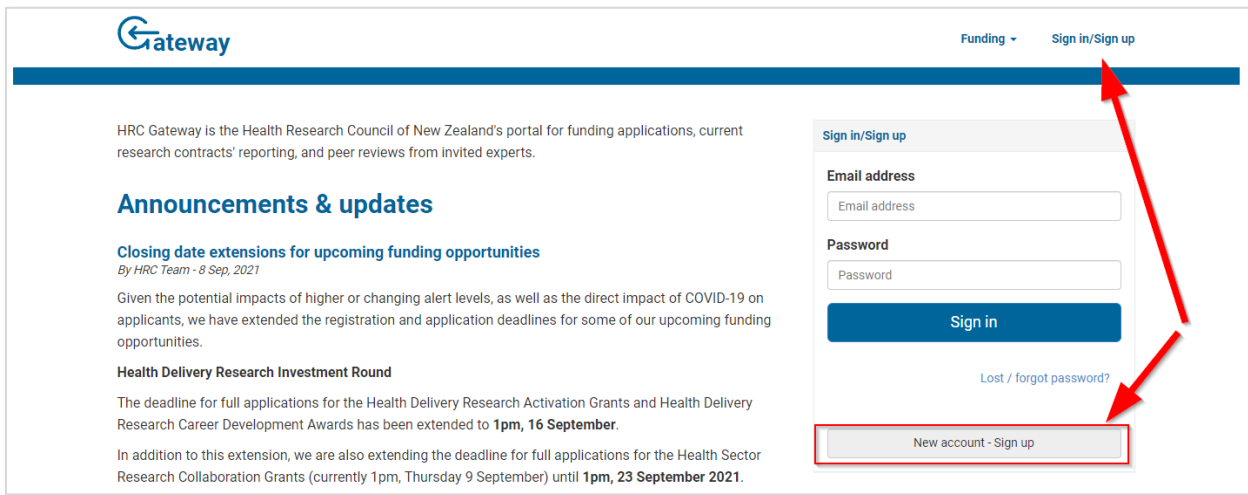


How to Sign up to HRC Gateway

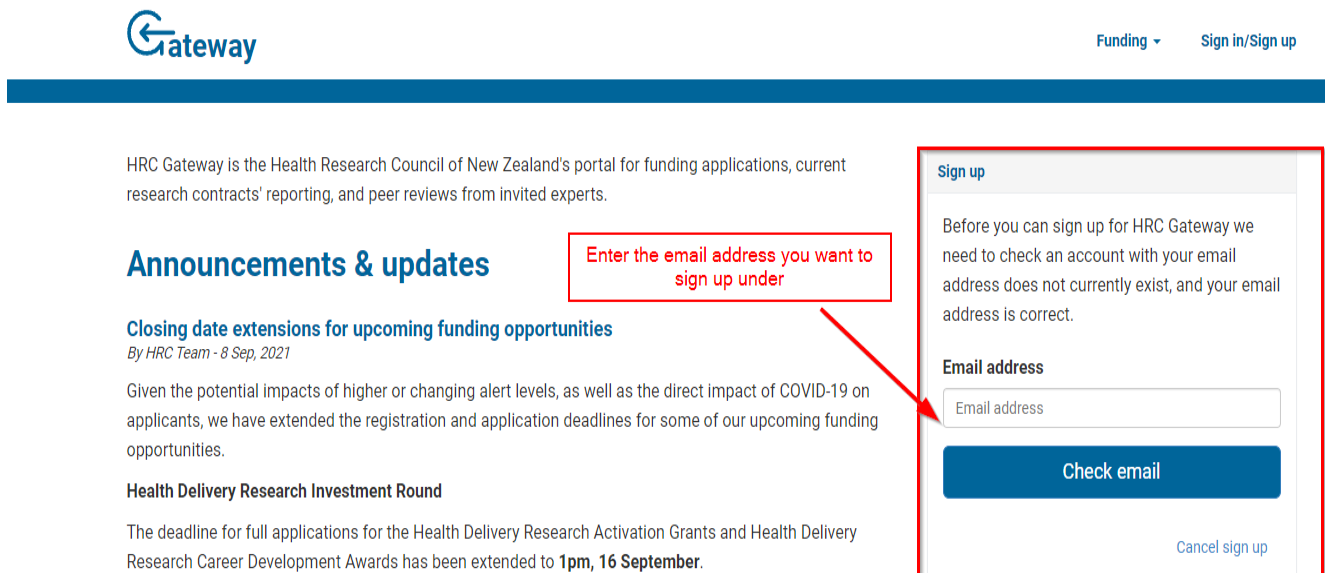
HRC Gateway is the Health Research Council of New Zealand's portal for funding applications, and current research contracts' reporting. To use certain parts of HRC Gateway you must be an authorised user with sign-in credentials. To get sign-in credentials, you must first complete and submit the sign-up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

Locate the sign-up form on [Gateway](#). There are two places where you can access the sign-up form.



HRC Gateway homepage

The link to the sign-up form is located just below the sign-in box. The sign-in box is located on the right-hand side of the home page, or by clicking the *Sign-in* link in the top right-hand corner of any other page. Click the button *New Account-Sign Up*.



Enter your email address in the field shown

Enter the email address you want to use to sign-up to your account and click 'Check Email'. An email will be sent to your account. Follow the instructions in the email to complete the registration.

Complete the personal and professional details sections of the sign-up form

HRC Gateway sign up

Personal details

<p>Title Optional</p> <input type="text"/>	<p>Primary ethnicity Required</p> <input type="text" value="Select ethnicity"/>
<p>First name Required</p> <input type="text"/>	<p>Secondary ethnicity Optional</p> <input type="text"/>
<p>Middle name Optional</p> <input type="text"/>	<p>Iwi Optional</p> <p><i>Select 'Māori' as either the primary or secondary ethnicity to select iwi</i></p> <input type="text"/>
<p>Surname Required</p> <input type="text"/>	<p>Email Required</p> <input type="text" value="[Redacted]"/>
<p>Legal name Optional</p> <p><i>if different from first name & surname</i></p> <input type="text"/>	<p>Alternate email Optional</p> <input type="text"/>
<p>Gender Required</p> <p><input type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Gender diverse</p>	<p>HRC assessing committee</p> <p><input type="checkbox"/> Yes, I would like to be nominated for an HRC assessing committee</p>
<p>Residence location</p>	
<p>Country/territory Required</p> <input type="text" value="New Zealand"/>	<p>Telephone Maybe required</p> <input type="text"/> Ext. <input type="text"/> <p><i>Either Telephone or Mobile number is required</i></p>
<p>State/region Required</p> <input type="text" value="Please select..."/>	<p>Mobile Maybe required</p> <input type="text"/>

HRC Gateway sign-up -personal details

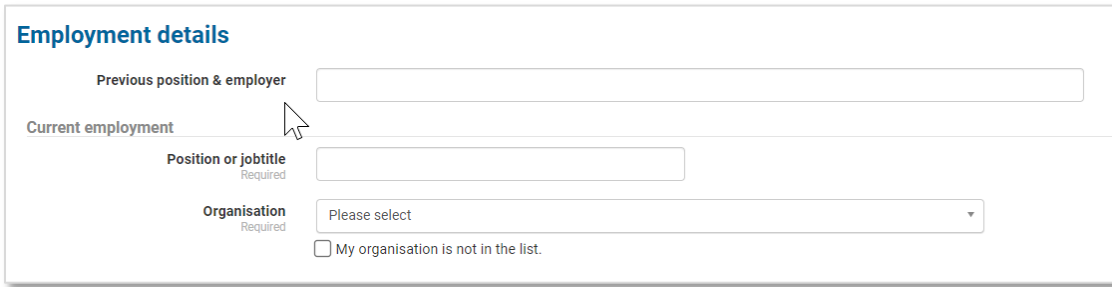
Professional details

<p>ORCID ID Optional</p> <input type="text"/>	<p>Fields of research Required</p> <p><i>None, please add</i></p> <input type="button" value="Add / change"/>
<p>Discipline Required</p> <input type="text"/>	<p>Clinical qualifications Required</p> <p><i>Have you received qualifications in any of these clinical fields?</i></p> <p><input type="checkbox"/> Audiologist/Speech therapist</p> <p><input type="checkbox"/> Clinical psychologist</p> <p><input type="checkbox"/> Dental practitioner</p> <p><input type="checkbox"/> Dietician</p> <p><input type="checkbox"/> Medical practitioner</p> <p><input type="checkbox"/> Midwife</p> <p><input type="checkbox"/> Nutritionist</p> <p><input type="checkbox"/> Occupational therapist</p> <p><input type="checkbox"/> Pharmacist</p> <p><input type="checkbox"/> Physiotherapist</p> <p><input type="checkbox"/> Podiatrist</p> <p><input type="checkbox"/> Registered nurse</p> <p><input type="checkbox"/> None of these clinical fields</p>
<p>Postgraduate study Required</p> <p><i>Select your highest qualification awarded or undertaking?</i></p> <p><input type="radio"/> I have a PhD or doctoral degree</p> <p><input type="radio"/> I am studying for a doctorate</p> <p><input type="radio"/> I have a master's degree</p> <p><input type="radio"/> I am studying for a master's degree</p> <p><input type="radio"/> I have a postgraduate diploma</p> <p><input type="radio"/> I don't have a postgraduate qualification and am not enrolled for one</p>	
<p>Specialist role Required</p> <p><i>Are you currently employed in one of these specialist roles?</i></p> <p><input type="radio"/> Health economist</p> <p><input type="radio"/> Statistician</p> <p><input type="radio"/> None of these roles</p>	

Professional details section

Complete all possible fields. The first name, surname, discipline, gender, and primary ethnicity fields are all compulsory. You must all provide at least 1 field of research by selecting from the list that is shown when you click on the Add/change button and begin to type your field of research into the modal dialog that appears.

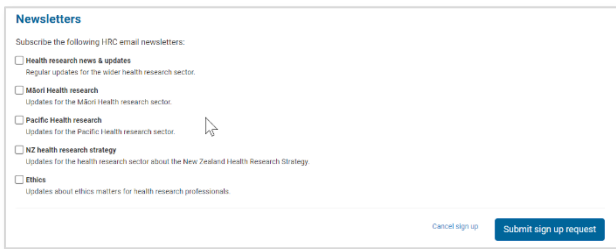
Complete the employment details section of the sign-up form



Employment details section

Please complete all fields in the *Employment details* section. Select your organisation from the drop-down list. You can reduce the items in the list by starting to type the name of your organisation in the search box at the top of the drop-down list. If your organisation is not in the list, please tick the checkbox below the organisation list and provide details in the form fields that will appear. The ‘position’ and ‘organisation’ fields are both compulsory.

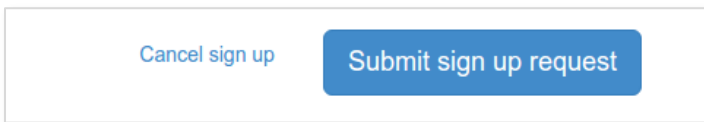
Complete the newsletters section of the sign-up form



Newsletters section

If you would like to subscribe to any of the HRC’s e-newsletters, tick the appropriate boxes. You will receive a confirmation email that you have been subscribed to the e-newsletter. You can unsubscribe anytime by clicking on the link in any of the e-newsletter emails that you receive.

Submit the sign-up form details



HRC Gateway sign-up form - submit sign-up

Once you have completed the form click the *Submit sign up request* button. If you have not completed any compulsory fields, the form will not submit, and the incomplete required fields will be highlighted in red. Once you have submitted a sign-up request, it may take **up to two working days** for the HRC to confirm the request; however, it normally takes less than one working day.