Signing in to Ethics RM

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Some nomenclature

At SU there are five Research Ethics Committees (RECs), that deal with their respective subject areas and domains. You will find that they are abbreviated as follows:

ACU: Animal Care and Use

BES/BEE: Biosafety and Environmental Ethics

SBE: Social, Behavioural, and Education Research Ethics

HREC: Health Research Ethics Committee (two committees: HREC1 and HREC2)

It is imperative that you know which committee your application falls under, as this determines which Ethics application form you complete on the system. More guidance is given online (For the ACU/BEE/SBE applications see <u>http://www.sun.ac.za/english/research-innovation/Research-</u> <u>Development/Pages/Electronic-Application-Process.aspx</u> or for the HREC see <u>http://www.sun.ac.za/english/faculty/healthsciences/rdsd/ethics_application_package</u>)

Do you have an active user engagement with SU?

You must be a registered user of the SU network, in order to sign in to ApplyEthics (<u>https://applyethics.sun.ac.za</u>) and ReviewEthics (https://reviewethics.sun.ac.za). Applicants for Ethics clearance make use of the ApplyEthics portal. The ReviewEthics portal is used by staff with the requisite permissions. On either of these portals, <u>staff members</u> use their SU username and network password to sign in, while <u>students</u> use their student number and network password to sign in.

Those users who have a preferred e-mail address that is not within the SU domain (e.g. gmail, Hotmail, or any private e-mail address), will no longer be supported. It is imperative that you make use of your SU

mailbox, as all communications from Ethics RM are sent to the SU mailbox. When you sign into Ethics RM, your profile is created on the system. Your SU e-mail address is recorded as part of this profile.

If you are unsure about whether your SU engagement(your username and password) is active, please email the DRD Functional Systems Custodian <u>jad@sun.ac.za</u> to ascertain this.

When logging in, the username and student number must be followed by the @sun.ac.za domain, as illustrated below:



Figure 1 First login screen



03-0a3c-4258-8433-a120dffcd348/wsfed?wtrealm=https%3A%2F%2Fapplyethics

Figure 2 Enter password

Users whose Windows accounts default to another login and domain e.g.

<u>username@defaultdomain.co.za</u>, should choose "Use another account" in the option illustrated above. If you are not being presented with the option to choose another account, please try using another browser to login. Failing which, you should contact the Functional Systems Custodian <u>jad@sun.ac.za</u> to notify her of your difficulty. Please cite your SU number and/or username in said e-mail.

SU uses multifactor authentication (MFA) to sign in to the system. What this means is that you will be asked to sign in with a password, as well as a means to verify that login password. The latter is usually via the Microsoft Authenticator App (install this on your cellphone), or via a text message of a six digit number or code to your SU registered cellphone. The login verification screen appears as follows:

jad@su	llenbosch IRSITY VESITHI RRSITEIT n.ac.za y your identity
0	Approve a request on my Microsoft Authenticator app
123	Use a verification code
\Box	Text +XX XXXXXXX06
R.	Call +XX XXXXXXX06
More inf	formation
Are your	verification methods current? Check at

Figure 3 Password verification

Once you have chosen your verification method (I suggest the Microsoft App or Text), the system authenticates further. Once verified, you will be presented with the next screen:

Stellenbosch UNIVERSITY IVUNIVESITHI UNIVERSITEIT	i Logether Iya phambili xrentoe		
jad@sun.ac.za			
Stay signed	in?		
Do this to reduce the to sign in.	e number of time	es you are asked	
Don't show this	again		
	No	Yes	
To Sign-in at Stellen @sun.ac.za usernam www.sun.ac.za/passv	bosch University e. Passwords car word	requires be changed at	

Figure 4 Stay signed in?

Choose 'Yes' or 'No'(It is up to you).

\leftrightarrow \rightarrow C $($ https://applyethics.sun.ac.za/Activi	https://applyethics.sun.ac.za/ActivityForm/Index				
Research Ethics Applications Work Area Contacts Help -					
Create Folder Delete Folder Create Project	Work Area				
Detects Optimizes Project W Move Project Image: State St	Notifications Signatures Transfers Shared Projects Search Project Date Transfer				
	Project Title ID Owner Date Created Modified Status The behaviours of matriculants during matric exams for study success 19210 Ms JA De Beer 09/11/2020 22/08/2021 Showing 1 to 1 of 1 entries Image: Showing 1 to 1 of 1 entries Image: Showing 1 to 1 of 1 entries Image: Showing 1 to 1 of 1 entries				

Once you have logged in successfully, you will see the Work Area of Ethics RM:

If you are new to the system, you will not see any projects listed. Please make use of the help guides and training materials available at <u>http://www.sun.ac.za/english/research-innovation/Research-Development/Pages/Electronic-Application-Process.aspx</u> (ACU/BEE/SBE) or http://www.sun.ac.za/english/faculty/healthsciences/rdsd/ethics_application_package (HREC) to proceed with your application.

Are you signing in correctly?

Your full <u>username@sun.ac.za</u> or <u>studentnumber@sun.ac.za</u> must be used to sign in.

Users based at Tygerberg, Belpark, or Military campus should also use @sun.ac.za as their domain.

If you are not being presented with the option to type in your particulars, please contact the Functional Systems Custodian <u>jad@sun.ac.za</u> for assistance, or the ApplyEthics Helpdesk <<u>applyethics@sun.ac.za</u>>.

Has your password expired?

If your network password has expired, please reset it at <u>https://web-apps.sun.ac.za/user-password-manage/#/home</u>

If after changing your password you are still unable to login, please check whether you can login to the following portal: <u>https://portal.office.com</u> If you can login here, you should be able to login to Ethics RM.

If however you can't login on the portal nor Ethics RM, please contact the IT Helpdesk [<u>help@sun.ac.za</u> or +27 (0)21 808 4367] to confirm whether you are registered as an Office 365 user.

Have you cleared your browser history?

Sometimes your browser will save the last page visited in your browser cache, or save cookies from the site you are visiting. This could prevent you from logging in. Try clearing your browser history and thereafter, restarting your browser.

Below follow some screenshots on how to clear the cache for the various browsers. Ethics RM supported browsers are Google Chrome, Mozilla Firefox, and Microsoft Edge.

Internet Explorer and Safari are not supported.

Clearing your history in Google Chrome



Figure 5 Chrome (click on the three dots)

Staff 🗸	Researcher 💌		0	Relaunch to update Chrome				
				New tab New window New Incognito w	vindow	Ctrl+T Ctrl+N Ctrl+Shift+N		
				History Downloads Bookmarks			► Ctrl+J	
				Zoom	- 100)% +		
the Stellenbosch University network (e.g working et device running Windows, you must be connecte			Print Cast Find			Ctrl+P Ctrl+F		
o you. <mark>(Gate</mark>	Save page as Create shortcut Name window Clear browsing data	Ctrl+S		More tools			Þ	
				Edit Settings	Cut	Сору	Paste	
bu na		Ctrl+Shift+Del		Help			•	
know y	Extensions Task manager	Shift+Esc		Exit				
1.	Developer tools	Ctrl+Shift+I	naile	address on			- 1	

u need to have a celiphone number of external email address on

Figure 6 Chrome: click 'More tools'> Clear browsing data

Clear browsing data							
		Basic		Advanced			
Time	e range	All time	•				
~	Browsi Clears	ing history history, including in the se	arch box				
~	Cookie Signs y	es and other site data you out of most sites.					
~	Cache Frees u	d images and files up 319 MB. Some sites ma	y load more s	slowly on your next visit.			
				Cancel Clear data			

Figure 7 Chrome: Make sure that the options are ticked as above. Click 'Clear data'

Clearing your history in Mozilla Firefox

Sync and save data	Sign In
New tab	Ctrl+T
New window	Ctrl+N
New private window	Ctrl+Shift+P
Bookmarks	>
History	>
Downloads	Ctrl+J
Passwords	
Add-ons and themes	Ctrl+Shift+A
Print	Ctrl+P
Save page as	Ctrl+S
Find in page	Ctrl+F
Zoom –	100% + 🆍
Settings	
More tools	>
Help	>

Figure 8 Firefox: choose History

		_	
<	History		
Recently closed	tabs	>	^
Recently closed	windows	>	
Clear recent his	tory		
Recent history			
👘 Grades: Vie	ew.		
📶 Course: An	thropology in a D	iverse	
gure 9 Firefox: Cleo	ar recent history		
Clear Recent	History	1.1	
<u>T</u> ime range to c	lear: Today		
History		_	
✓ <u>B</u> rowsing &	download history	y 🔽 <u>C</u>	ookie
✓ Active login	S	V 🗸	<u>a</u> che
<mark>∨</mark> <u>F</u> orm & sea	rch history		
Data			
<u>S</u> ite setting	5	<u> </u>	ffline

Figure 10 Firefox: Make sure the options are ticked as illustrated. Click 'OK'

Clearing your history in Microsoft Edge

	New tab	Ctrl+T			
	New window	Ctrl+N			
٩	New InPrivate wine	dow	Ctrl+	Shift+N	
	Zoom		100%	+	2
€≡	Favorites		Ctrl+	Shift+O	
Ē	Collections		Ctrl+	Shift+Y	
Ð	History			Ctrl+H	
$\overline{\uparrow}$	Downloads			Ctrl+J	
B	Apps				>
¢	Extensions				
≫	Performance				
Ð	Print			Ctrl+P	
Ø	Web capture		Ctrl+	Shift+S	
උ	Web select		Ctrl+	Shift+X	
Ŕ	Share				
ර්	Find on page			Ctrl+F	
A»	Read aloud		Ctrl+	Shift+U	
	More tools				>
ණ	Settings				
?	Help and feedback	¢			>

Figure 11 Edge: click History



Figure 12 Edge: click the three dots (top RHS)



Figure 13 Edge: choose Clear browsing data

Clear browsing data

Time range



Figure 14 Edge: Make sure the options are ticked as illustrated. Choose Clear now

Still unable to login having tried all of the above?

Please contact the

• Functional Systems Custodian jad@sun.ac.za or call on +27 21 808 9444 (for general technical queries), or the

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- ApplyEthics Helpdesk <u>applyethics@sun.ac.za</u> or call on +27 21 808 9185 (for all SBE, ACU, and BEE applications), or the
- HREC office <u>ethics@sun.ac.za</u> or call on +27 21 938 9819 (for all Faculty of Medicine and Health Sciences applications)

In your communications, if by e-mail, please send us your username, SU number, project number (if you have one already – this is visible on the top right hand side in bold within Ethics RM), and screenshots of any error messages you may be receiving. You may also take cellphone photos of the error message(s), if this is convenient.