



IRIS ACCOUNT REGISTRATION GUIDE

Audience

This registration guide is intended for students, post-docs, and researchers external to Ontario Tech University who want to register for an account in the IRIS research portal at Ontario Tech University to submit an ethics application or request a student grant.

Do not register an IRIS account if you are a current Ontario Tech University faculty or staff member as your account will be maintained by the Office of Research Services. Once your Ontario Tech University faculty/staff account is created, you will access IRIS via the internal Researcher SharePoint site. Please visit our IRIS support webpage for contact information should you require more information.

Registering an IRIS Account

To register an account, visit the [IRIS login page](#). From there you will click on the Register button and complete a user personal profile. Your profile information is used to identify you in IRIS and is used for administrative and reporting purposes. Personal and contact profile information is protected and is not shared outside research office operations.

Required Personal Profile Fields

The system will not allow you to submit a request for a new account unless you provide your name, email address, and affiliations (see below). **Please be sure to use an email address that you check regularly**, as IRIS system communications will be sent to this email.

In addition, we require your prefix (for the purposes of addressing correspondence only), country, institution, job title (labeled 'rank' in the system), address, and telephone number. If your country, institution, or job title does not appear in the drop-down lists, please note this in your registration comments and we will update our list when validating your account. If you fail to provide this information when registering an account, we will contact you for more details. This may delay the processing of any submitted applications.

Note that your gender, alternate address, phone 2, and fax number are all optional fields and can be completed at your discretion.

Affiliation

Affiliation is a required field. Please choose your affiliation from the following list:

1. Students & post-docs NOT in the Faculty of Engineering & Applied Science
 - Select 'Faculty' from the level dropdown box.
 - Select your specific faculty from the unit dropdown box.
 - Check the primary affiliation checkbox.
2. Students & post-docs in the Faculty of Engineering & Applied Science
 - Select 'Department' from the level dropdown box.
 - Select either 'Department of Automotive, Manufacturing, and Mechanical Engineering' or 'Department of Electrical, Computer, and Software Engineering' from the unit dropdown box.
 - Check the primary affiliation checkbox.
3. External (non-Ontario Tech University) researchers
 - Select 'Division' from the level dropdown box.
 - Select the appropriate industry from the unit dropdown box.
 - Check the primary affiliation checkbox.

Submitting Your Registration

To submit your registration, simply click on the 'Register' button after completing your personal profile. If you receive a message that a user with the **same email id already exists**, then it is likely an account has been set up for you because of previous research activities at Ontario Tech University. In this event, proceed to the [IRIS login page](#), enter your email address as the username, and click the reset password button. An email confirmation will be sent to you and you will be directed to create a password. Once you have accessed the system, you should confirm your account details (name, institution, affiliation, etc.) by clicking the 'My Profile' link at the top right corner of your home page.

Confirming Your Email Address

Once you submit your registration, a confirmation message will be sent to your email address. You will need to use the link provided in the email to confirm your account and create a new password. The Office of Research Services reviews and validates all new accounts and may send you an email message should we require more information.

Accessing Your Account Post-Registration

Once your registration is complete, you may access your account anytime from the [IRIS login page](#). Note that your username will be your email address.

Questions & Comments

If you have any questions or comments about the IRIS research portal, please visit our [IRIS support webpage](#) for contact information.