

RIG GUIDE

Logging in to RIG



UKZN Research Office

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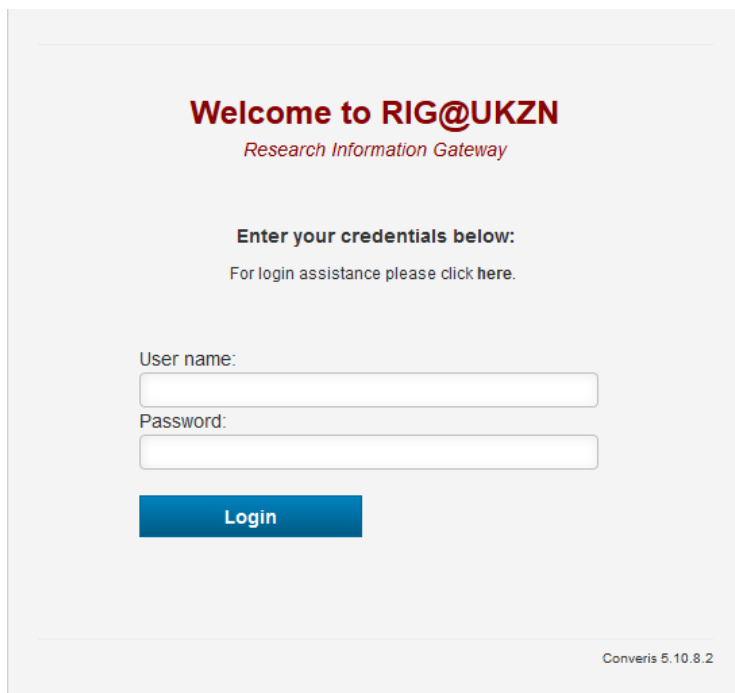
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UKZN STAFF AND STUDENTS

1. Go to <https://rig.ukzn.ac.za>
2. Login using your UKZN login name and password.

NB: Do not use your e-mail address as your user name. Use your UKZN login name specifically. For students, this would be your student number. For staff, this would usually be the portion that precedes the @ sign in your e-mail address. However there are some staff with exceptions to this general rule.

If you are not sure of your login name, contact the [ICS Call Centre](#) or the [ICS Walk-in Centre](#).



Welcome to RIG@UKZN
Research Information Gateway

Enter your credentials below:
For login assistance please click [here](#).

User name:

Password:

Login

Converis 5.10.8.2

3. If you have difficulty logging in, you can get to the help page by clicking on the link shown next to the red arrow in the screenshot below:

Welcome to RIG@UKZN
Research Information Gateway

Enter your credentials below:
For login assistance please click **here** ←

User name:

Password:

Login

Converis 5.10.8.2

You will find contact details for the relevant type of assistance.
There is also a link to User Guides and Training Videos available.

EXTERNAL USERS

This section is applicable to people **external** to UKZN that do not have UKZN logins, but **need to login** to the RIG system for **Ethical Clearance applications** e.g. people in affiliated Units eg. CAPRISA, AHRI, SMRI, external co-investigators, etc.

This section is also applicable to researchers that wish to submit **Publications** or **Student Supervision** activities for **Productivity Unit** purposes, in particular if a student involved in the research is **not found** in the RIG system.

Please contact the UKZN Research Office Manager for a **RIG Registration Form**, fill in the details of the person whose profile needs to be created and submit back to Research Office via the following e-mail address: productivity@ukzn.ac.za

A **Person profile** will be **manually created** for the applicant based on the information on the RIG Registration Form. The Research Office will inform the applicant when done. For applicants that will require to login to the RIG system (eg. ethical clearance applicants), the Research Office will provide **login details** as well.

The login URL for external users is slightly different from the URL for UKZN Staff and Students. External applicant should login via the link below:

<https://rig.ukzn.ac.za/converis/secure/login>

Please enter your user name and password
and click on "Login".

User name:

Password:

Login

More:

[University Account Login](#) | [Forgot password](#)

NB: The link for UKZN staff and students will not work for external applicants.

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