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.

How to sign in (step by step)

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.



Figure 3 Microsoft Authenticator App logo

Of late (as at August 2023) Microsoft has been enforcing the use of the Microsoft Authenticator App in its verification step. As such, you should install the app on the cellphone which carries the cellphone number you have officially registered with SU.

Hence, after entering your password, you will be presented with a screen to approve signing in. It will display a number, and this number needs to be keyed in on the Microsoft Authenticator App on your cellphone. Please do not use the number illustrated below.

Stellenbosch UNIVERSITY UNIVERSITEIT UNIVERSITEIT Jad@sun.ac.za
Approve sign in request
Open your Authenticator app, and enter the number shown to sign in.
98
No numbers in your app? Make sure to upgrade to the latest version.
Don't ask again for 30 days
I can't use my Microsoft Authenticator app right now
More information
To Sign-in at Stellenbosch University requires

Figure 4 Approve Sign in (key in whatever number is displayed into the app on your cellphone)

If you do not have the Microsoft Authenticator App installed, please resort to the option "I can't use my Microsoft Authenticator app right now" (see picture above). You will then be presented with the following login verification screen:

jad@sun.ac.	sonia siya phambili saam vorentoe
Ap Au	prove a request on my Microsoft thenticator app
123 Us	e a verification code
Tex	xt +XX XXXXXXXX06
Ca	II +XX XXXXXXXX06
More informa	ation
Are your veri	fication methods current? Check at

Figure 5 Verification screen

Once you have chosen your verification method, the system authenticates further. Once verified, you will be presented with the next screen:

UNIVERSITY sonkes	i together iya phambil orentoe				
jad@sun.ac.za					
Stay signed	in?				
Do this to reduce th to sign in.	e number of time	es you are asked			
Don't show this	again				
	No	Yes			
To Sign-in at Stellenbosch University requires @sun.ac.za username. Passwords can be changed at www.sun.ac.za/password					

Figure 6 Stay signed in?

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

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

← → C 🌲 https://applyethics.sun.ac.za/ActivityForm/Index

Research Ethics Applications Work Area Contacts Help -	
Create Folder Deleta Folder Create Project	Work Area
Detete Project Move Project	NotificationsSignaturesTransfersShared3100
Transfer	Projects Search Projects
	Project Title Project Title Date Transfer Status
	 The behaviours of matriculants during matric exams for study success Ms JA De 09/11/2020 23/08/2021 Beer 16:04 12:30
	Showing 1 to 1 of 1 entries . A Previous Next ()

Figure 7 EthicsRM Work Area

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 http://www.sun.ac.za/english/research-innovation/Research-Development/Pages/Electronic-Application-Process.aspx (ACU/BEE/SBE) or http://www.sun.ac.za/english/research-innovation/Research-Development/Pages/Electronic-Application-Process.aspx (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.

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.

Q 12 \$

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 8 Chrome (click on the three dots)

Staff 🕶	Researcher 🕶		0	Relaunch to update Chrome			
				New tab New window New Incognito window		Ctrl+T Ctrl+N Ctrl+Shift+N	
				History Downloads Bookmarks			► Ctrl+J
				Zoom	- 100		
et device	enbosch University net running Windows, you			Print Cast Find			Ctrl+P Ctrl+F
o you. <mark>(Gate</mark>	Save page as Create shortcut	Ctrl+S		More tools			Þ
	Name window		-	Edit Settings	Cut	Сору	Paste
ou ha	Clear browsing data	Ctrl+Shift+Del		Help			Þ
know y your p	Extensions Task manager	Shift+Esc	pect	Exit someone			
ł. –	Developer tools	Ctrl+Shift+I					- 1

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

Figure 9 Chrome: click 'More tools'> Clear browsing data

Clea	ar brows	sing data		
		Basic		Advanced
Time	e range	All time	•	
~		ng history history, including in the se	arch box	
		es and other site data you out of most sites.		
~		d images and files Ip 319 MB. Some sites ma	y load more	slowly on your next visit.
				Cancel Clear data

Figure 10 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 11 Firefox: choose History

		_	
<	History		
Recently closed ta	bs	>	^
Recently closed wi	ndows	>	
Clear recent histor	y		
Recent history			
🍈 Grades: View			
fn Course: Anthr	opology in a Div	erse	
gure 12 Firefox: Clear	recent history		
Clear Recent His	story	1.1	
Time range to clea	r: Today		
History			
<mark>∨</mark> <u>B</u> rowsing & do	ownload history	<u> </u>	ookies
✓ Active logins		🗸 C <u>ā</u>	ache
✓ Form & search	history		
Data			
<u>S</u> ite settings		<u> </u>	ffline w

Figure 13 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		
<u>ا</u> ن	New InPrivate window	Ctrl+Shift+N		
	Zoom —	100% +	2	
₹≡	Favorites	Ctrl+Shift+O		
Ē	Collections	Ctrl+Shift+Y		
Ð	History	Ctrl+H		
$\overline{\uparrow}$	Downloads	Ctrl+J		
₿	Apps		>	
¢	Extensions			
\otimes	Performance			
Ō	Print	Ctrl+P		
Ø	Web capture	Ctrl+Shift+S		
	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 14 Edge: click History



Figure 15 Edge: click the three dots (top RHS)

History	Q		\Rightarrow
All Rec	Open history page		
To get you	Clear browsing data		\sim
passwords Microsoft I	Show history button in toolbar	_	~
	Sign in to sync data		

Figure 16 Edge: choose Clear browsing data

Clear browsing data

Time range



Figure 17 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

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- Aden Williams <a>aden@sun.ac.za or call on +27 21 808 9185 (for all SBE applications), or
- Biosha Thompson biosha@sun.ac.za (for all 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.