

# How to Sign in and Update your Profile

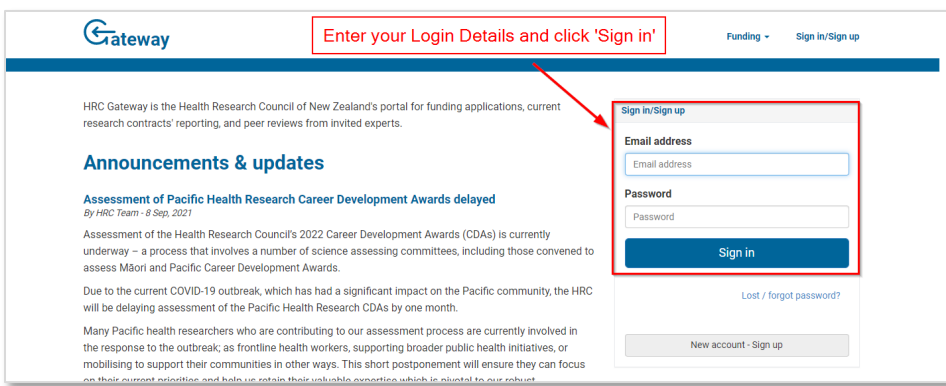
HRC Gateway is the Health Research Council of New Zealand's portal for funding applications, and current research contracts' reporting. To use certain parts of HRC Gateway you must be an authorised user with sign in credentials.

This guide assumes that you already have a sign-in for HRC Gateway. If you need assistance with obtaining a sign-in then please see the user guide at <https://gateway.hrc.govt.nz/userguides>.

## Sign in

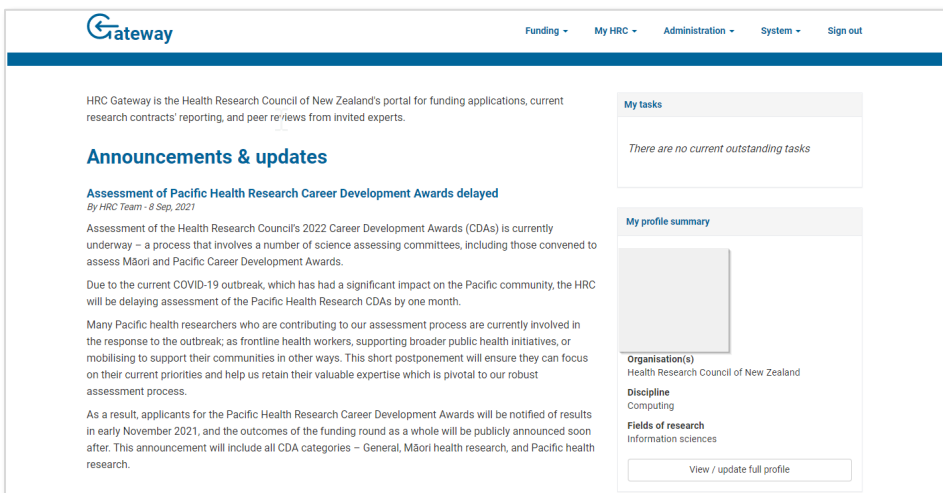
You can sign in to HRC Gateway from any page on the site by clicking on the Sign-in link in the top right-hand corner of the page. Once you click on this sign-in link a dialog box will open with a sign-in form.

There is also a sign-in box on the right-hand side of the home page if you have not already signed in.



### HRC Gateway home page

Type your email address and password into the appropriate spaces provided in the sign-in form and click the *Sign in* button. If you have entered an incorrect email address or password then an error message will appear at the top of the sign-in box and you will have to try again. If you have provided a valid email address and the correct password the page will reload and you will see more options available to you.



### HRC Gateway home page after signing in

## Reset your password

If you have forgotten your password then you can easily request a password reset. Click on the *Lost/forgot password?* Link beneath the *Sign in* button.

The screenshot shows the Gateway website's sign-in page. At the top left is the Gateway logo. To its right is a red-bordered box containing the text: "Click 'Lost / forgot password?' to reset password". A red arrow points from this box to a "Lost / forgot password?" link located below the "Sign in" button in the sign-in form. The sign-in form includes fields for "Email address" and "Password", a "Sign in" button, and a "New account - Sign up" link. The page also features a "Funding" dropdown menu and a "Sign in/Sign up" link in the top right corner. Below the header, there is a section for "Announcements & updates" with a sub-heading "Assessment of Pacific Health Research Career Development Awards delayed" and a byline "By HRC Team - 8 Sep, 2021".

### Sign-in dialog box

Type your Sign-in email address in the space provided and click the Reset my password. If you have entered a valid email address you will get a confirmation message stating that an email has been sent to your email address.

The screenshot shows the Gateway website's sign-in page. At the top left is the Gateway logo. To its right is a yellow-bordered box containing the text: "Enter Email address that you created account with, and press 'Reset my password'". A red arrow points from this box to a "Reset my password" button located below the "Email address" field in the sign-in form. The sign-in form includes fields for "Email address" and "Password", a "Sign in" button, and a "New account - Sign up" link. The page also features a "Funding" dropdown menu and a "Sign in/Sign up" link in the top right corner. Below the header, there is a section for "Announcements & updates" with a sub-heading "Assessment of Pacific Health Research Career Development Awards delayed" and a byline "By HRC Team - 8 Sep, 2021".

### Password reset dialog

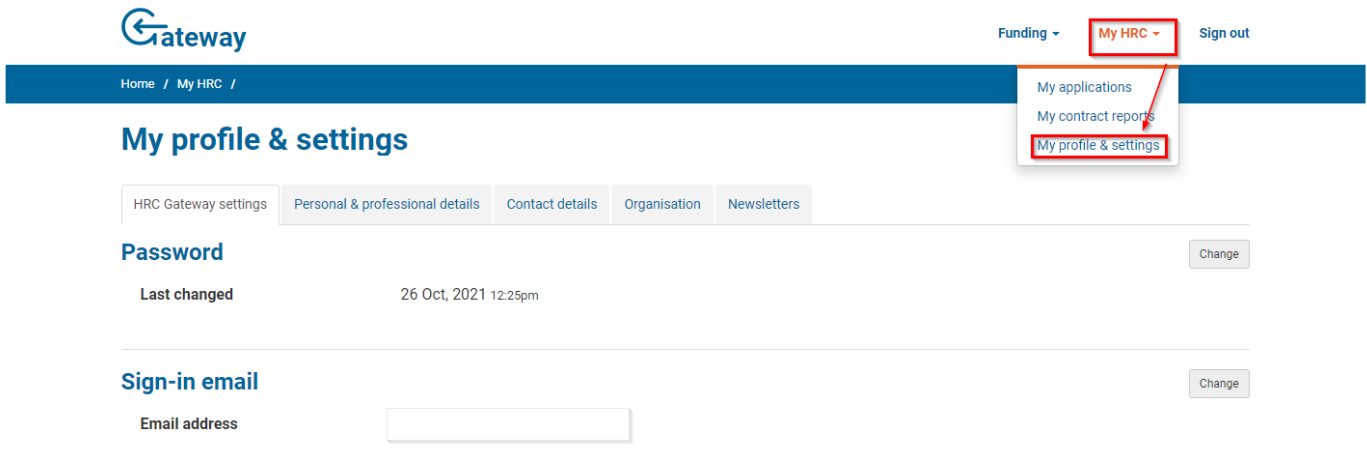
Check your email for the email from Gateway. The email message will contain a link to click on. Click on the link in the email message and you will be presented with a page asking for a new password.

The screenshot shows a "Reset password" dialog box. At the top, it says "Reset password" in bold. Below that, it states "You are required to set a new password" and "Passwords must be at least 6 characters long. We recommend that you choose a combination of numerical digits and characters." There is a text input field labeled "New password". To the right of the input field is a checkbox labeled "Unmask password" and a blue "Save" button.

### Updating your profile

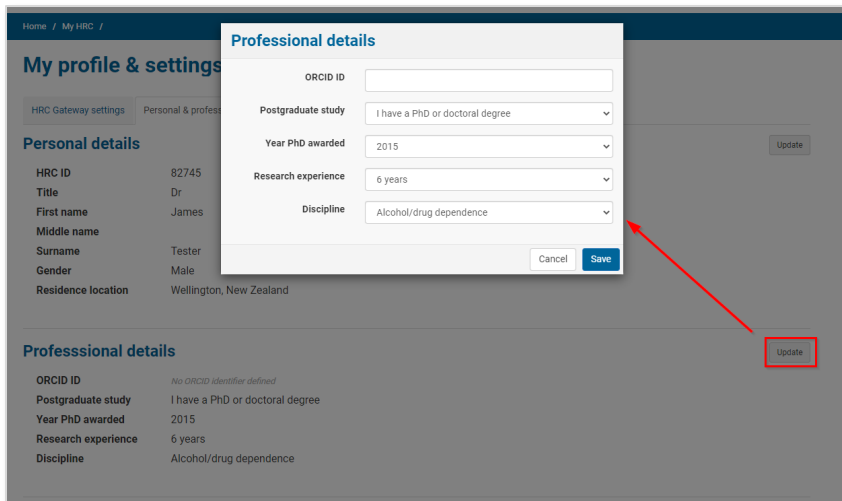
Your HRC Gateway profile contains information used in funding applications that may change occasionally and needs to be updated. The information contained in your profile includes: title, name, gender, discipline, ethnicity, iwi, fields

of research, contact details, employment, and email. To view or update your profile information navigate to the profile & settings page by clicking on the *My HRC* menu at the top of the page, then click on *profile & settings*.



*Profile and settings page*

If there are any details, you would like to change, or update click the *Change* or *Update* button to the right of the details and an update dialog box will open for you to update the details.

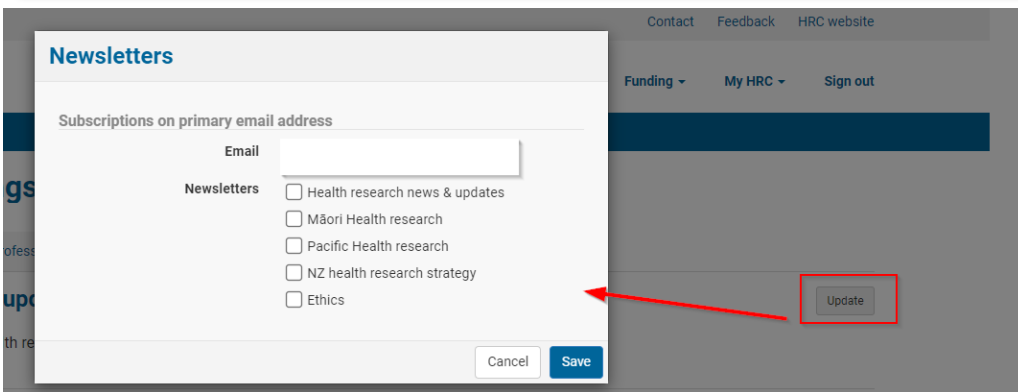
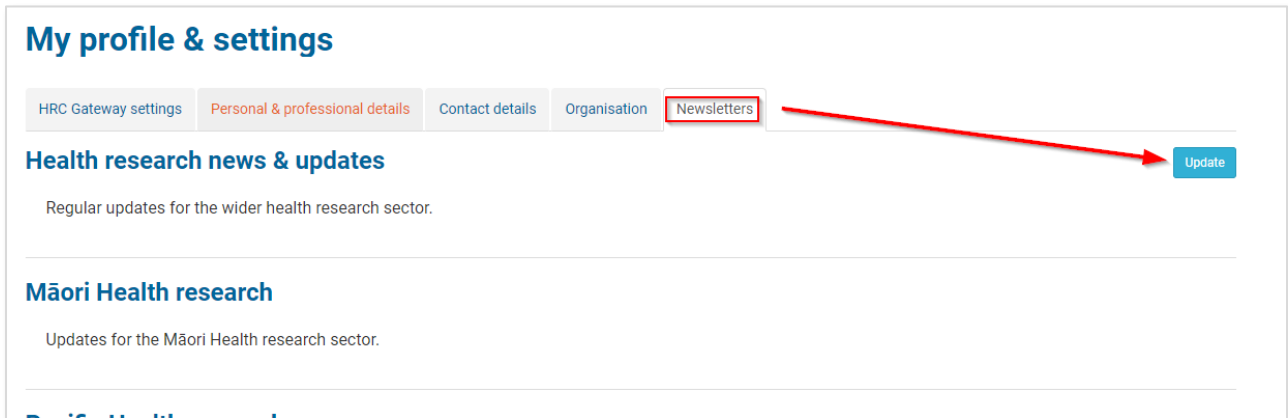


*Profile update dialog*

Make any required changes and click the *Save* button. Some information requires an HRC staff member to confirm the change, in these situations the save button is replaced with a *Request change* button. When a staff member has to confirm the change, it may take up to two working days for the changed details to appear in your profile.

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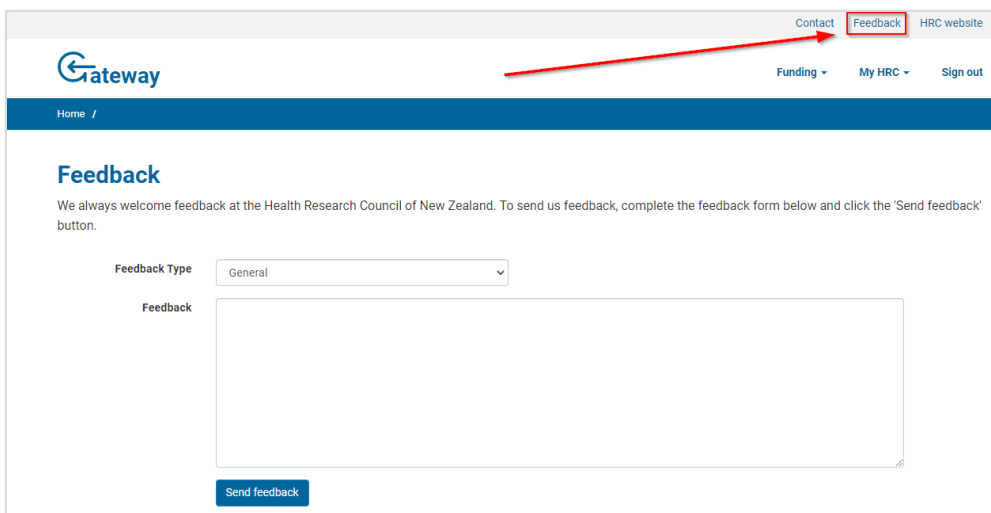
Under your My profile and settings page, you can manage subscriptions to HRC e-newsletters. Subscribing is done by clicking the *Subscribe* button. Unsubscribing is done by clicking the *Unsubscribe* button.



Newsletter subscription page

## Send feedback

You can send feedback, make suggestions, or log technical problems anytime you like by clicking on the *Feedback* link at the bottom of the page. Select your type of feedback and write your feedback in the box provided. Click the *send feedback* button to submit the feedback to the HRC.



Feedback page