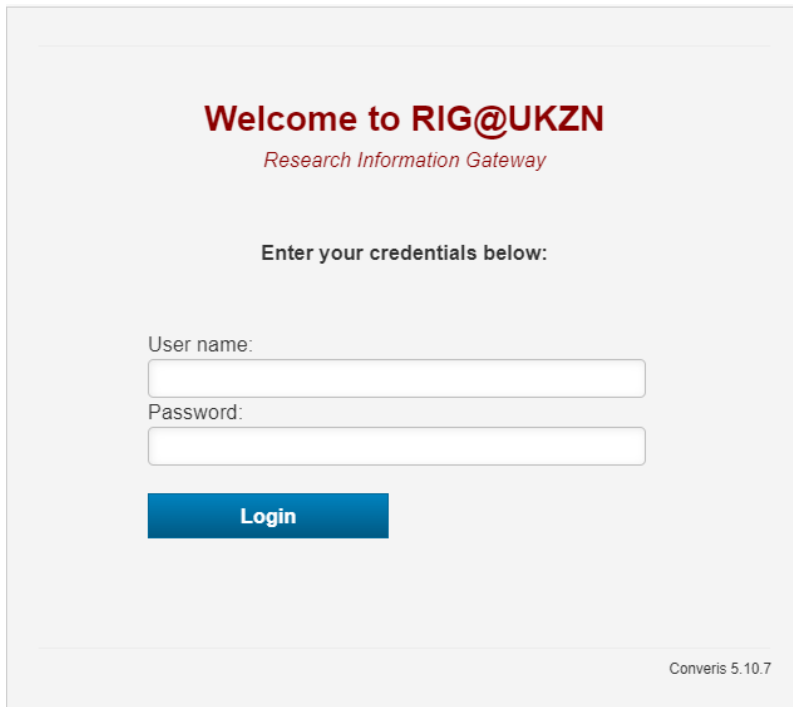## <u>Navigating the Home Page</u>

Accessing the page
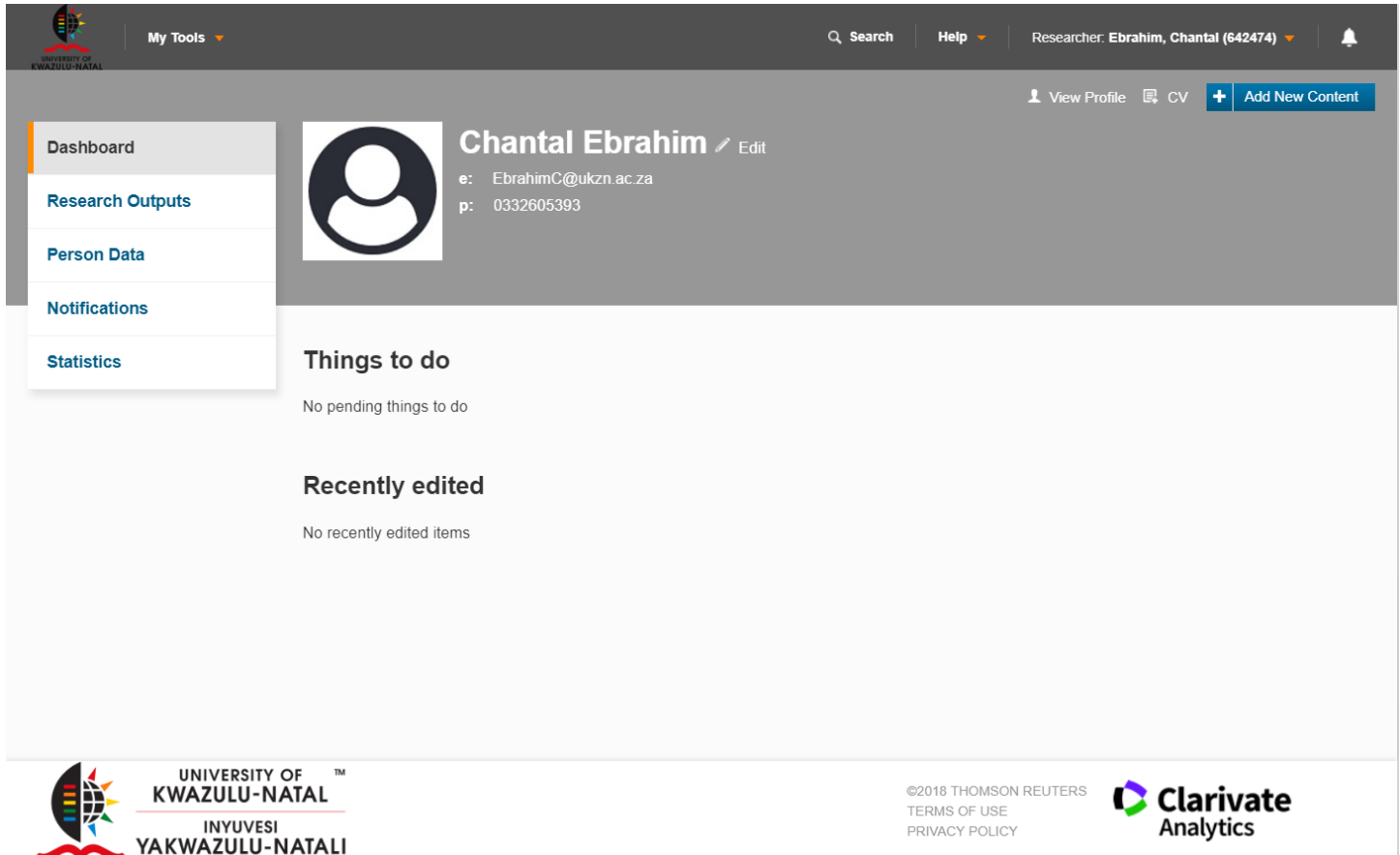
- To access RIG you will need to go to your browser e.g. Chrome, Internet Explorer, Mozilla Firefox or Safari and open a new session.

1. https://rig.ukzn.ac.za/

2. https://www.ukzn.ac.za/staff/staff/

3. http://research.ukzn.ac.za/Homepage.aspx

At UKZN we use single sign-on, this means that you can use your LAN login to log into multiple systems. If you cannot login, it's possible there is a problem with your account and you need to contact the Expert Desk on X4000. If you are able to login to other systems, like your e-mail, the Internet and other systems then let the Expert desk know of the exact problem.
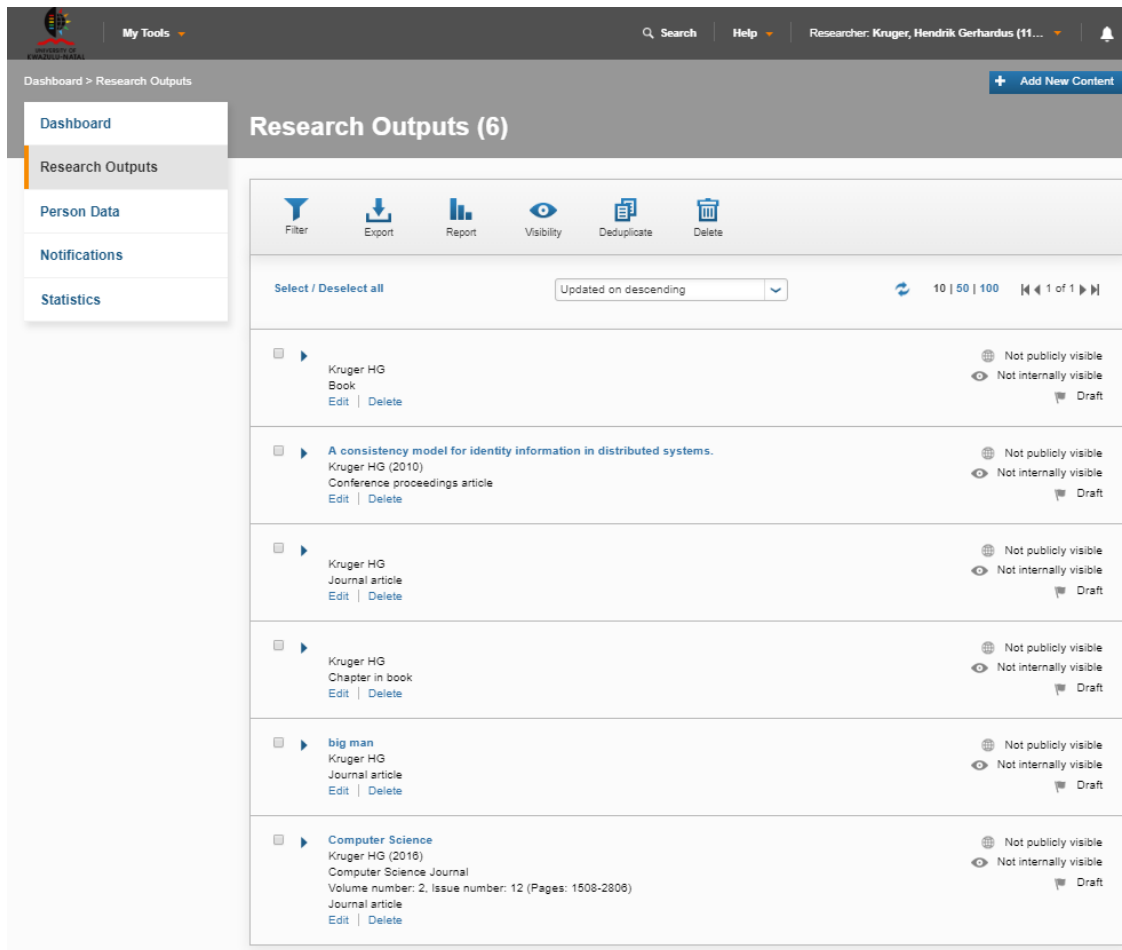
- Once successfully logged in you will land on your profile Dashboard
- Basic personal information is displayed at the top, click on Edit to enter your ORCID ID
- ORCID is an independent non-profit effort to provide an open registry of unique researcher identifiers and open services to link research activities and organizations to these identifiers.
- Left hand menu displays what currently exists in your profile

RIG Training Guide

Research Outputs

- List of all the Research Outputs you have added into the system.

- **Research Output Status**
- Draft
  - o Indicates that your submission is still with you as you may be working with it.
- Researcher Input required
  - o Input is required after adding content
- Initial review by Research Office
  - o Your submission has been sent to the Research Office for Initial Review
- Final review by Research Office
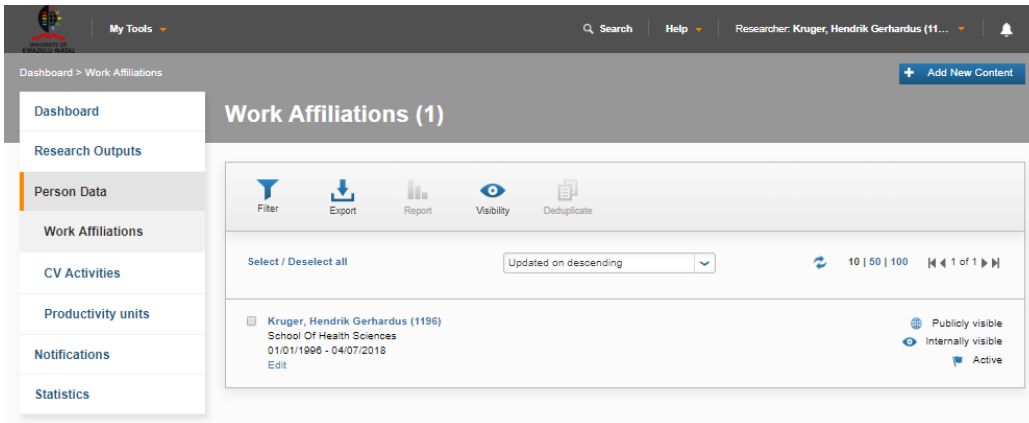 - o Your submission has been validated by the Research Office

RIG Training Guide

Person Data

- View your personal details, ORCHID ID and work affiliations

Work Affiliations

- View your current and previous work affiliations

RIG Training Guide

CV Activity

- View a list of all students that you supervise
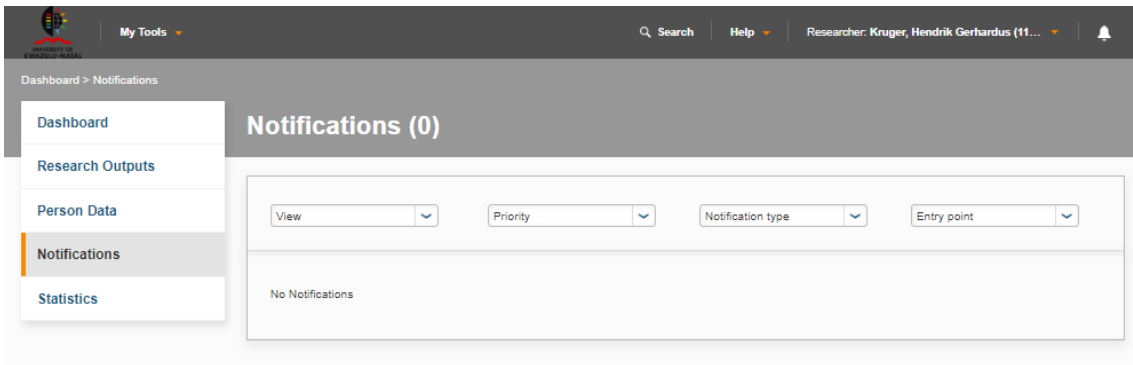

Productivity Units (PU)

- View a summary of the PU related submissions for the year together with your PU scores and total rand value.
- This is the electronic equivalent to the PU letter previously sent to you by the Research Office for acknowledgement each year.
- All Research Outputs that you submit during the year will be tied to your Annual PU Record.
- This record will contain the total publication outputs for the year when the research office validates and approves your submission.

RIG Training Guide

Notifications

This is the same as the bell icon at the top right, it includes all notifications from the Research Office
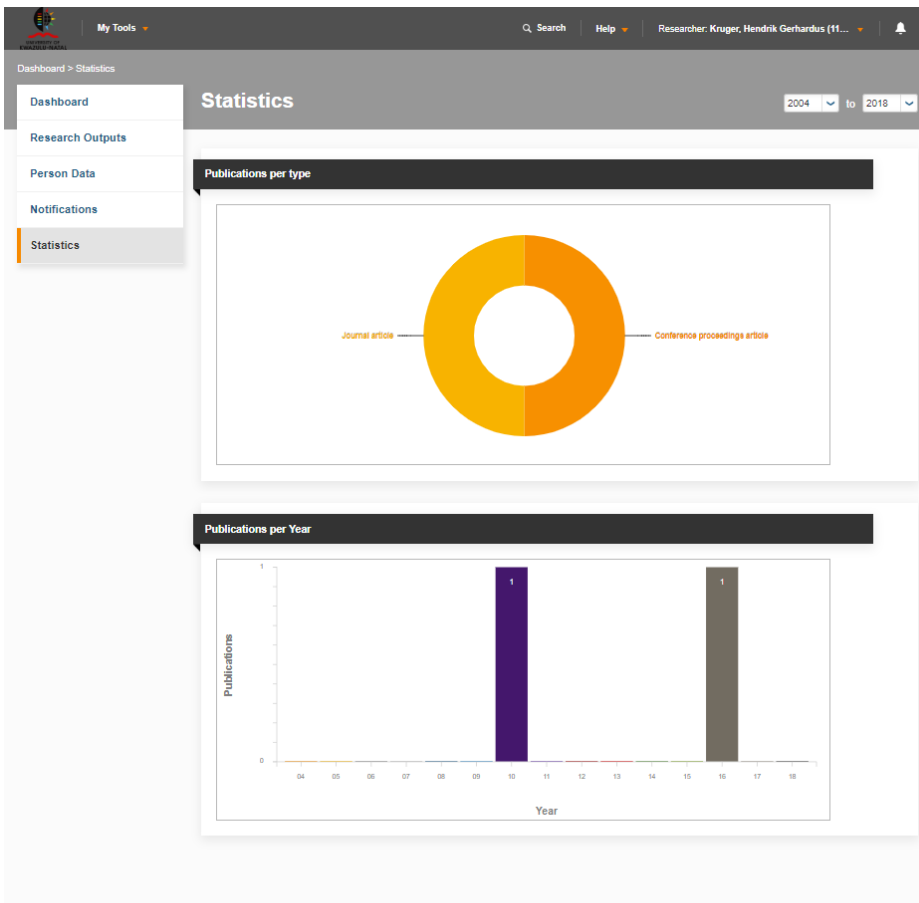

Statistics

This is a graphical representation of your publications that have been validated by the Research Office
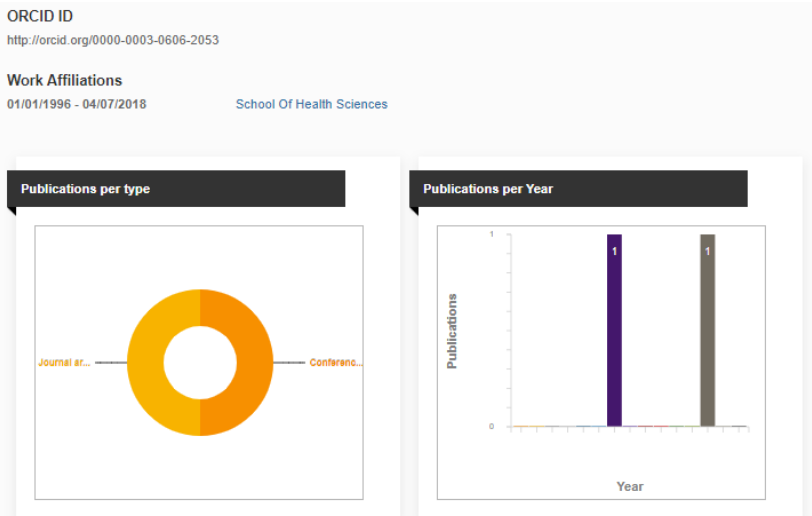
RIG Training Guide

Click on the drop down arrow next to your name to display the following options
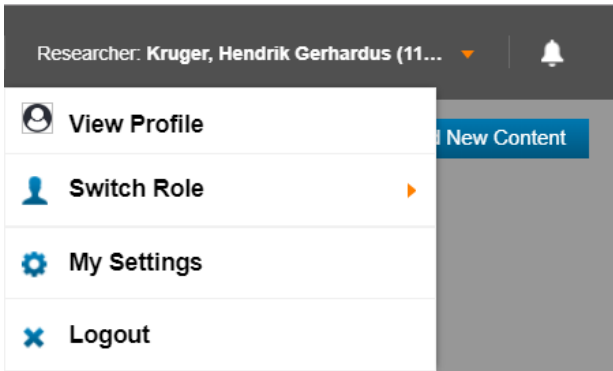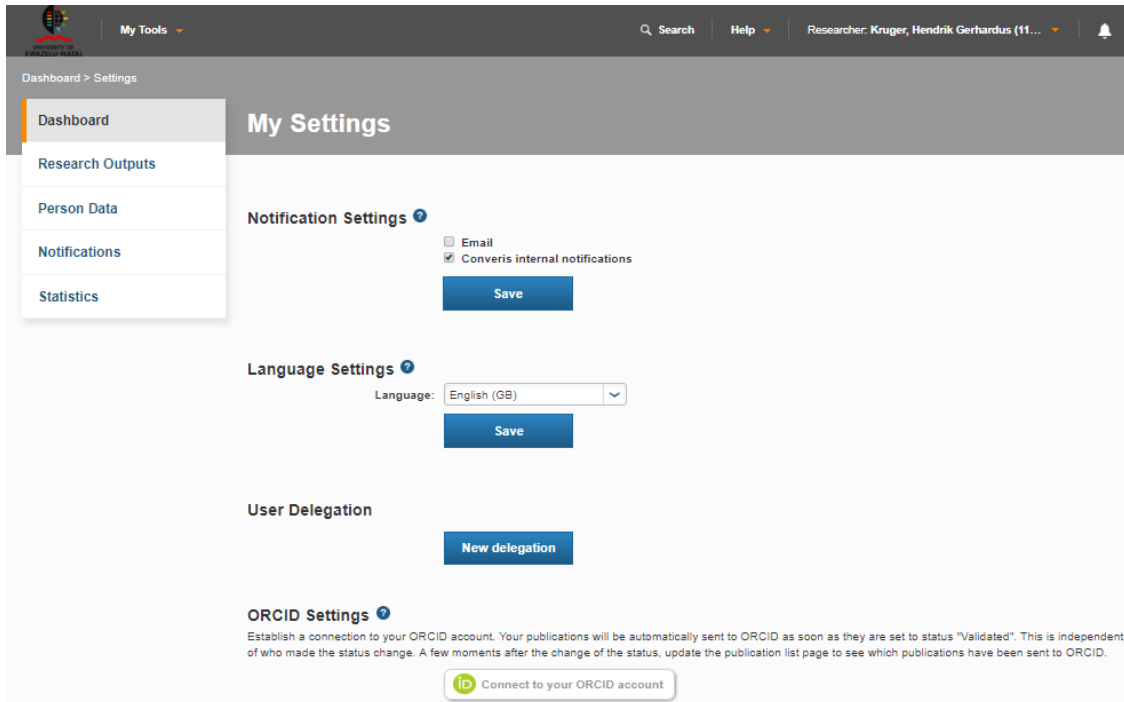

View Profile

View profile displays your ORCID ID, Work Affiliations and a graphical representation of your Publications per type and Publications per year.

You can also view your profile by clicking [View Profile] on the home page

RIG Training Guide

My Settings

Click on My Settings to personalize your settings according to your preference.

Logout

Clicking on logout simply logs you out of the system.

RIG Training Guide

CV

Click on   [🔖 CV]   the homepage to generate your CV

Select the options according to your preference and click create

Your CV will be created and downloaded to your computer in the format you selected.

RIG Training Guide
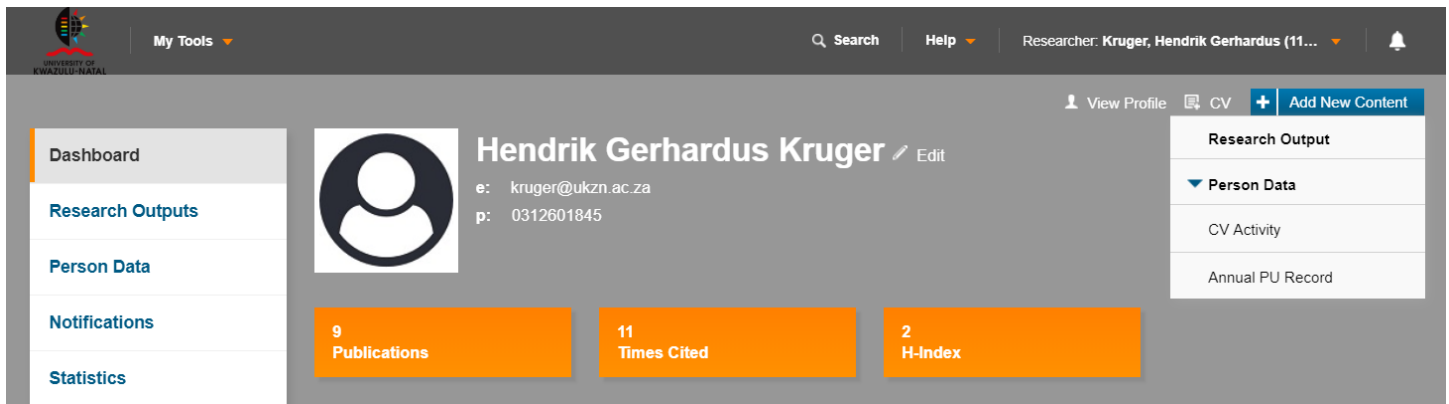
Click on Add New Content to add the following:

- Research Output
- Person Data
  - CV Activity
  - Annual PU Record

RIG Training Guide