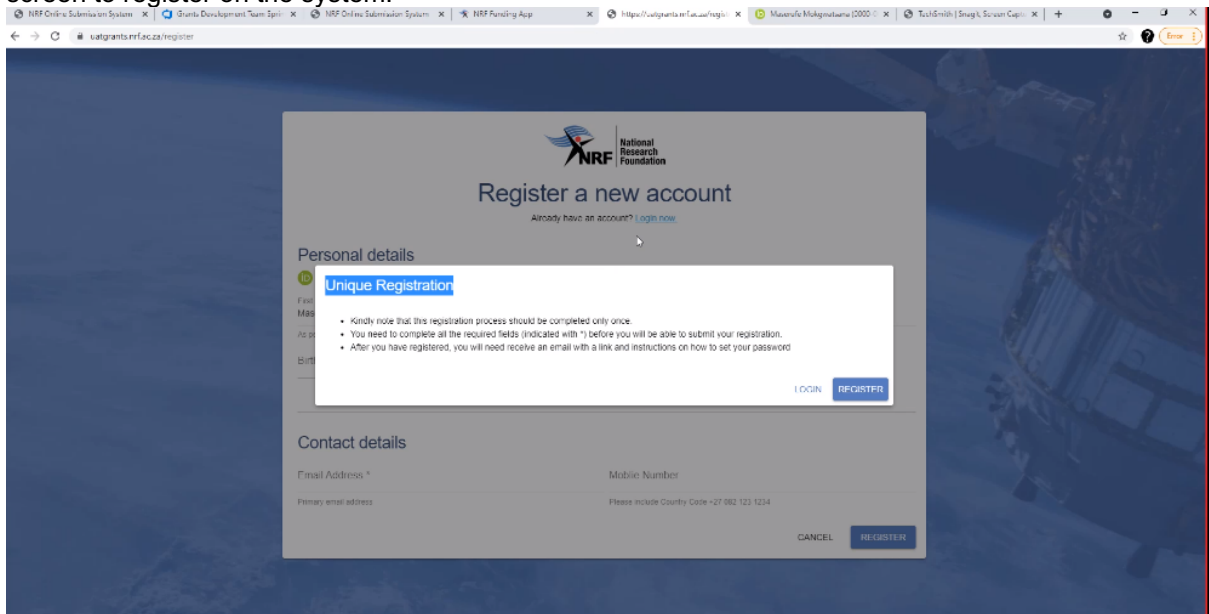
1. Should the user choose the first or second option, the ORCID records will be visible on NRF Connect
2. Should the user choose the third option, the records in ORCID will not be visible on NRF Connect



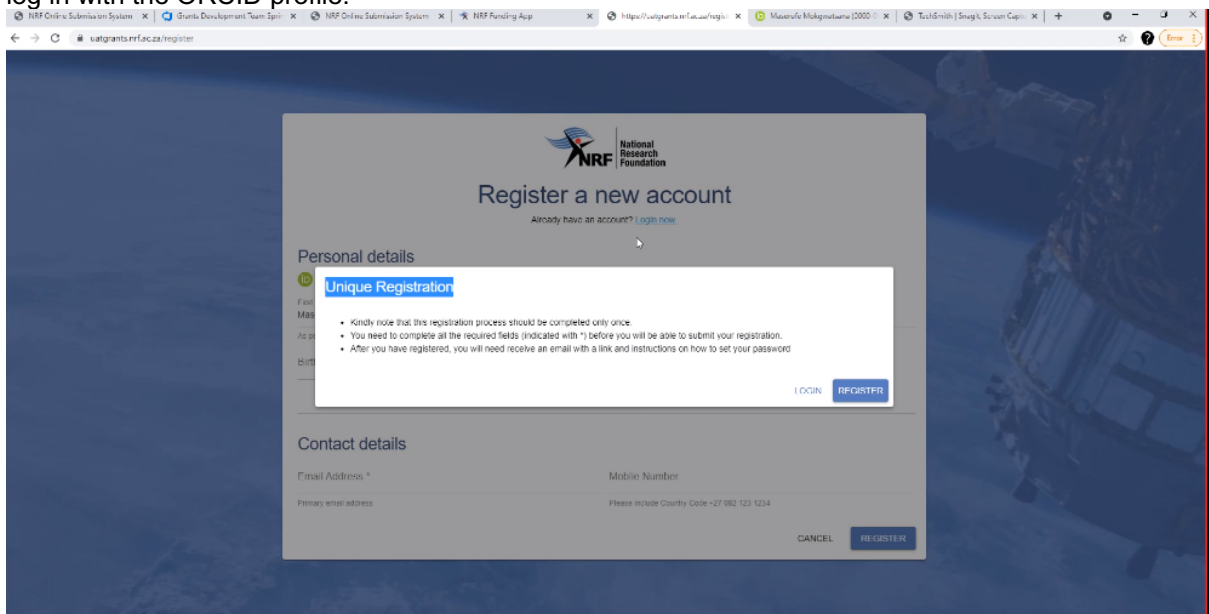
Continue with the ORCID registration as prompted.



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

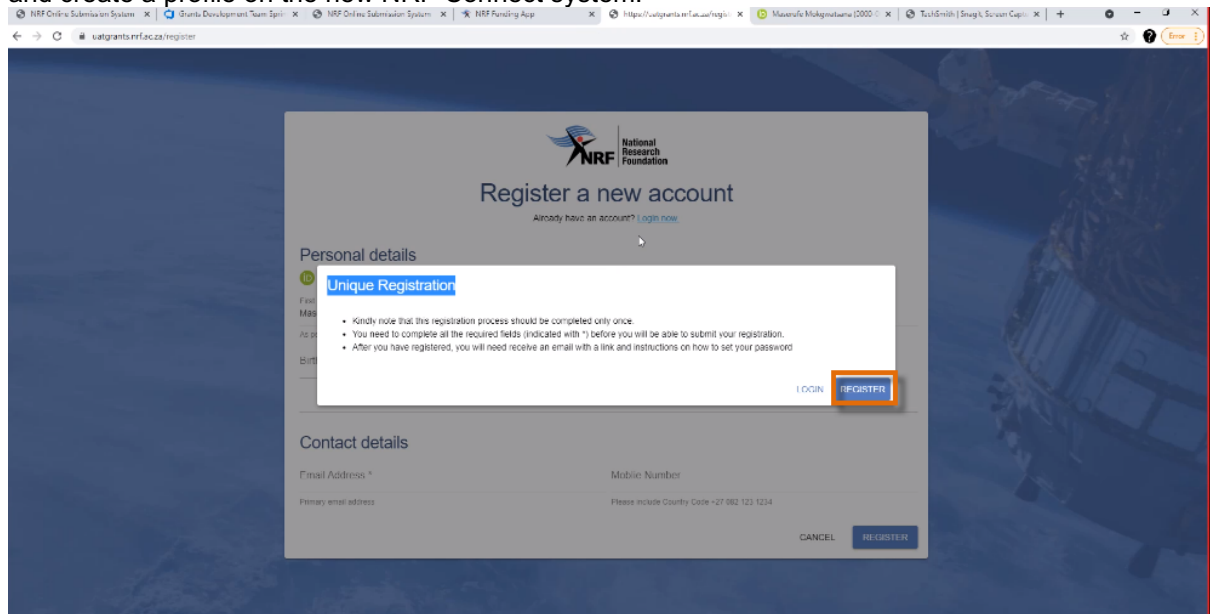


If the user is currently registered on the NRF Online Submission System, the system will automatically log in with the ORCID profile.

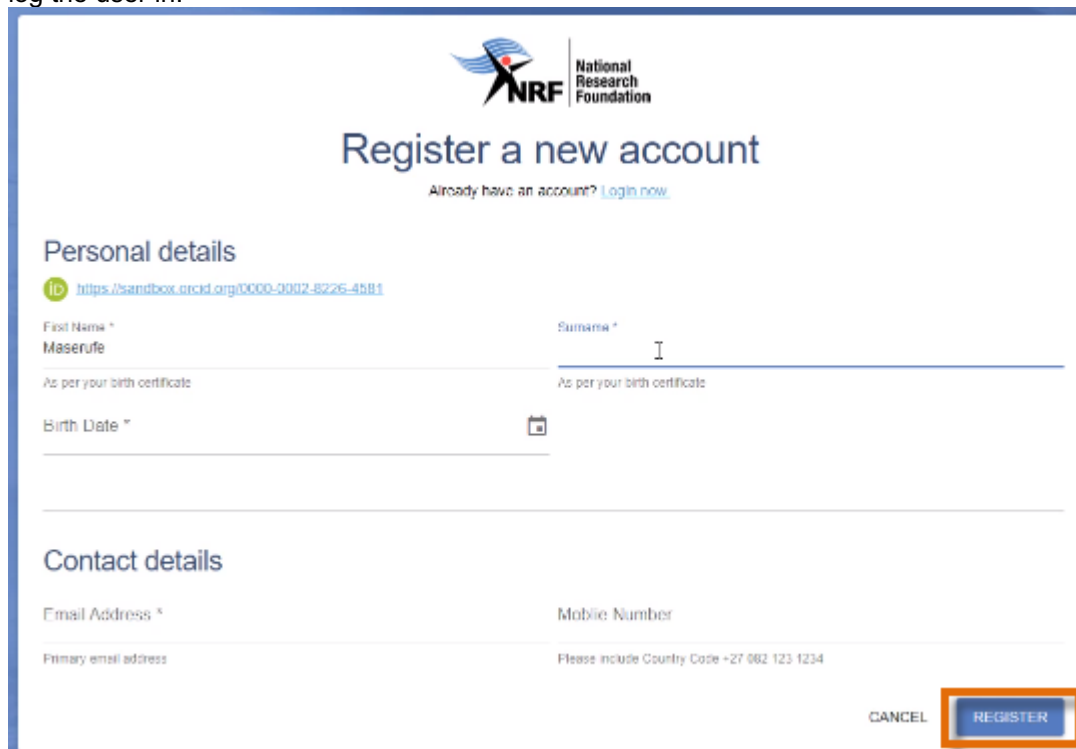




If the user is not registered on the current NRF Online Submission system, click **Register** to register and create a profile on the new NRF Connect system.




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



## 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 THANKS VERIFY

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.

 Verification Complete

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 NOW SYNC 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.  
Are you disabled in any way?
- Toggle to indicate Yes.  
Are you disabled in any way?

#### Personal details

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

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