

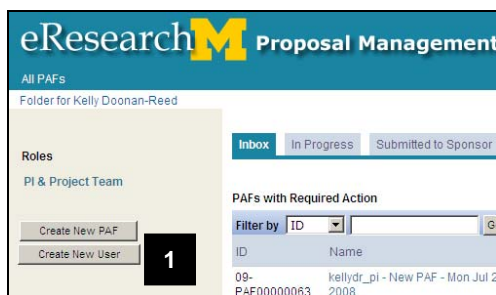
Create an eResearch Account

If you cannot find a user in eResearch you can create an eResearch account. If a person has logged into eResearch before he/she will have the PI/Project Team role. If you need to add a person who has never logged in before, you can create an account for :

- **UM Users:** A person associated with UM
- **Non-UM Users:** A person who does not have an affiliation with UM (a friends account will also need to be obtained)

Important Information

- eResearch Regulatory Management and Proposal Management Accounts are created separately.



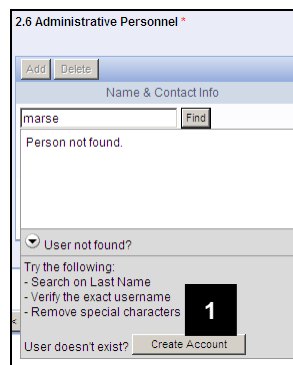
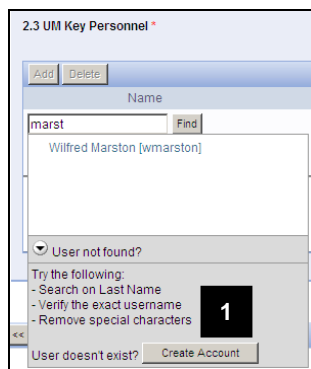
1. You can start the process to create an eResearch account for Proposal Management, by clicking one of the following options:

Create New User button - from the Home Workspace (PI & Project Team or Reviewer)

Create Account button from the PAF Worksheet after clicking User not found when adding 2.3 UM Key Personnel or 2.6 Administrative Personnel

Create Account link from the Unit Liaison Management Department Information page

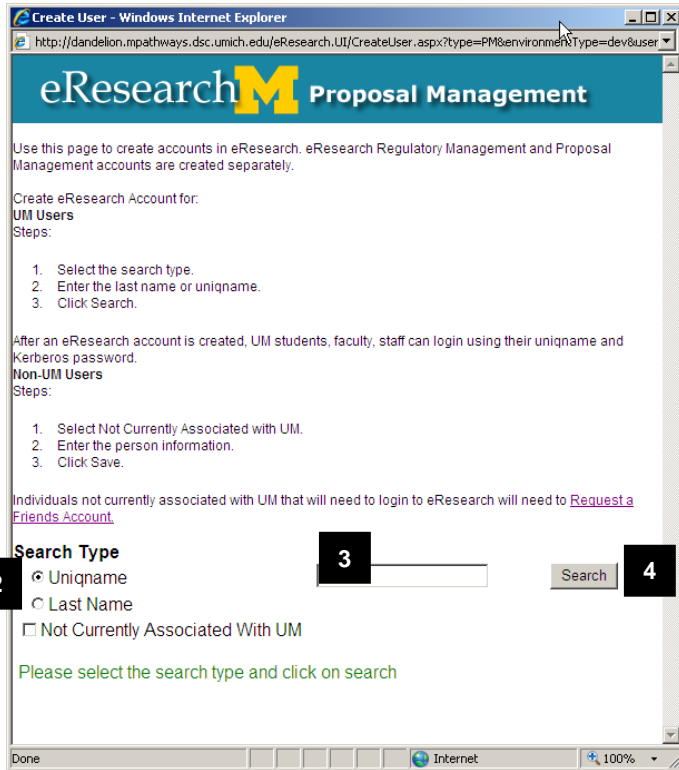
2. Follow the steps based on if you need to create an account for a UM User or a Non-UM user.



Note: If the user is not in the system, you may [Create A New User Account...](#)

CREATE ACCOUNT UM USER

Create Account - Window

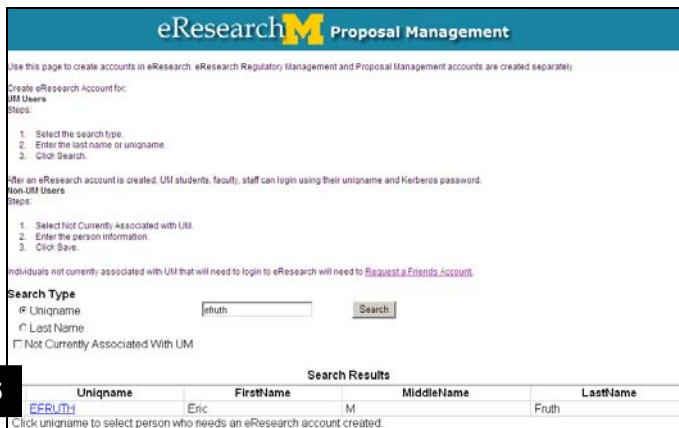


To create an eResearch Account for a person associated/affiliated with UM,

2. Select the search type.
3. Enter the **last name** or **uniquname**.
4. Click **Search**.

Note: After an eResearch account is created, UM students, faculty, staff can login using their uniquname and Kerberos password.

Search Results - Create Account - Window



5. Click the **uniquname** of the person for whom you want to create an eResearch account.

Search Results - Create Account - Window

Use this page to create accounts in eResearch. eResearch Regulatory Management and Proposal Management accounts are created separately.

Create eResearch Account for:
UM Users
Steps:
1. Select the search type.
2. Enter the last name or username.
3. Click Search.

After an eResearch account is created, UM students, faculty, staff can login using their username and Kerberos password.
Non-UM Users
Steps:
1. Select Not Currently Associated with UM.
2. Enter the person information.
3. Click Save.

Individuals not currently associated with UM that will need to login to eResearch will need to [Request a Friends Account](#).

Search Type
 Uniqname
 Last Name
 Not Currently Associated With UM

Search Results

| Uniqname | FirstName | MiddleName | LastName |
|------------------------|-----------|------------|----------|
| EFRUTH | Eric | M | Fruth |

Click Uniqname to select person who needs an eResearch account created.

6. Click the **uniqname** of the person for whom you want to create an eResearch account.

Person Information - Create Account - Window

Use this page to create accounts in eResearch. eResearch Regulatory Management and Proposal Management accounts are created separately.

Create eResearch Account for:
UM Users
Steps:
1. Select the search type.
2. Enter the last name or username.
3. Click Search.

After an eResearch account is created, UM students, faculty, staff can login using their username and Kerberos password.
Non-UM Users
Steps:
1. Select Not Currently Associated with UM.
2. Enter the person information.
3. Click Save.

Individuals not currently associated with UM that will need to login to eResearch will need to [Request a Friends Account](#).

Search Type
 Uniqname
 Last Name
 Not Currently Associated With UM

Click Save to create the eResearch account for the person.

Uniqname:
 First Name:
 Last Name:
 Title:
 Admin Dept:

Save

7. The information about the person for whom you want to create an account is displayed.
8. Click **Save** to create the eResearch account for the person.

Windows Internet Explorer

User 'efruth' was successfully created. You may now use the Find feature to add this person to the project.

OK

9. The user was successfully created. Click OK to close the success confirmation.
- Note:** You will now be able to find this person in eResearch.

CREATE ACCOUNT NON-UM USER

Create Account - Window

Use this page to create accounts in eResearch. eResearch Regulatory Management and Proposal Management accounts are created separately.

Create eResearch Account for:
Non-UM Users

Steps:

1. Select the search type.
2. Enter the last name or username.
3. Click Search.

After an eResearch account is created, UM students, faculty, staff can login using their username and Kerberos password.

New-UM Users

Steps:

1. Select Not Currently Associated with UM.
2. Enter the person information.
3. Click Save.

Individuals not currently associated with UM that will need to login to eResearch will need to [Request a Friends Account](#).

Search Type

Uniquename
 Last Name
 Not Currently Associated With UM

Complete the required fields (*) & click Save to create an eResearch account for a Non-UM user.

Important! If the person will need access to the eResearch system, he/she will need to create a UM Friends account. This creates an ID to allow non-UM users to login into some UM systems.

He/she must create a UM Friends Account using the same preferred email address that you entered on this page. If the email addresses do not match, he/she will not be able to login to eResearch.

Individuals not currently associated with UM that will need to login to eResearch will need to [Request a Friends Account](#).

Honorific:

Preferred Email Address:

Retype Preferred Email Address:

First Name:

Last Name:

Street 1:

Street 2:

City:

State:

Zip:

Country:

Phone Business:

Fax Business:

* Required

To create an eResearch Account for a person NOT associated/affiliated with UM:

2. Select Not Currently Associated with UM

Note:

- You may want to first create a friends account. Click on the [Request a Friends Account](#) link to do so.
- For directions on how to create a friends account, see [Obtaining a Friends Account – Step-By-Step Procedure](#).

Search Type

Uniquename
 Last Name
 Not Currently Associated With UM

Complete the required fields (*) & click Save to create an eResearch account for a Non-UM user.

Important! If the person will need access to the eResearch system, he/she will need to create a UM Friends account. This creates an ID to allow non-UM users to login into some UM systems.

He/she must create a UM Friends Account using the same preferred email address that you entered on this page. If the email addresses do not match, he/she will not be able to login to eResearch.

Individuals not currently associated with UM that will need to login to eResearch will need to [Request a Friends Account](#).

Honorific:

Preferred Email Address:

Retype Preferred Email Address:

First Name:

Last Name:

Street 1:

Street 2:

City:

State:

Zip:

Country:

Phone Business:

Fax Business:

* Required

3. Enter the personal information. You are required to enter the following to save:

Honorific

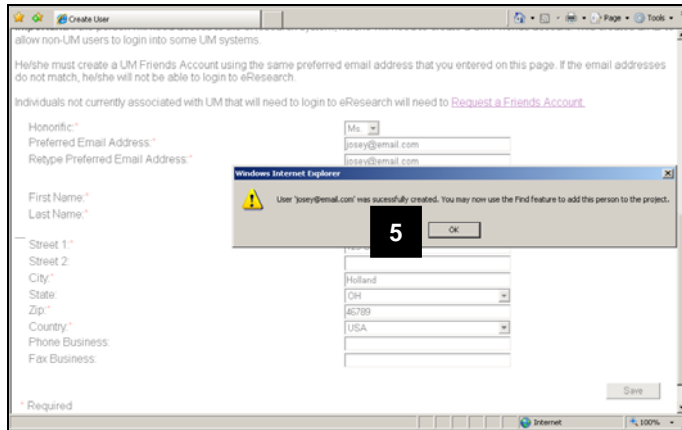
Email Address

First Name

Last Name

Address (Street 1, City, State, Zip County)

4. Click Save.



5. The user was successfully created. Click **OK** to close the success confirmation.

Note: You will now be able to find this person in eResearch.

Important!

If the person will need to access to the eResearch system, he/she will need to create a UM Friends Account. This creates an ID to allow non-UM users to login into some UM systems.

He/she must create a UM Friends Account using the same preferred email address that you entered on this page. If the email addresses do not match, he/she will not be able to login to eResearch.

For directions on how to create a friends account, see [Obtaining a Friends Account – Step-By-Step Procedure](#).