



National Research Foundation ERP Project  
**NRF Connect: Profile Registration Guide**

Version 1.0

14 March 2022

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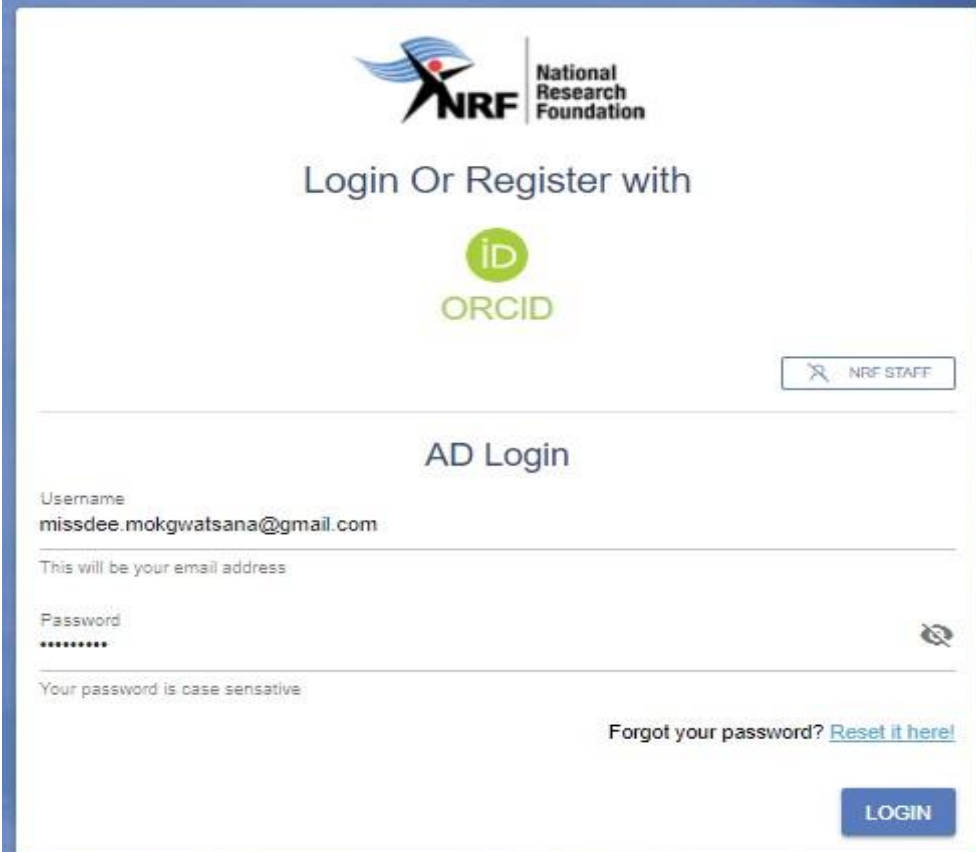
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# 1. Introduction

When accessing NRF Connect (<https://nrfconnect.nrf.ac.za>), the user will be directed to a Login (for registered users) and Register (for new users) page.

All users are required to be registered on the NRF Connect system to make use of the relevant functionality.

NRF staff must use their Active Directory login credentials to be able to access the system. Their information will be imported into the system from other NRF systems.



The screenshot shows the NRF Connect login page. At the top, there is the NRF logo and the text "National Research Foundation". Below this, it says "Login Or Register with" followed by a green "iD" icon and "ORCID". There is a button labeled "NRF STAFF" with a person icon. The "AD Login" section has a "Username" field containing "missdee.mokgwatsana@gmail.com" and a note "This will be your email address". Below that is a "Password" field with masked characters and a "Forgot your password? [Reset it here!](#)" link. A "LOGIN" button is at the bottom right.

Non-NRF staff must click the **ORCID (Open Researcher and Contributor ID)** icon to login or register.

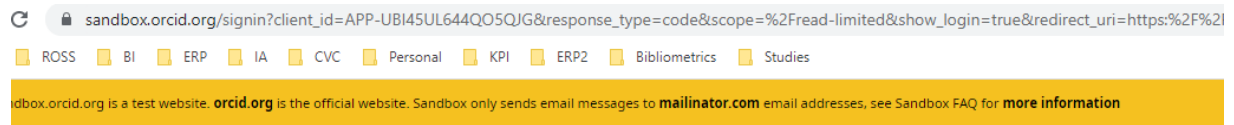


This screenshot is identical to the one above, but the "iD ORCID" icon is highlighted with a red rectangular box to draw attention to it for non-NRF staff.

## 2. Login

If users are already registered on ORCID, they must sign in using one of the following options:

1. **ORCID iD**
2. Email address linked with your ORCID profile
3. GMAIL account linked with your ORCID
4. Facebook account linked with ORCID



**Sign in**

Email or 16-digit ORCID ID  
0000-0003-2383-6751  
example@email.com or 0000-0001-2345-6789

Password  
.....

**SIGN IN**

[Forgot your password or ORCID ID?](#)  
Don't have an ORCID ID yet? [Register now](#)

or

**Access through your institution**

**Sign in with Google**

**Sign in with Facebook**

When clicking on **Sign In**, the system will redirect the user to the NRF Connect login page and automatically log the user in.

Depending on the role the user will have in the system, i.e., reviewer, applicant, etc, the screen below will differ.

**NRF National Research Foundation**

0000-0002-8228-4581

Home, Profile, Notifications

MY CV: Career History, Qualifications, Research expertise, Research Outputs, Student supervision, Sign out

**Welcome back, [Redacted]**

Why are you seeing these opportunities?  
Based on your profile, these are the applicable funding opportunities you can apply for. If you believe you should be able to apply for more opportunities, please review your profile to ensure this is up to date and correct.

**UPDATE PROFILE**

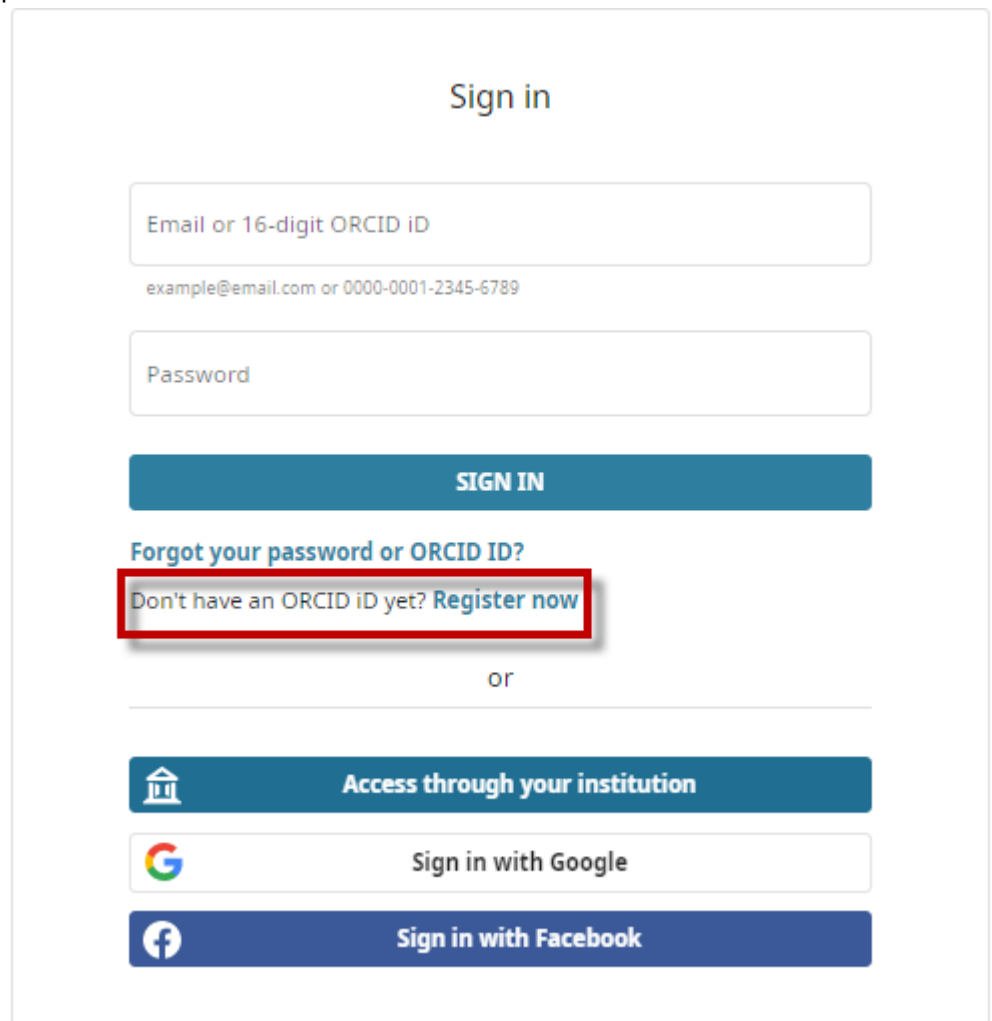
**Your Profile**  
10% progress  
Spend 2 minutes to improve your profile. **SIGN OUT**

**Funding Opportunities**

- COVID-19 Africa Rapid Grant Fund**  
Closing Date: 17 June 2020  
South Africa's National Research Foundation (NRF) in partnership with the Science Granting Councils Initiative in Sub-Saharan Africa...
- The DSI and NRF**  
Closing Date: 17 June 2020  
The DSI and NRF are pleased to announce a call of new applications for NRF Postgraduate Student Funding for the 2021 Academic year...
- The National Research Foundation (NRF)**  
Closing Date: 17 June 2020  
During the last three years the National Research Foundation (NRF) has embarked on a process designed to enhance and simplify the NRF administrative interface...
- South Africa and Nuffic**  
Closing Date: 17 June 2020  
The National Research Foundation (NRF) of South Africa and Nuffic, the Netherlands organisation for internationalisation in education, represented in South Africa by...

### 3. Register

If the user is **not** registered on ORCID, click **Register now** and follow the steps to create an ORCID profile.



Sign in

Email or 16-digit ORCID ID

example@email.com or 0000-0001-2345-6789


Password


**SIGN IN**


[Forgot your password or ORCID ID?](#)

Don't have an ORCID iD yet? **Register now**

or

 **Access through your institution**

 **Sign in with Google**

 **Sign in with Facebook**

On clicking Register Now, the system will return the following message: *“We found some accounts with your name, which means you may have already created an ORCID iD using a different email address. Before creating an account, please confirm that none of these records belong to you. Not sure if any of these are you?”*

If any of the listed profile(s) is the user's, click "I already have an ID, go back to sign in."

Personal data Security and notifications Visibility and terms

Create your ORCID iD

### Could this be you?

We found some accounts with your name, which means you may have already created an ORCID iD using a different email address. Before creating an account, please confirm that none of these records belong to you. Not sure if any of these are you? [Contact us.](#)

First Name	Last Name	Affiliations	View Record
Maserufe	Mokgwatsana		<a href="#">View Record</a>
Maserufe	Mokgwatsana		<a href="#">View Record</a>
Maserufe	Mok		<a href="#">View Record</a>
Dolly	Mokgwatsana		<a href="#">View Record</a>

**I ALREADY HAVE AN ID, GO BACK TO SIGN IN** NONE OF THESE ARE ME, CONTINUE WITH REGISTRATION

If none of the profiles are the user's, click "Continue with registration to complete the process."

Personal data Security and notifications Visibility and terms

Create your ORCID iD

### Could this be you?

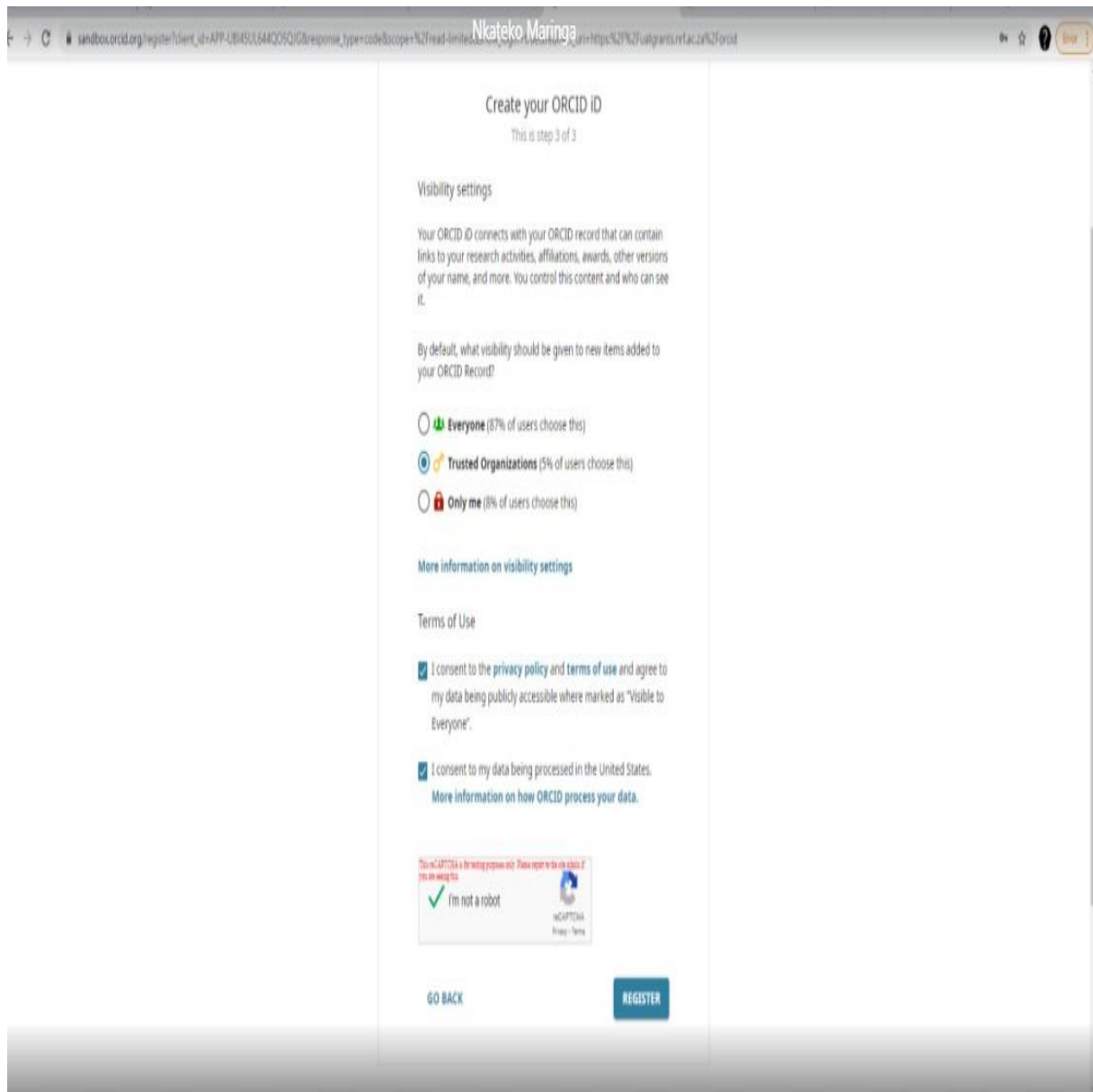
We found some accounts with your name, which means you may have already created an ORCID iD using a different email address. Before creating an account, please confirm that none of these records belong to you. Not sure if any of these are you? [Contact us.](#)

First Name	Last Name	Affiliations	View Record
Maserufe	Mokgwatsana		<a href="#">View Record</a>
Maserufe	Mokgwatsana		<a href="#">View Record</a>
Maserufe	Mok		<a href="#">View Record</a>
Dolly	Mokgwatsana		<a href="#">View Record</a>

I ALREADY HAVE AN ID, GO BACK TO SIGN IN **NONE OF THESE ARE ME, CONTINUE WITH REGISTRATION**

Please select one of the options for the visibility of the ORCID records.

1. Should the user choose the **first** or second option, the ORCID records will be visible on NRFConnect
2. Should the user choose the third option, the records in ORCID will not be visible on NRF Connect



The screenshot shows the ORCID registration process, step 3 of 3: "Create your ORCID ID". The page is titled "Create your ORCID ID" and indicates "This is step 3 of 3".

**Visibility settings**

Your ORCID ID connects with your ORCID record that can contain links to your research activities, affiliations, awards, other versions of your name, and more. You control this content and who can see it.

By default, what visibility should be given to new items added to your ORCID Record?

- Everyone** (87% of users choose this)
- Trusted Organizations** (5% of users choose this)
- Only me** (8% of users choose this)

[More information on visibility settings](#)

**Terms of Use**

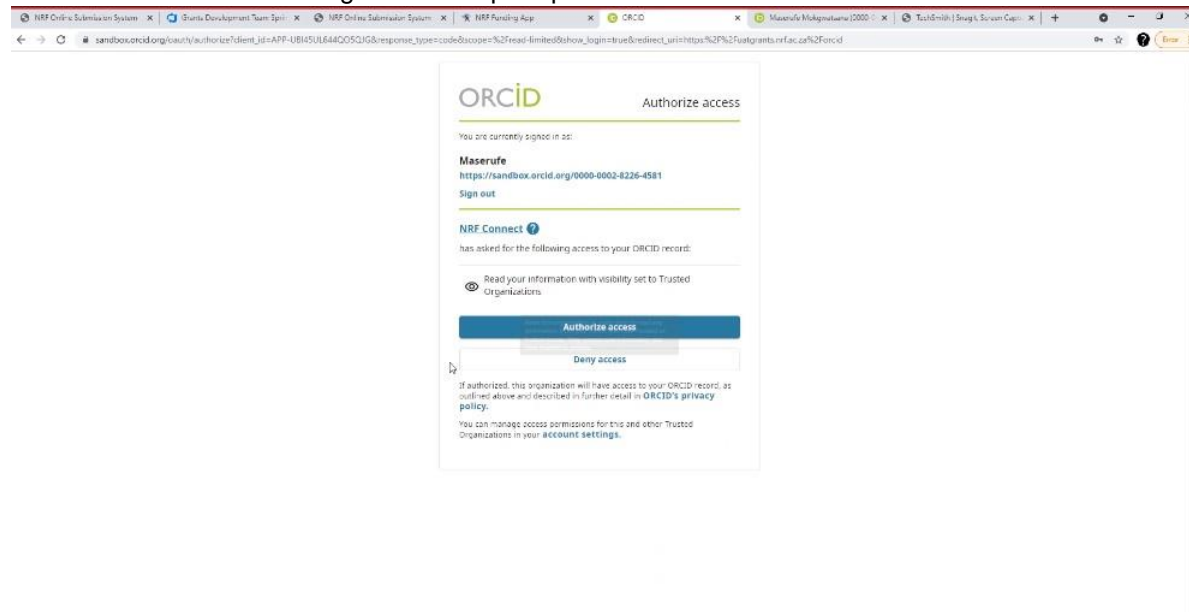
- I consent to the [privacy policy](#) and [terms of use](#) and agree to my data being publicly accessible where marked as "Visible to Everyone".
- I consent to my data being processed in the United States. [More information on how ORCID process your data.](#)

You're using CAPTCHA to help protect your account. Please refer to the site about if you are having trouble.

I'm not a robot

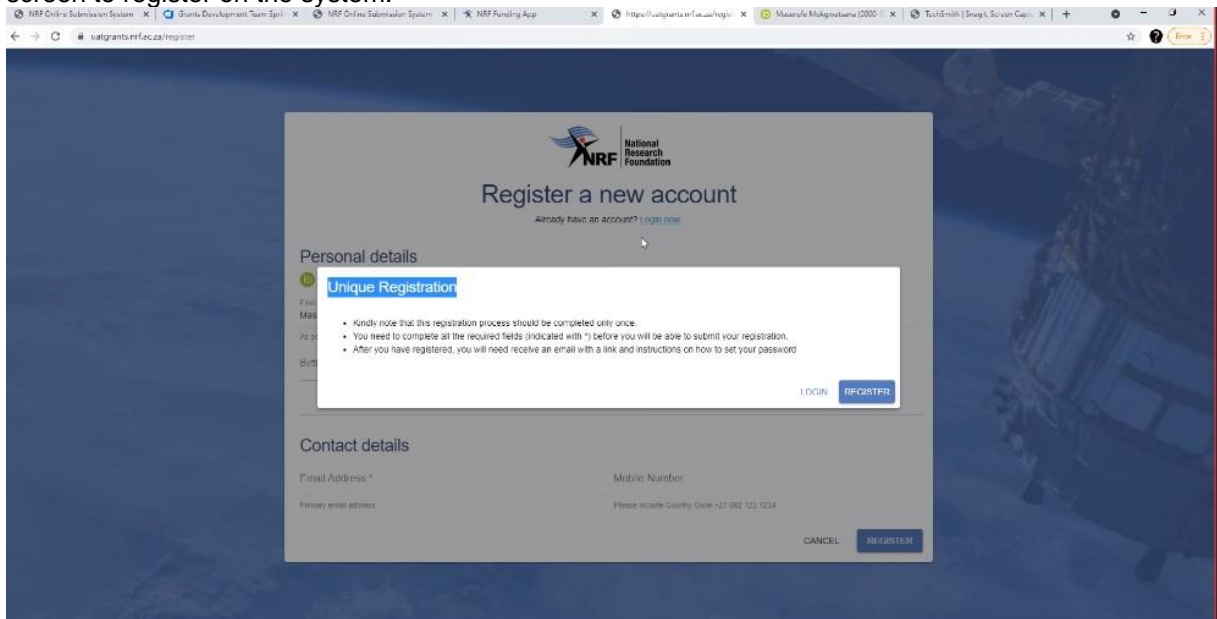
GO BACK REGISTER

Continue with the ORCID registration as prompted.

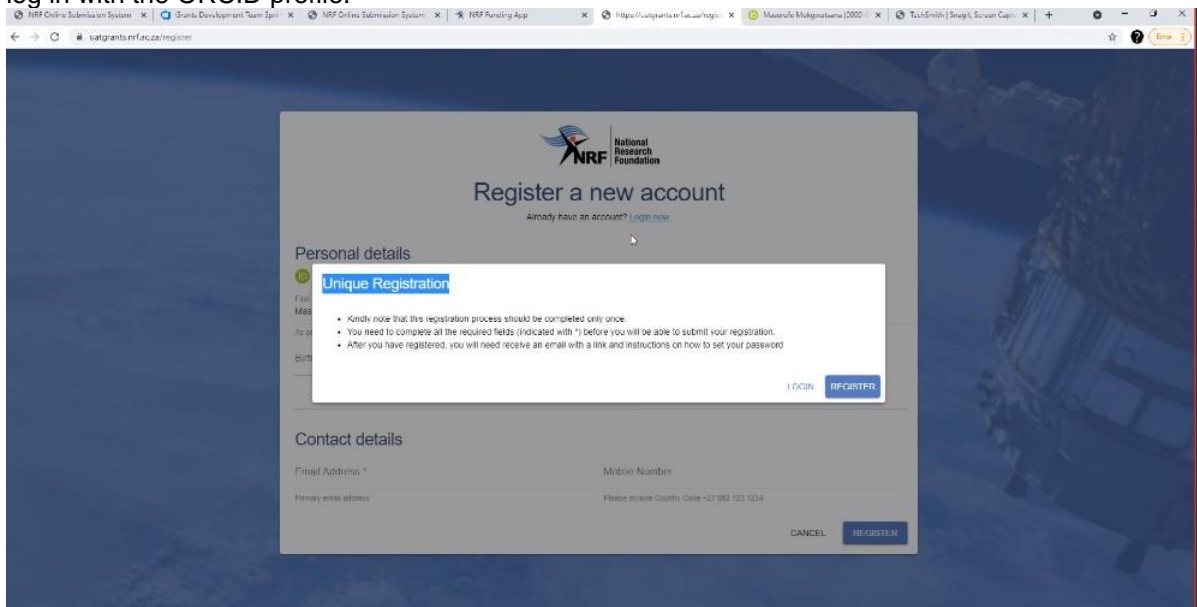




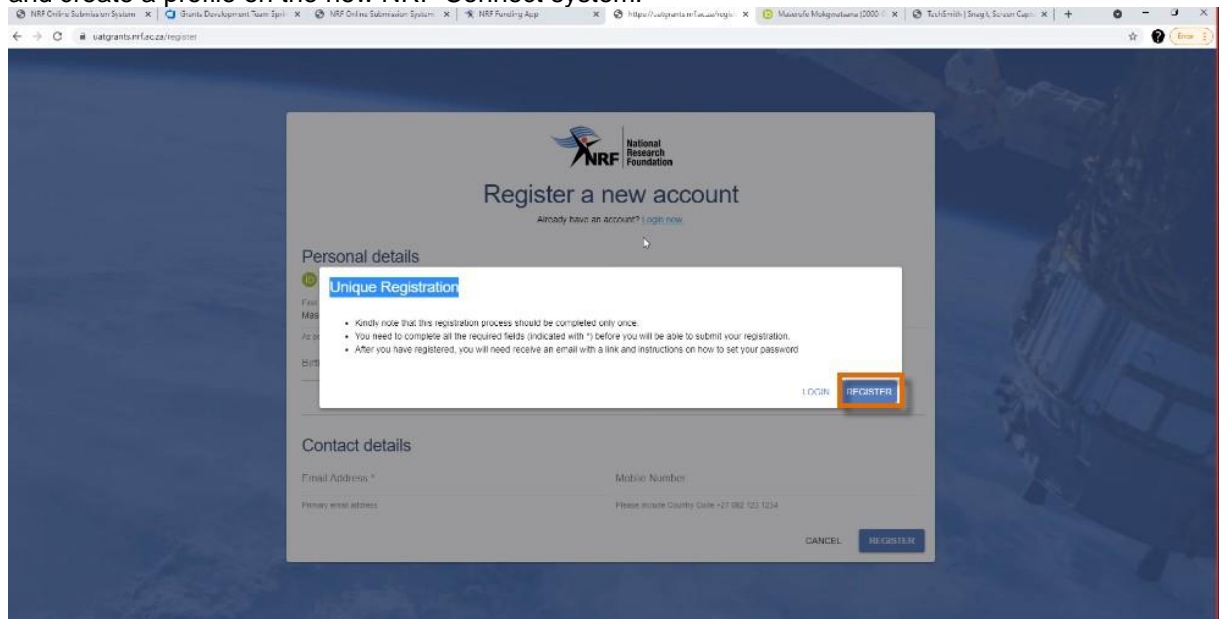
When the ORCID registration process is complete, new users will be redirected to NRF Connect login screen to register on the system.



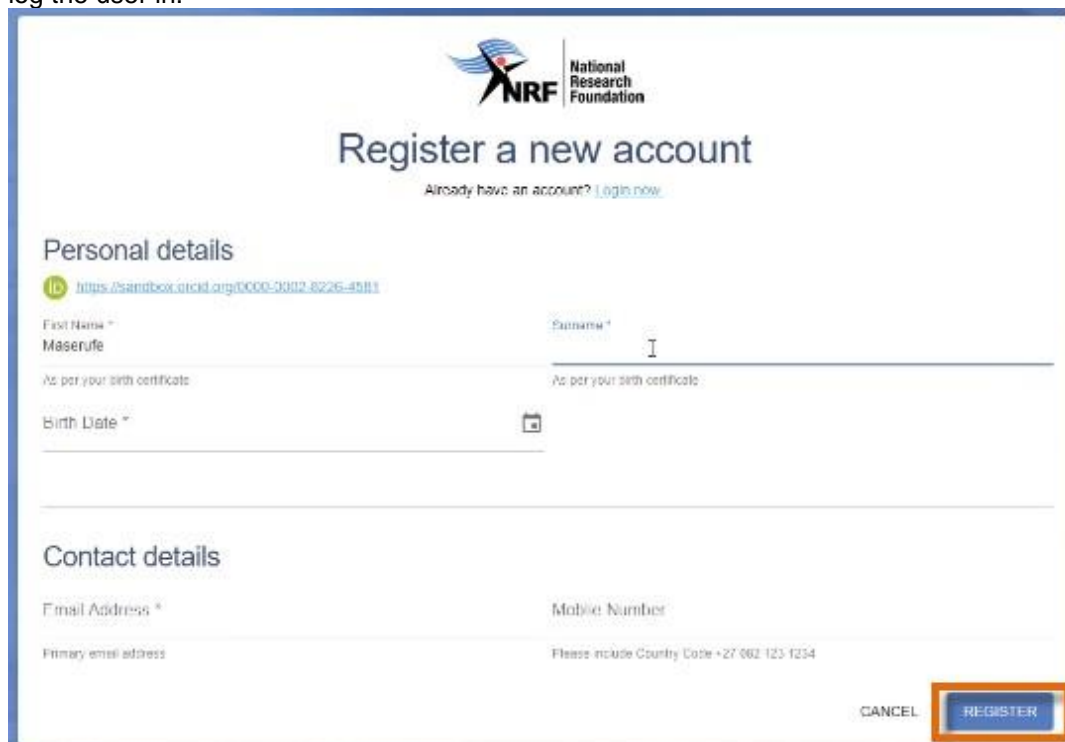
If the user is currently registered on the NRF Online Submission System, the system will automatically log in with the ORCID profile.



If the user is not registered on the current NRF Online Submission system, click **Register** to register and create a profile on the new NRF Connect system.




Complete the missing fields and click Register to complete the process and the system will automatically log the user in.



## 4. Sync Your CV

Should the user be an **existing user** on the NRF Online Submission System, there is functionality to migrate the CV from the previous system. Click **Verify** in order to link to the relevant account on the NRF Online Submission System.



### Link Submission ...

Connect your old nrf submission profile

NO THANKS VERIFY

Provide the ID/Passport number and password used on the NRF Online Submission System.

## Enter your Old Nrf Submission Details

ID Number \*

---

ID/Passport

Password \*

---

Your Old Password

CANCEL

SUBMIT

Once the verification of the two accounts has been completed, confirmation will show at the bottom of the screen.



The user now has the option to sync/migrate their CV from the NRF Online Submission System to NRF Connect. Click **Sync Now** to do this.

### Sync Your CV

Migrate your CV from the previous system

NOT NOW SYNC NOW

Once this is done, the relevant information will be copied over to NRF Connect and be available for validation and updating by the user.

### Sync Your CV

Migrate your CV from the previous system

62 records migrated

✓ Sync Complete

## 5. Home/Landing Page

After logging in, the user can click on the **Update Profile** button to update or complete the profile details.

Instructions to complete Personal details:

The completeness of the profile will be shown in percentage format.

- All fields with an asterisk \* are compulsory.
- To upload a document click on “*Click here to upload the relevant document*” field which will redirect to your list of files.
- Toggle to indicate No.  
Are you disabled in any way?
- Toggle to indicate Yes.  
Are you disabled in any way?

#### Personal details

Title *	Initials *	First Name *	Surname *
	<small>As per your birth certificate</small>	<small>Please fill in your Name</small>	<small>Please fill in your Name</small>
Maiden Name	Birth Date * 1993/03/05	Citizenship Status *	Country *
		<small>South African Citizenship Status</small>	<small>Country of Birth</small>
Country *	Institution *	Country *	Field of Specialisation *
<small>Current Country</small>		<small>Country of Institution</small>	<small>Field of Specialisation</small>
Position/Designation	Race *	Gender *	Identity *
ID/Passport Number *	Identity Document	<input checked="" type="checkbox"/> Are you disabled in any way?	Specify Disability
<small>As per your Identity document</small>	<small>Upload Identity document of less than 2 MB. 0 (0.0B)</small>		<small>Field is required 0 / 200</small>
Proof of Disability	<small>Upload proof of disability document of less than 2 MB. 0 (0.0B)</small>		

**Please ensure that ALL compulsory fields are completed, and all documents are uploaded.**