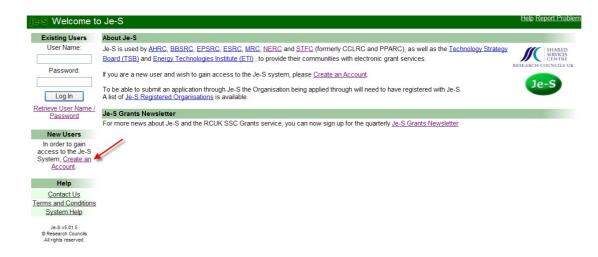


How to Create an Account

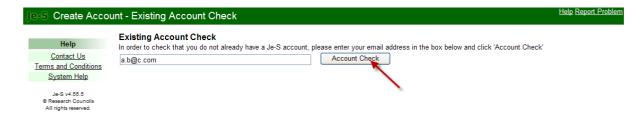
To create a Je-S account please go to the <u>Je-S Login page</u> and select the 'Create an Account' link:



Please read the terms and conditions and select 'Accept' or 'Not Accept' at the bottom of the page (you must accept the terms and conditions in order to continue with the account creation):



Enter your email address to check that you do not already have a Je-S account and select 'Account Check':



If your email address already exists on an account in the system you will receive the following message, and you can retrieve your login details:

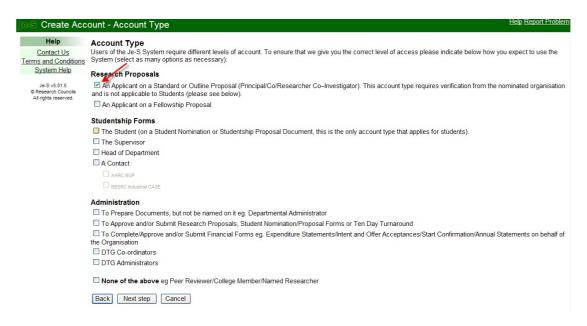




If your email address already exists in a database record on the system you will receive the following message:



If your email address is not found you can then select the level of account that you require by putting a tick in the relevant checkbox then selecting 'Next step':



- ➤ If you are an applicant on a Standard or Outline proposal, please select the first option
- ➤ If you are a student, please select 'The Student' under Studentship forms (including applicants on AHRC/ESRC Nomination and Proposal forms)
- If you are applying for a Fellowship, please select 'An Applicant on a Fellowship proposal'
- If you are an administrator, please select the relevant option under 'Administration'



Enter your personal details and select 'Next step':

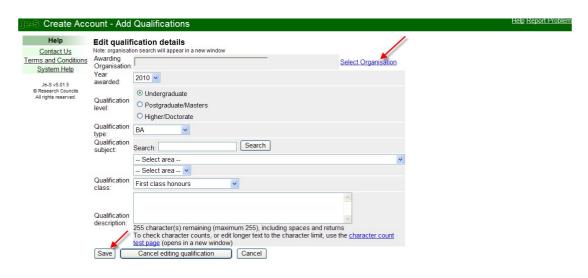
Je-S Create Account - Personal Details					Help Report Problem
Help	Personal Details				
Contact Us	Please enter your personal details and click 'Next Step' - mandatory fields are marked with *				
Terms and Conditions	Title:	Professor	*		
System Help	Forenames:	A	*		
Je-S v5.01.5 © Research Councils All rights reserved.		N			
	Surname:	Other	*		
	¹ Former Surname:				
	Telephone number:	01234 567890	*		
	Date of birth:	01 January 1950 Not Disclosed	*		
	Post:	My current job	*		
	Post start date:	01 V January V 1995 V	*		
	Equal Opportunities	Data Why do we ask for this information	tion?		
	Ethnic origin:	Not Disclosed	*		
	Country of nationality:	Not Disclosed	<u>~</u>		
	Gender:	Not Disclosed 🗸	*		
	Disabled: What is a "Disability"?	○ No ○ Yes ◎ Not disclosed	*		
	Disability:		~		
	Back Next step	reractions with the research councils, e.g. as a councils, e.g.	icil funded student, and have changed your surname p	elase provide your former surname	

Enter your Qualifications (optional) by selecting the 'Add Qualification' button:



(Please note: - this section is compulsory if you selected a Student Account)

Please select your organisation and complete the fields, then 'Save':

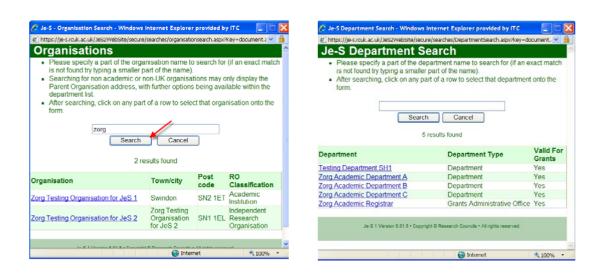




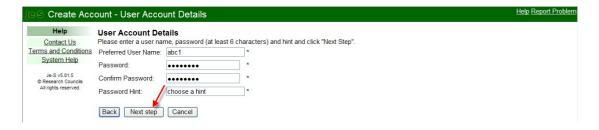
Next, you are required to select your organisation and department. Please select the link 'Select Organisation':



Another window will pop up for you to enter the name of your organisation, select 'Search.' Repeat this step for the department search. (If you have selected a Fellowship or Student account, it is not a mandatory requirement to select an organisation and department – select next step to continue with account setup)



Please choose a user name and password, and enter a password hintto remind you of your password:



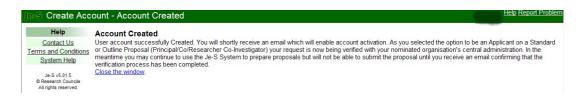
(Please note: - passwords must be at least 6 characters in length, are case sensitive and cannot be the same as a password previously used for Je-S).



You will then be asked to check your details before selecting the 'Create Account' button:



Once you have successfully created your account, you will receive an email containing an activation link which you will need to select to activate your Je-S account.





Self Registering an Organisation

The Research Councils normally only accept research proposals from applicants working within and supported by a UK Higher Education Institution (HEI) or an Independent Research Organisation (IRO) which has satisfied the research Councils eligibility criteria . Details of these eligible organisations are available on the RCUK website.

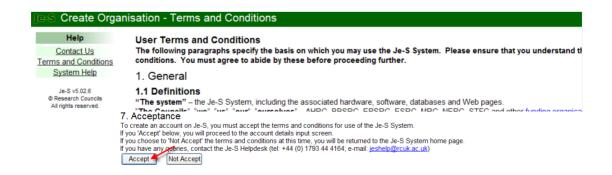
Applicants from these organisations should not use the "Self" registration functionality

However, there are certain, limited, Calls for Proposals where this criteria is not applied e.g. Research Council/DFID Calls and these organisations should use the "Self" Registration functionality which has been designed specifically for organisations applying to such Calls. If the research proposal is subsequently funded the Organisation will then be required to complete the full registration procedure.

Select the link from the Je-S Login page.



Please read the terms and conditions and select 'Accept' or 'Not Accept' at the bottom of the page (you must accept the terms and conditions in order to continue with this process):





Enter the full name of the organisation and department with the postal address. Please ensure that when entering a telephone number that the international dialling code is included. Organisation names must be entered in English e.g. University rather than Universite or Universita. Select Next step.



The system will check if the organisation is already listed on our database, if it is click Cancel to return to the Je-S login page to log into your personal account, if you do not have an account select the link to allow you to create an account against the existing organisation. If the organisation is not listed select Next step.





If your organisation is included in the above list then it is already registered to use the Je-S System, please click Cancel to return to the Je-S login page and log in or, if you do not have a Je-S account, Create a new account associated with your organisation.



Confirmation of the details entered will then be displayed. If you wish to edit the details, select Back. If you are happy with the details select Create Organisation.



You will then see confirmation that the organisation has been created successfully.



You can now return to the <u>login page</u> to Create an Account (if you don't already have one) you can then log in and create your proposal document.

Please see the Je-S System Help for further advice on: creating an account and navigating

Creating an Account:

https://je-s.rcuk.ac.uk/jesHandbook/jesHelp.aspx?m=s&s=1297



Navigating the Login page

https://je-s.rcuk.ac.uk/jesHandbook/jesHelp.aspx?m=s&s=1282

Creating a document

https://je-s.rcuk.ac.uk/jesHandbook/jesHelp.aspx?m=s&s=1306

Navigating the Document

https://je-s.rcuk.ac.uk/jesHandbook/jesHelp.aspx?m=s&s=1308

Navigating the Document Menu https://je-s.rcuk.ac.uk/jesHandbook/jesHelp.aspx?m=s&s=1309