

How to sign-in and update your profile

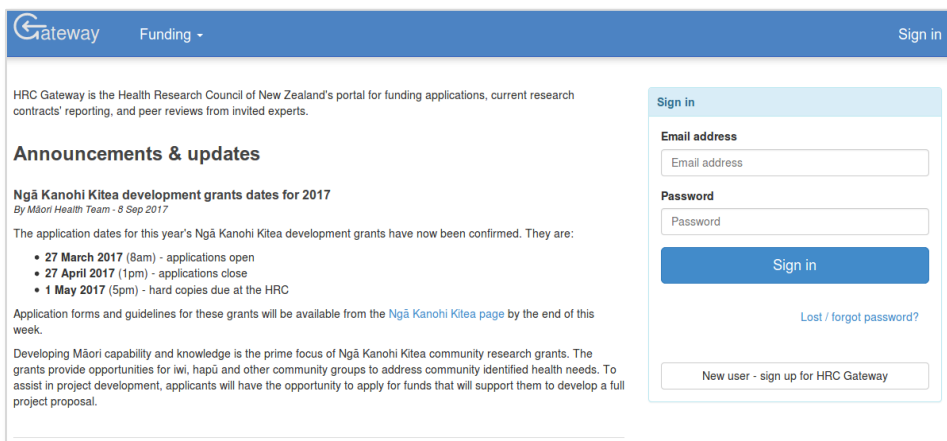
HRC Gateway is the Health Research Council of New Zealand's portal for funding applications, current research contracts' reporting, and peer reviews from invited experts. To use certain parts of HRC Gateway you must be an authorised user with sign in credentials.

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/help>.

Sign-in

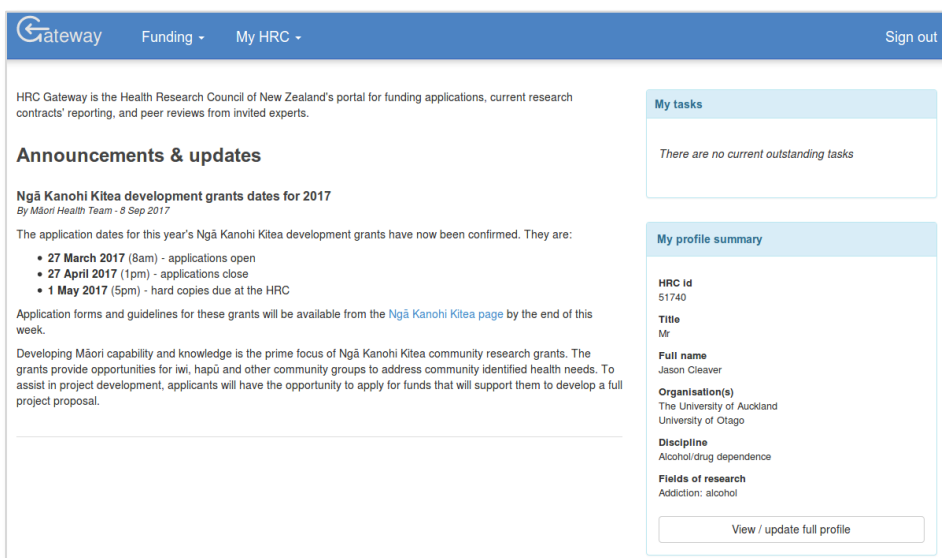
You can sign-in to HRC Gateway from any page on the site by clicking on the Sign-in link in the top right-hand corner of the page. Once you click on this sign-in link a dialog box will open with a sign-in form.

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.

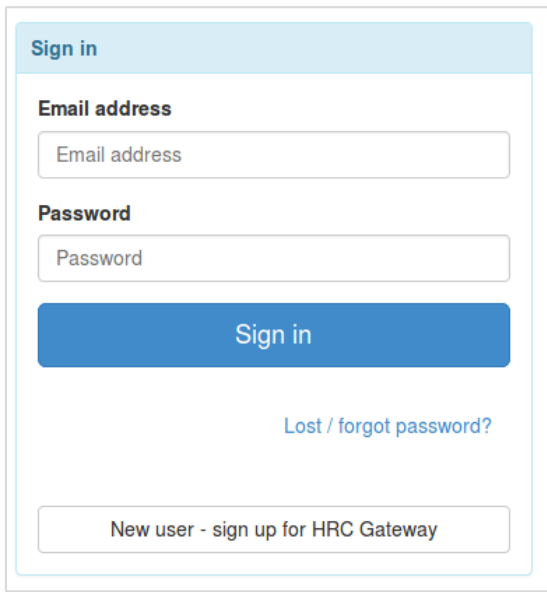


HRC Gateway home page after sign in

How to sign-in and update your HRC Gateway profile- August 2017

Reset your password

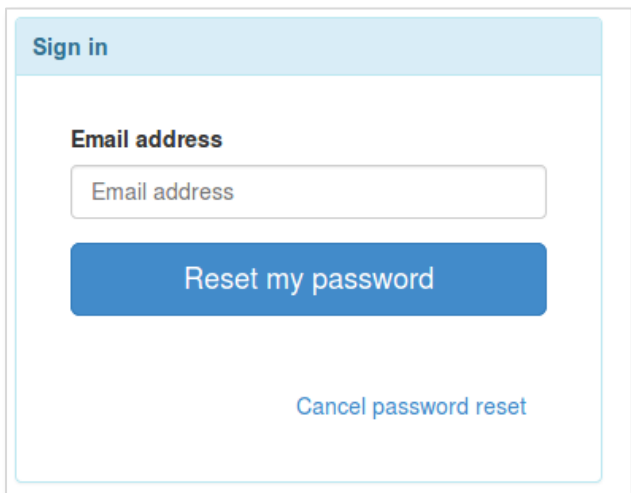
If you have forgotten your password then you can easily request a password reset. Click on the *Lost/forgot password?* Link beneath the *Sign in* button.



The 'Sign in' dialog box features a light blue header with the text 'Sign in'. Below the header, there are two input fields: 'Email address' and 'Password'. A blue button labeled 'Sign in' is positioned below the password field. Underneath the button is a blue link that reads 'Lost / forgot password?'. At the bottom of the dialog is a white button with the text 'New user - sign up for HRC Gateway'.

Sign in dialog box

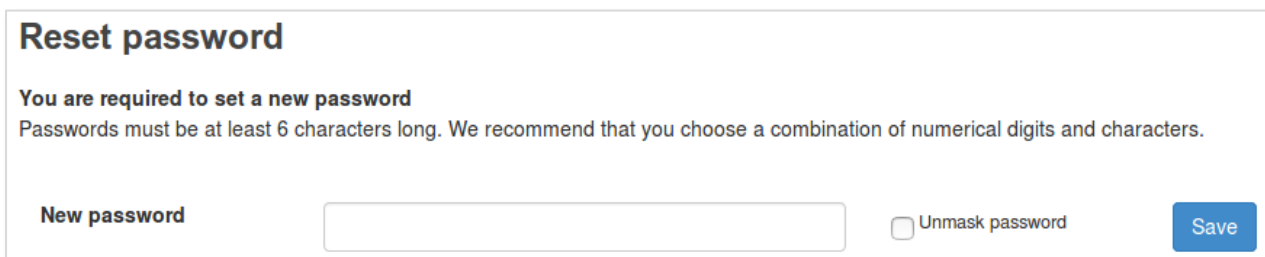
Type your email address in the space provided and click the *Reset my password*. If you have entered a valid email address you will get a confirmation message stating that an email has been sent to your email address.



The 'Password reset' dialog box has a light blue header with 'Sign in'. It contains an 'Email address' input field. Below the input field is a blue button labeled 'Reset my password'. At the bottom of the dialog is a blue link that reads 'Cancel password reset'.

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.

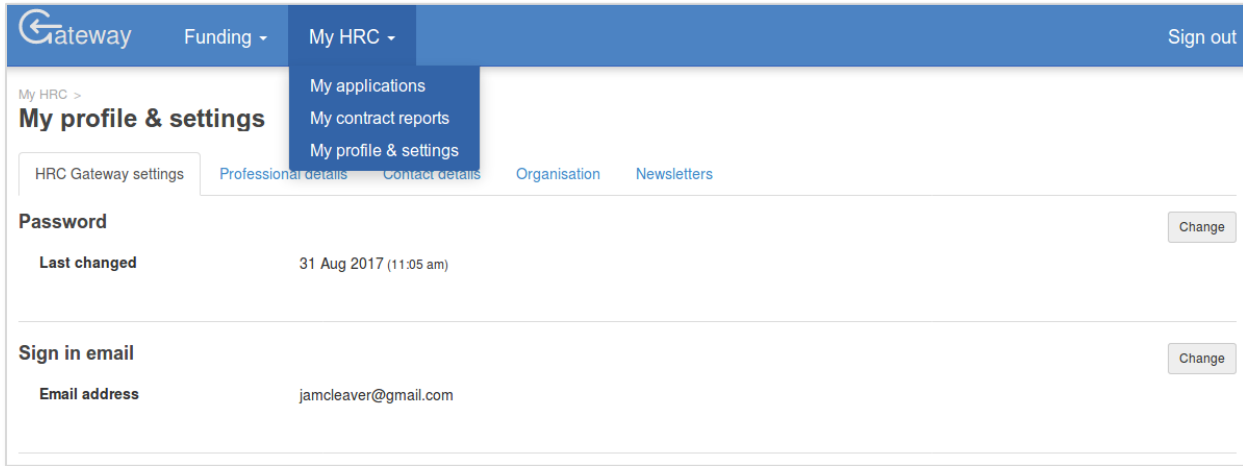


The 'Reset password' form has a title 'Reset password' and a sub-header 'You are required to set a new password'. Below this, it states 'Passwords must be at least 6 characters long. We recommend that you choose a combination of numerical digits and characters.' There is a 'New password' input field, a checkbox labeled 'Unmask password', and a blue 'Save' button.

Set new password

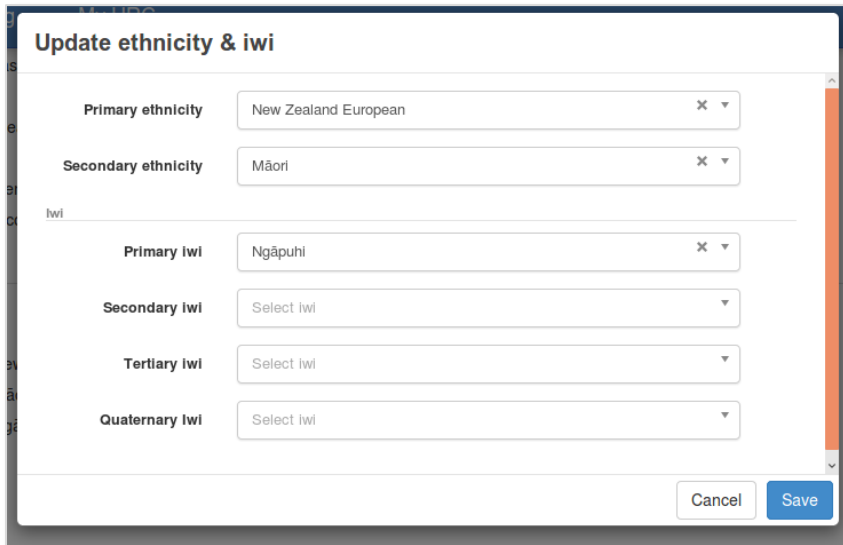
Update your profile

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 & 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.

Subscribe to newsletters

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.

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 ✓ is subscribed

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 A biannual e-newsletter profiling Pacific health researchers and containing important information about Pacific health research funding opportunities.

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