

Signing in to Ethics RM

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Some nomenclature

At SU there are five Research Ethics Committees (RECs), that deal with their respective subject areas and domains. You will find that they are abbreviated as follows:

- ACU: Animal Care and Use
- BES/BEE: Biosafety and Environmental Ethics
- SBE: Social, Behavioural, and Education Research Ethics
- HREC: Health Research Ethics Committee (two committees: HREC1 and HREC2)

It is imperative that you know which committee your application falls under, as this determines which Ethics application form you complete on the system. More guidance is given online (For the ACU/BEE/SBE applications see <http://www.sun.ac.za/english/research-innovation/Research-Development/Pages/Electronic-Application-Process.aspx> or for the HREC see http://www.sun.ac.za/english/faculty/healthsciences/rdsd/ethics_application_package)

Do you have an active user engagement with SU?

You must be a registered user of the SU network, in order to sign in to ApplyEthics (<https://applyethics.sun.ac.za>) and ReviewEthics (<https://reviewethics.sun.ac.za>). Applicants for Ethics clearance make use of the ApplyEthics portal. The ReviewEthics portal is used by staff with the requisite permissions. On either of these portals, staff members use their SU username and network password to sign in, while students use their student number and network password to sign in.

Those users who have a preferred e-mail address that is not within the SU domain (e.g. gmail, Hotmail, or any private e-mail address), will no longer be supported. It is imperative that you make use of your SU

mailbox, as all communications from Ethics RM are sent to the SU mailbox. When you sign into Ethics RM, your profile is created on the system. Your SU e-mail address is recorded as part of this profile.

If you are unsure about whether your SU engagement(your username and password) is active, please e-mail the DRD Functional Systems Custodian jad@sun.ac.za to ascertain this.

How to sign in (step by step)

When logging in, the username and student number must be followed by the @sun.ac.za domain, as illustrated below:

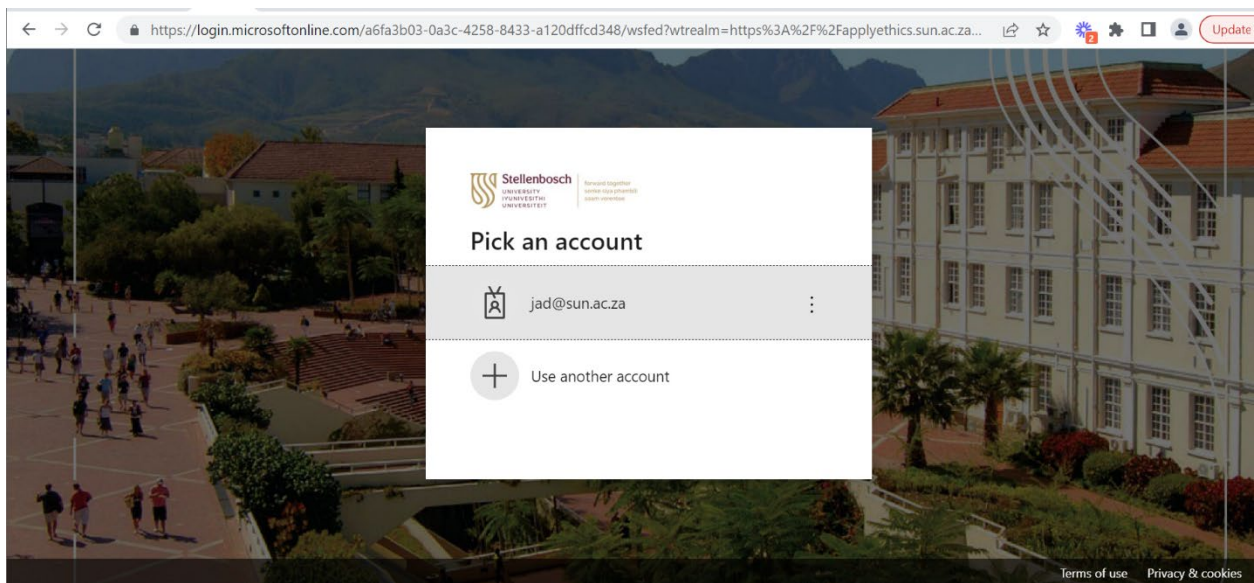


Figure 1 First login screen

Stellenbosch UNIVERSITY
UNIVERSITY
IYUNIVESITHI
UNIVERSITEIT

forward together
sonke siya phambili
saam vorentoe

← jad@sun.ac.za

Enter password

Password

[Forgot my password](#)

[Sign in](#)

To Sign-in at Stellenbosch University requires @sun.ac.za username. Passwords can be changed at www.sun.ac.za/password

Figure 2 Enter password

Users whose Windows accounts default to another login and domain e.g. username@defaultdomain.co.za, should choose “Use another account” in the option illustrated above. If you are not being presented with the option to choose another account, please try using another browser to login. Failing which, you should contact the Functional Systems Custodian jad@sun.ac.za to notify her of your difficulty. Please cite your SU number and/or username in said e-mail.

SU uses multifactor authentication (MFA) to sign in to the system. What this means is that you will be asked to sign in with a password, as well as a means to verify that login password. The latter is usually via the Microsoft Authenticator App (install this on your cellphone), or via a text message of a six digit number or code to your SU registered cellphone.



Figure 3 Microsoft Authenticator App logo

Of late (as at August 2023) Microsoft has been enforcing the use of the Microsoft Authenticator App in its verification step. As such, you should install the app on the cellphone which carries the cellphone number you have officially registered with SU.

Hence, after entering your password, you will be presented with a screen to approve signing in. It will display a number, and this number needs to be keyed in on the Microsoft Authenticator App on your cellphone. Please do not use the number illustrated below.

A screenshot of a web-based sign-in request page. At the top left is the Stellenbosch University logo with the motto 'forward together' and its Afrikaans equivalent. Below the logo is the email address 'jad@sun.ac.za'. The main heading is 'Approve sign in request'. Below this is an instruction: 'Open your Authenticator app, and enter the number shown to sign in.' In the center, the number '98' is displayed inside a black-bordered box. Below the box, there is a note: 'No numbers in your app? Make sure to upgrade to the latest version.' Underneath is a checkbox labeled 'Don't ask again for 30 days'. At the bottom of the main content area are two links: 'I can't use my Microsoft Authenticator app right now' and 'More information'. A grey bar at the very bottom of the page contains the text 'To Sign-in at Stellenbosch University requires'.

Figure 4 Approve Sign in (key in whatever number is displayed into the app on your cellphone)

If you do not have the Microsoft Authenticator App installed, please resort to the option “I can’t use my Microsoft Authenticator app right now” (see picture above). You will then be presented with the following login verification screen:

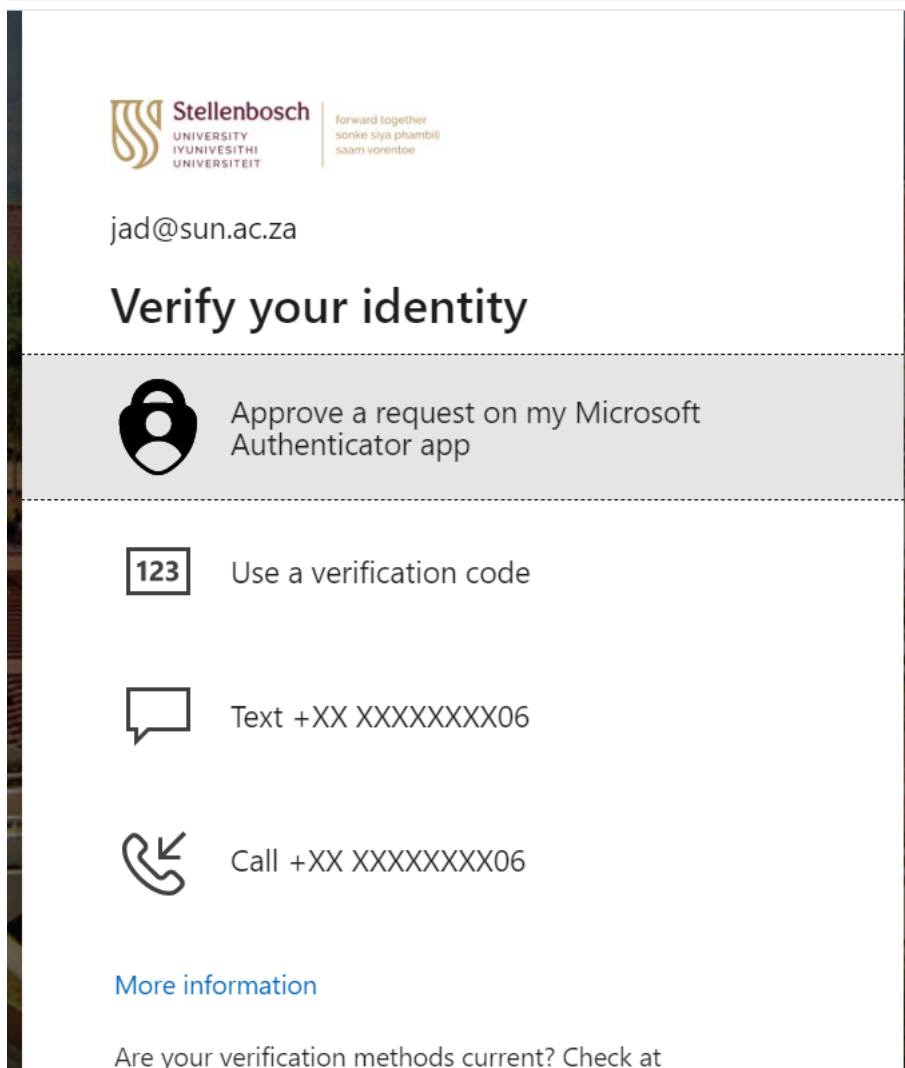


Figure 5 Verification screen

Once you have chosen your verification method, the system authenticates further. Once verified, you will be presented with the next screen:

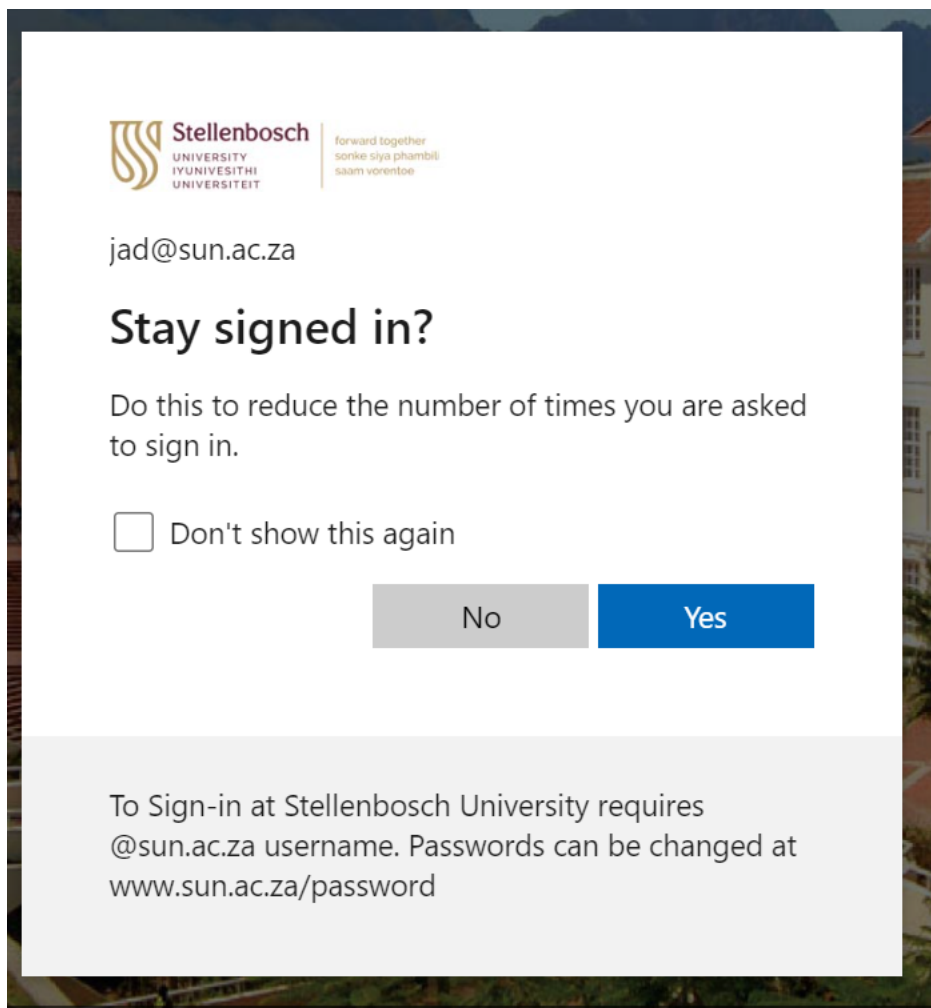


Figure 6 Stay signed in?

Choose 'Yes' or 'No'(It is up to you).

Once you have logged in successfully, you will see the Work Area of Ethics RM (see next):

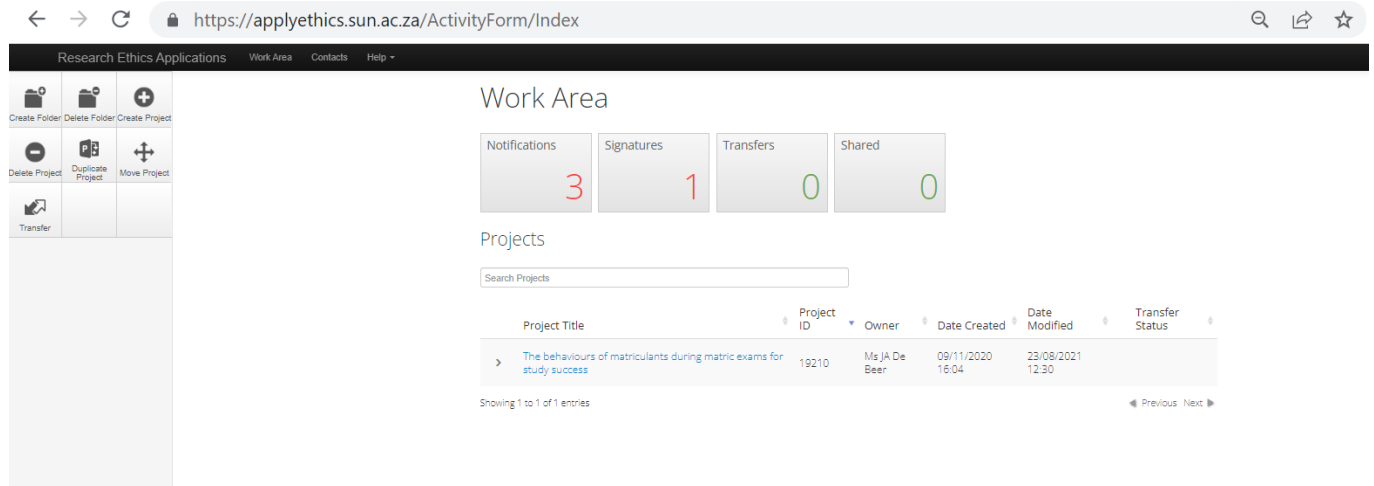


Figure 7 EthicsRM Work Area

If you are new to the system, you will not see any projects listed.

Please make use of the help guides and training materials available at <http://www.sun.ac.za/english/research-innovation/Research-Development/Pages/Electronic-Application-Process.aspx> (ACU/BEE/SBE) or http://www.sun.ac.za/english/faculty/healthsciences/rdsd/ethics_application_package (HREC) to proceed with your application.

Are you signing in correctly?

Your full username@sun.ac.za or studentnumber@sun.ac.za must be used to sign in.

Users based at Tygerberg, Belpark, or Military campus should also use @sun.ac.za as their domain.

If you are not being presented with the option to type in your particulars, please contact the Functional Systems Custodian jad@sun.ac.za for assistance.

Has your password expired?

If your network password has expired, please reset it at <https://web-apps.sun.ac.za/user-password-manage/#/home>

If after changing your password you are still unable to login, please check whether you can login to the following portal: <https://portal.office.com> If you can login here, you should be able to login to Ethics RM.

If however you can't login on the portal nor Ethics RM, please contact the IT Helpdesk [help@sun.ac.za or +27 (0)21 808 4367] to confirm whether you are registered as an Office 365 user.

Have you cleared your browser history?

Sometimes your browser will save the last page visited in your browser cache, or save cookies from the site you are visiting. This could prevent you from logging in. Try clearing your browser history and thereafter, restarting your browser.

Below follow some screenshots on how to clear the cache for the various browsers. Ethics RM supported browsers are Google Chrome, Mozilla Firefox, and Microsoft Edge.

Internet Explorer and Safari are not supported.

Clearing your history in Google Chrome

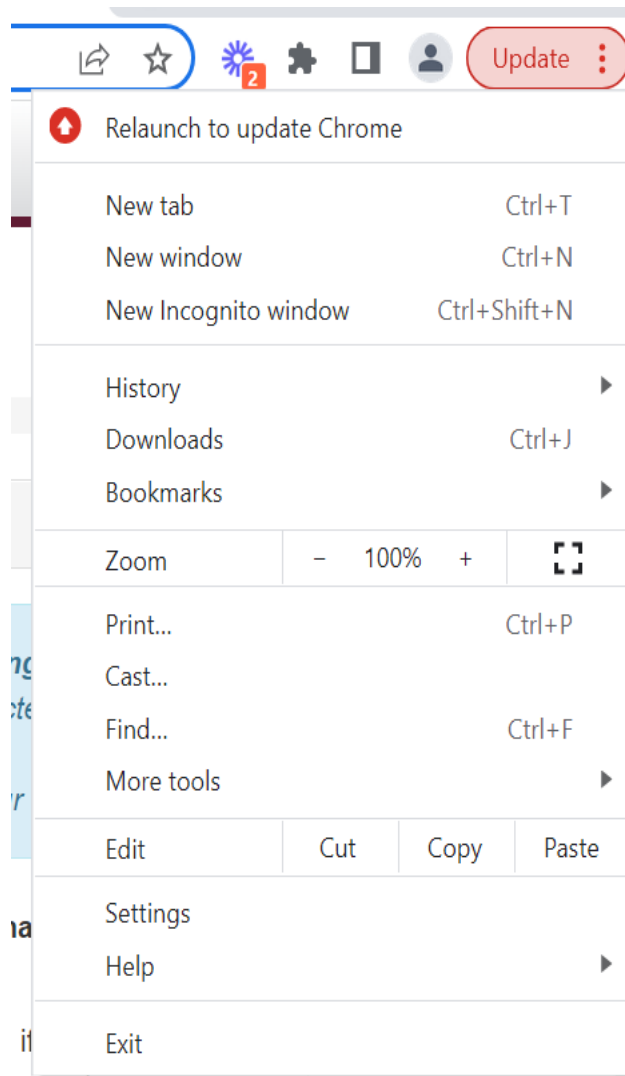


Figure 8 Chrome (click on the three dots)

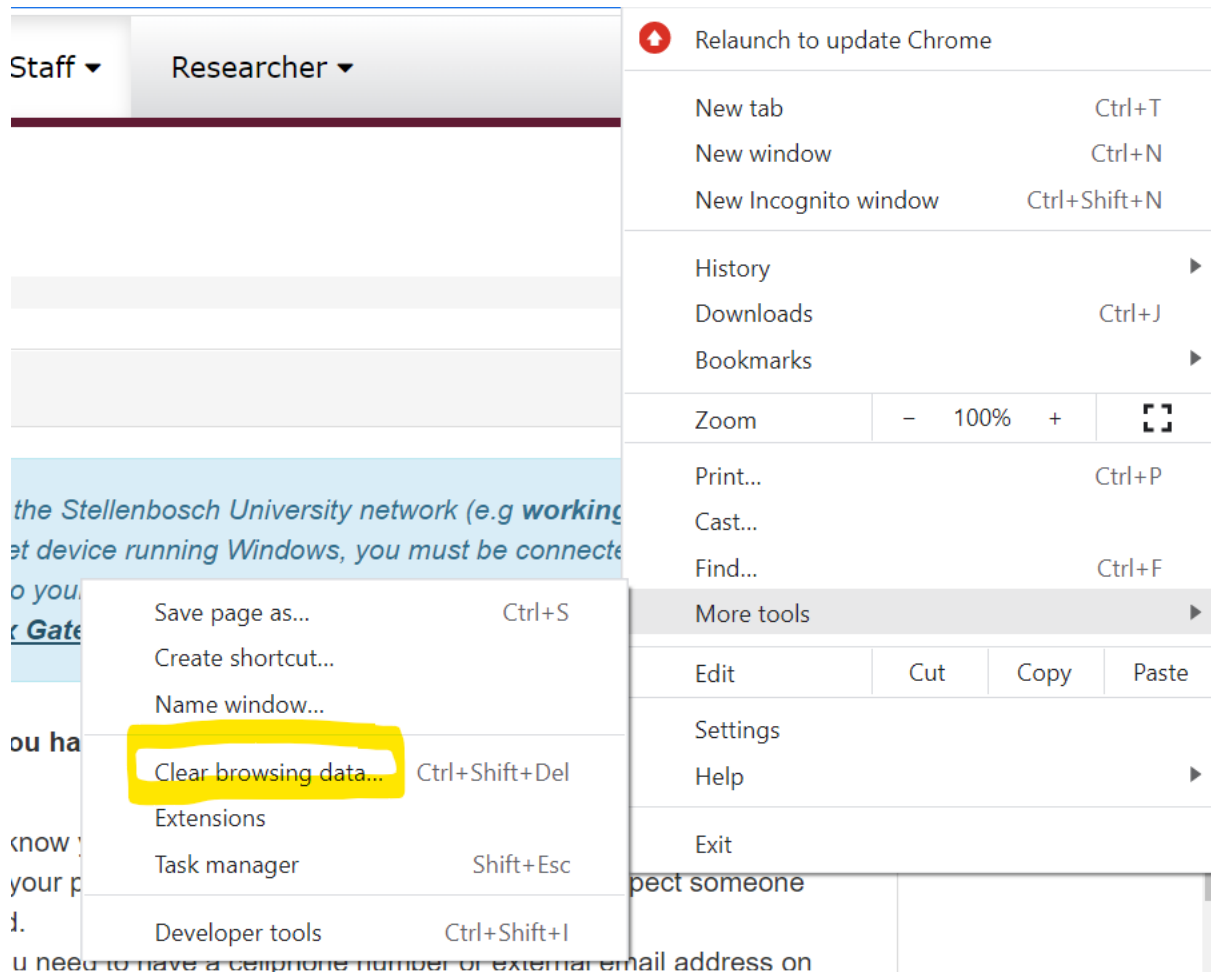


Figure 9 Chrome: click 'More tools'> Clear browsing data

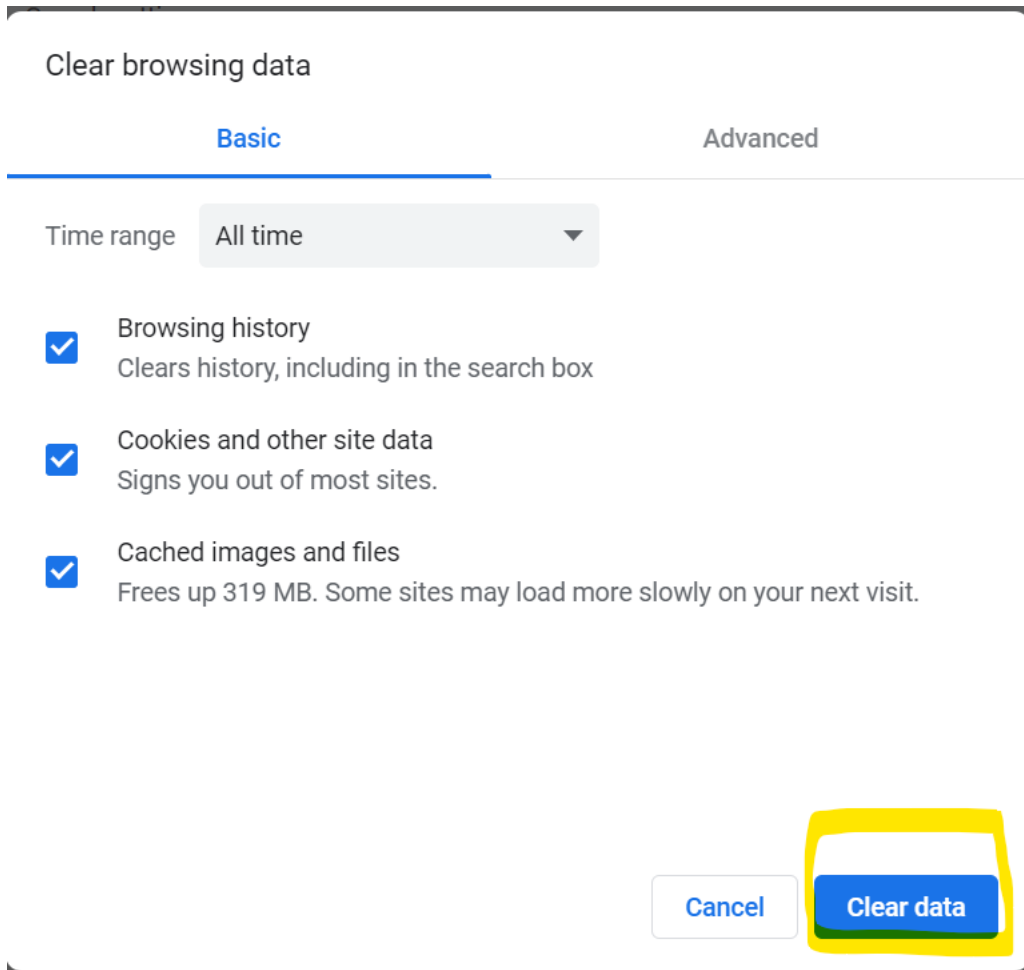


Figure 10 Chrome: Make sure that the options are ticked as above. Click 'Clear data'

Clearing your history in Mozilla Firefox

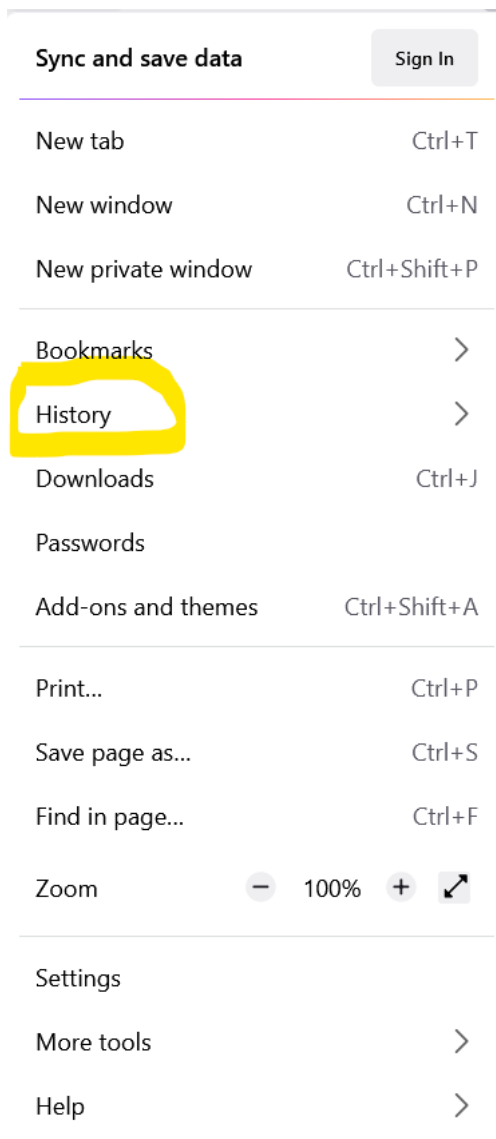


Figure 11 Firefox: choose History

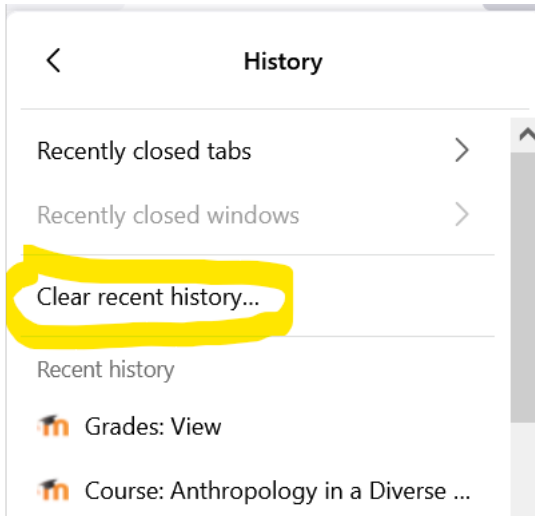


Figure 12 Firefox: Clear recent history

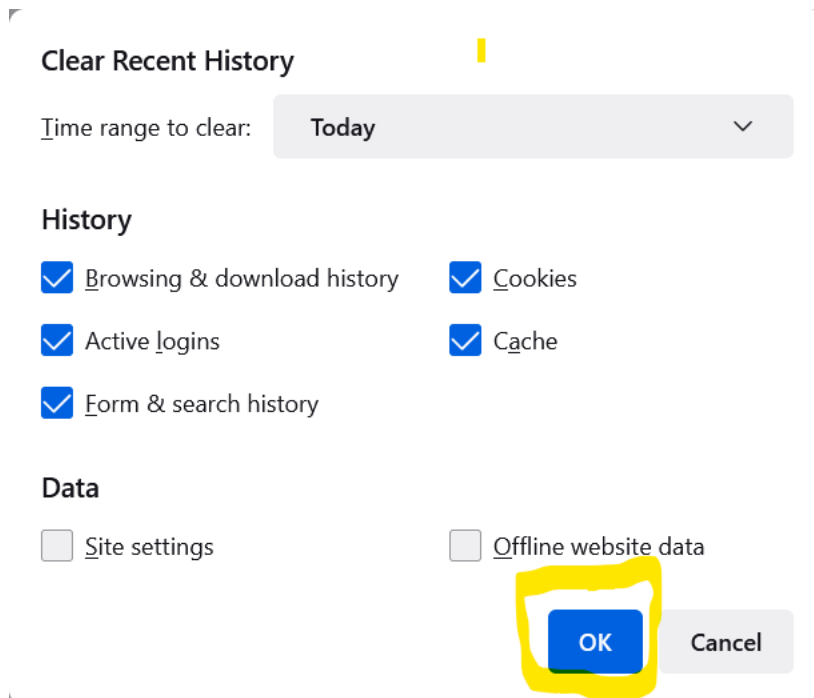


Figure 13 Firefox: Make sure the options are ticked as illustrated. Click 'OK'

Clearing your history in Microsoft Edge

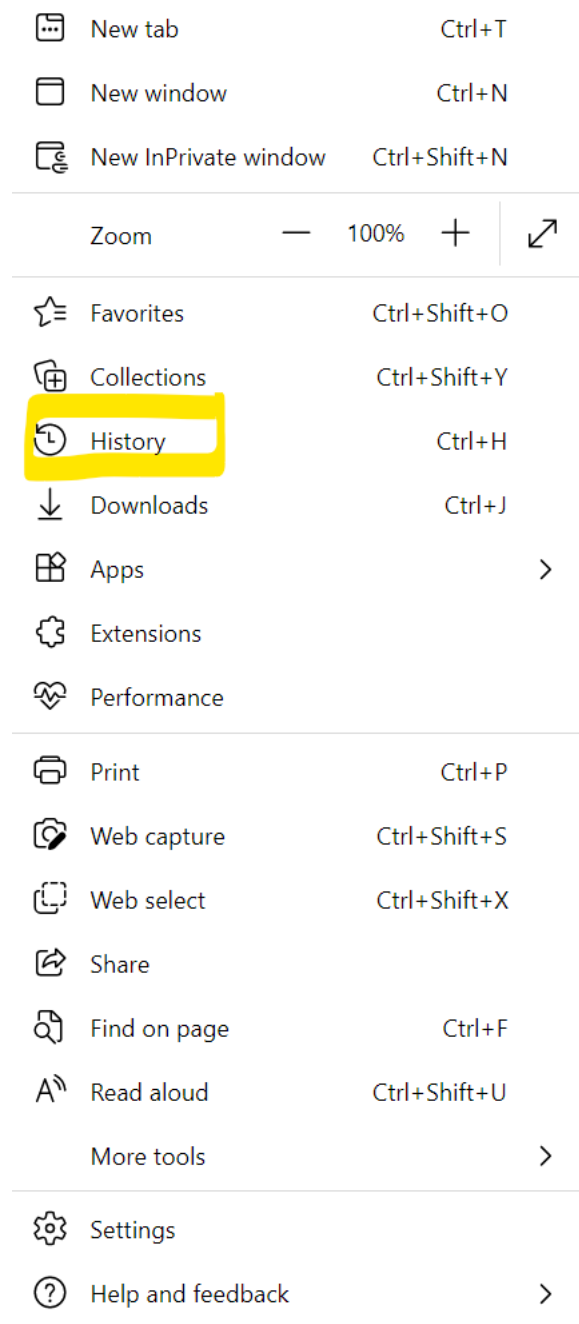


Figure 14 Edge: click History

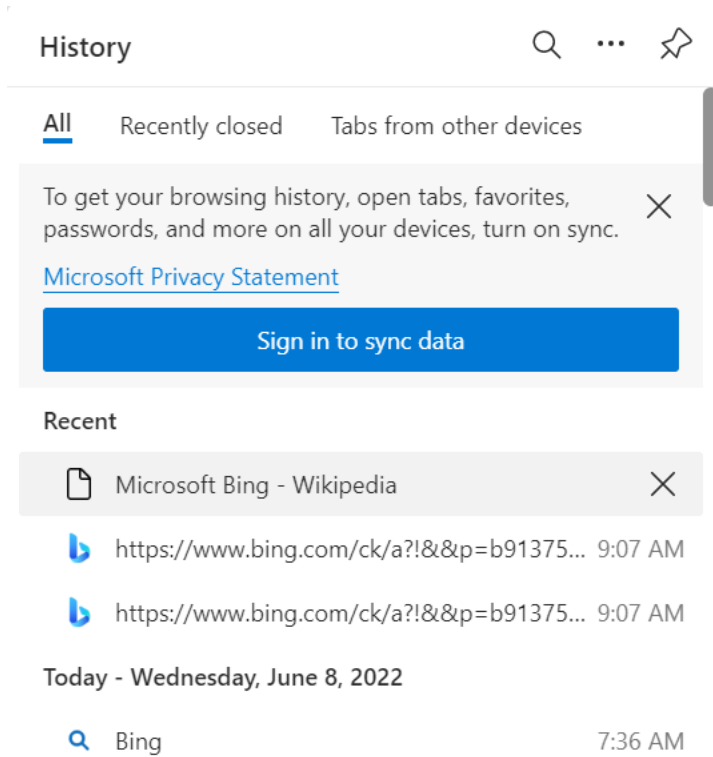


Figure 15 Edge: click the three dots (top RHS)

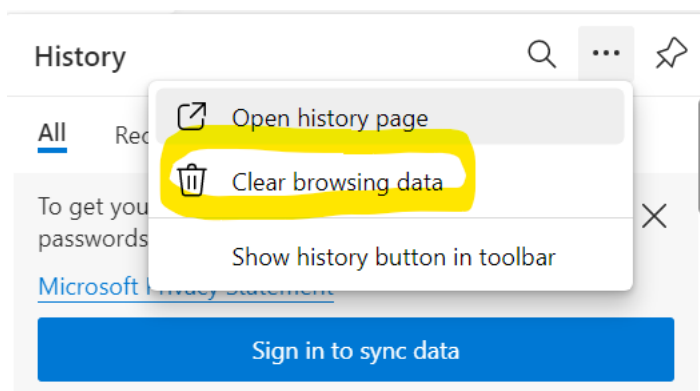


Figure 16 Edge: choose Clear browsing data

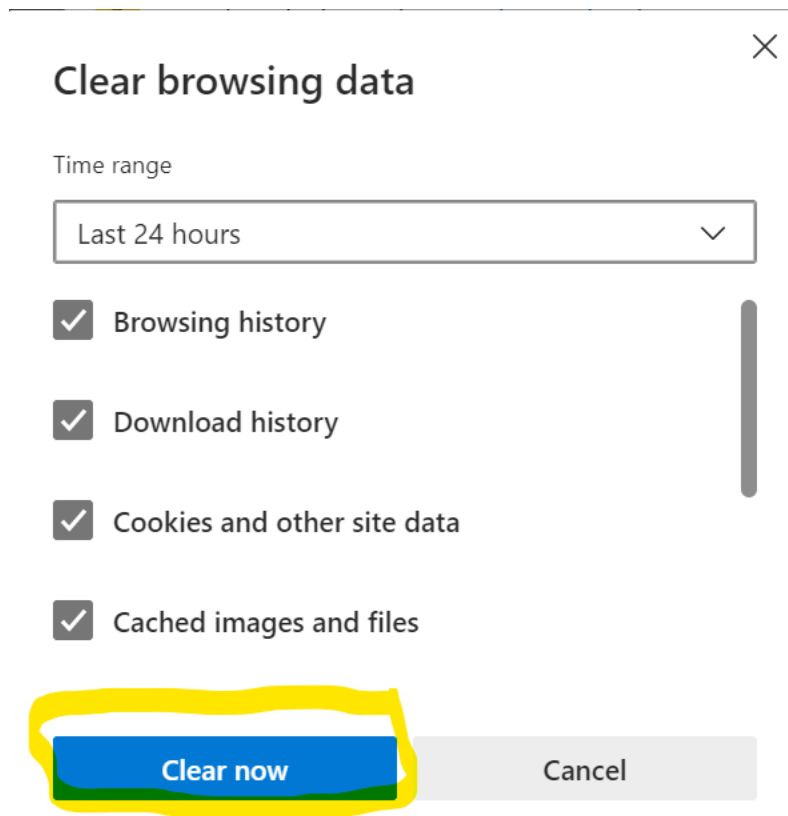


Figure 17 Edge: Make sure the options are ticked as illustrated. Choose Clear now

Still unable to login having tried all of the above?

Please contact the

- Functional Systems Custodian jad@sun.ac.za or call on +27 21 808 9444 (for general technical queries), or
- Aden Williams aden@sun.ac.za or call on +27 21 808 9185 (for all SBE applications), or
- Biosha Thompson biosha@sun.ac.za (for all ACU, and BEE applications), or the
- HREC office ethics@sun.ac.za or call on +27 21 938 9819 (for all Faculty of Medicine and Health Sciences applications)

In your communications, if by e-mail, please send us your username, SU number, project number (if you have one already – this is visible on the top right hand side in bold within Ethics RM), and screenshots of any error messages you may be receiving. You may also take cellphone photos of the error message(s), if this is convenient.