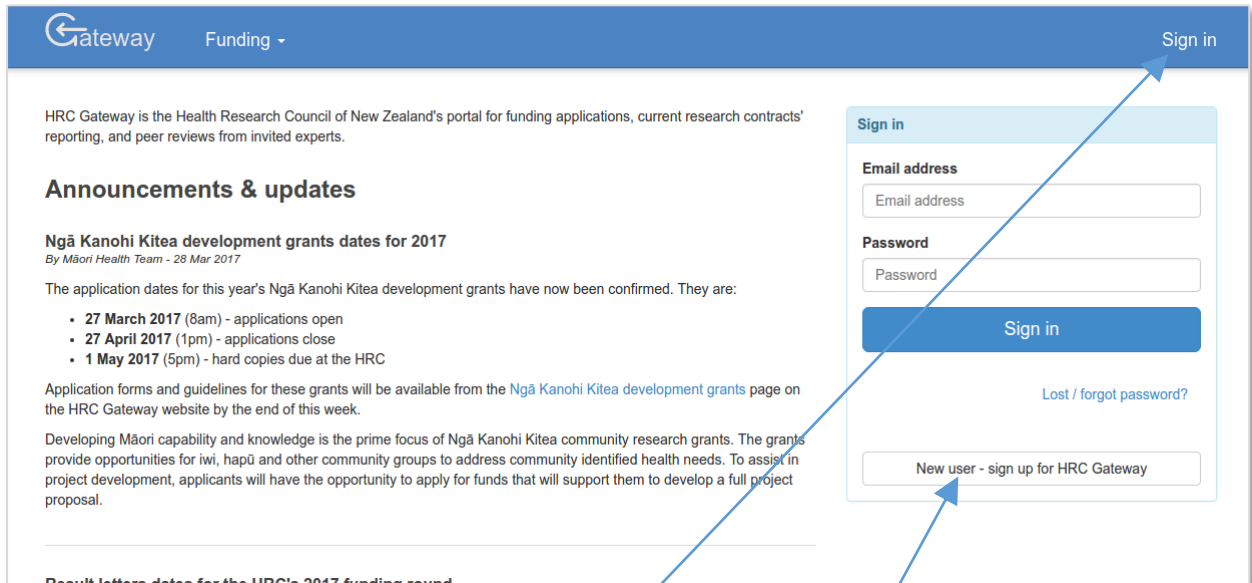


How to sign-up to HRC Gateway

HRC Gateway is the Health Research Council of New Zealand's portal for funding applications, current research contracts' reporting, and peer reviews from invited experts. 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.

1. Locate the sign up form.



HRC Gateway home page

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 link to *Sign-up for HRC Gateway*.

2. Complete the name and professional details section of the sign-up form

HRC Gateway sign up

This form is only for people who do not currently have access to HRC Gateway. If you have access and you want to update your personal details, please sign in and update your profile.

Name & professional details

Title

First name

Middle name

Surname

Legal name (if different)

Discipline

Fields of research *None, please add.*

HRC assessing committee Yes, I would like to be nominated for an HRC assessing committee

Gender Male Female Gender diverse

Primary ethnicity

Secondary ethnicity

Iwi *Select 'Māori' as either the primary or secondary ethnicity to select iwi*

HRC Gateway sign-up form – name and professional details section

Complete all possible fields in the *Name & professional details* section of the form. 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.

3. Complete the contact details section of the sign-up form

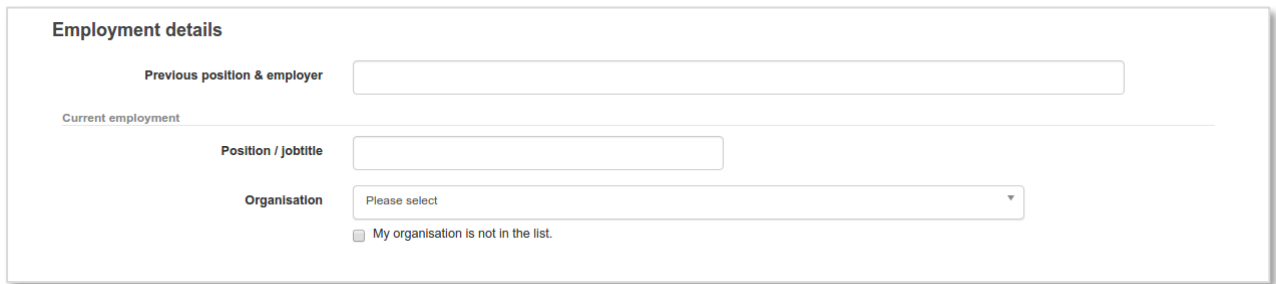
Contact details

<p><small>Contact details</small></p> <p>Email <input type="text"/></p> <p>Telephone <input type="text"/> Ext. <input type="text"/></p> <p>Mobile <input type="text"/></p>	<p><small>Personal assistant</small></p> <p>PA name <input type="text"/></p> <p>PA email <input type="text"/></p> <p>PA telephone <input type="text"/> Ext. <input type="text"/></p>
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HRC Gateway sig- up form – contact details section

In the *Contact details* section of the form, 'email' and 'telephone' are required fields. The PA (personal assistant) details should only be completed if you have a personal assistant.

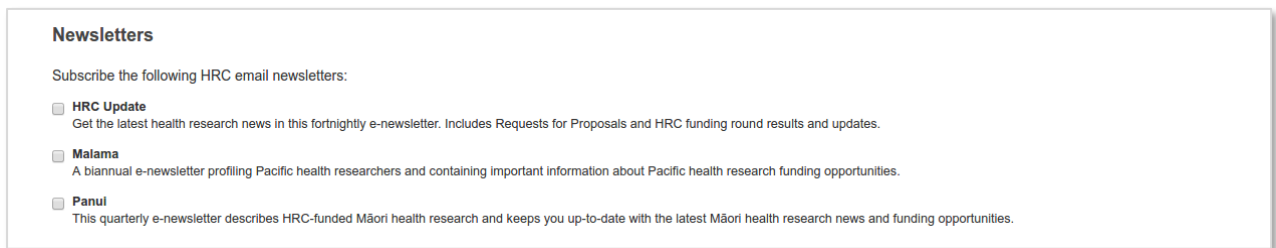
4. Complete the employment details section of the sign-up form



HRC Gateway 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.

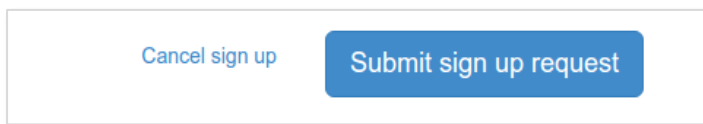
5. Complete the newsletters section of the sign-up form



HRC Gateway 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.

6. 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.