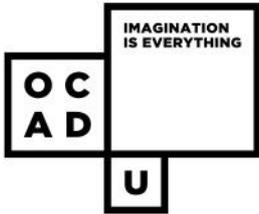


# ROMEIO Researcher's Guide

## How to Register (First-time Users)





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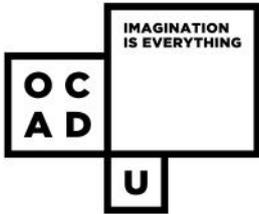
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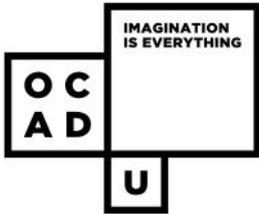
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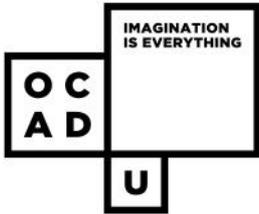
## Overview: Registration

- All OCADU sessional instructors, staff, students, and external researchers, **using ROMEO for the first time** will need to register.
- You can register for an account by clicking the '**register**' button on the **researcher portal**.
- After **filling out your profile**, you will receive a validation email from ROMEO with instructions on **resetting your password** so you can enter the researcher portal.
- **Validation may take up to 24 hours.**



# Overview

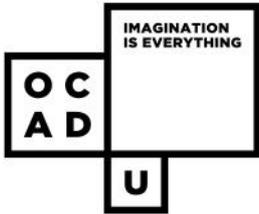
- If you are a **permanent OCADU faculty member** you have been pre-registered with an account. Your username = your faculty email address (e.g. [jsmith@faculty.ocadu.ca](mailto:jsmith@faculty.ocadu.ca)). An email message from ROMEO with instructions for activating your account has been sent to your faculty email address. Once you have successfully logged in to the Research Portal, you can update your profile as needed. If you did not receive a validation email please contact Research Services.
- If you are a **student who has previously submitted an REB application** you will receive a validation email from ROMEO. If you did not receive a validation email please contact Research Services.



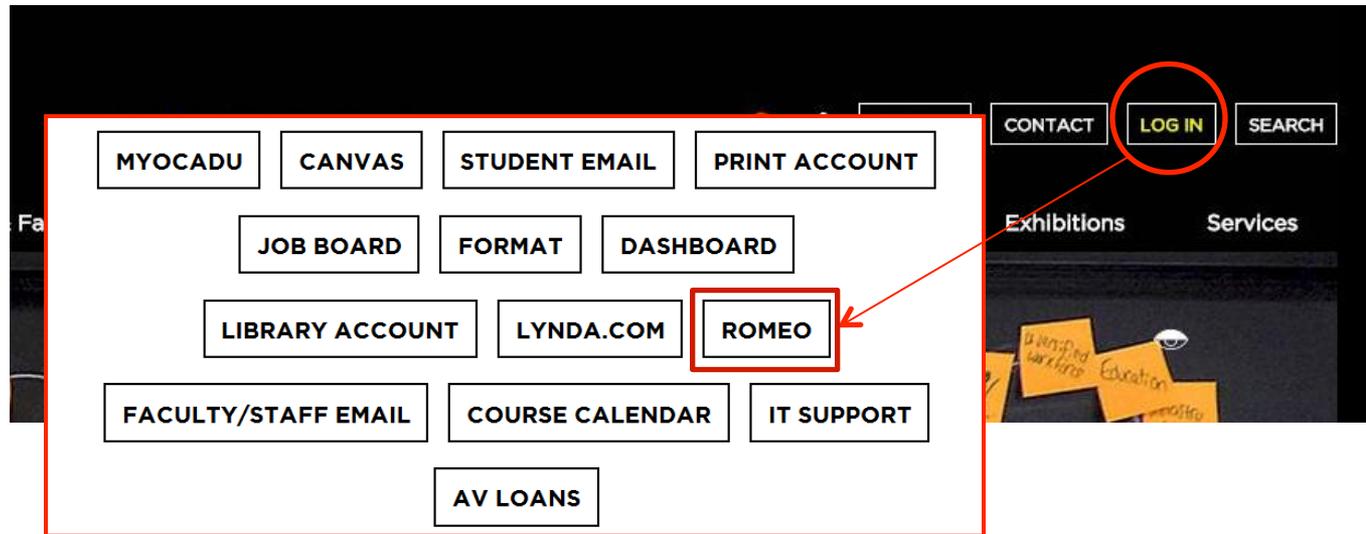
# Important reminders!



- ROMEO works best on **Firefox** and **Internet Explorer** web browsers (not Chrome or Safari) .
- **SAVE** your applications frequently – ROMEO does not have an automatic save function.



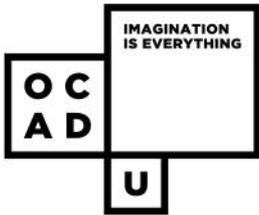
# ACCESSING ROMEO



- The Romeo Researcher's Portal is accessible from the Login menu at [www.ocadu.ca](http://www.ocadu.ca) or through: <https://ocad.researchservicesoffice.com/Romeo.Researcher/>
- Note: **Firefox** and **Internet Explorer** are the recommended web browsers for the system. Use the proper browser to: prevent errors when saving, ensure all buttons and tabs appear, and prevent the loss of entered information.







# Self-Registration Form

- When registering please fill out information as thoroughly as possible - you can always edit your profile after you register (once you login to the researcher portal – see slide 14).
- Anything with a **red asterisk (\*)** is required information (First/Last name, e-mail, and affiliation).

## Self Registration

[Click here for guide](#)

Prefix/Last Name \*:  Gender :

First Name\*:

Phone1 :

Email\*:

Phone2 :

Country :

Fax :

Institution :

Rank :

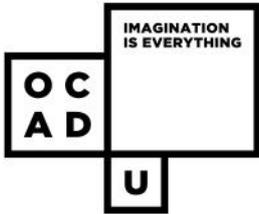
Address :

Alternate Address :

Comments :

Affiliations \*:

	Level	Unit	Primary
No records to display.			



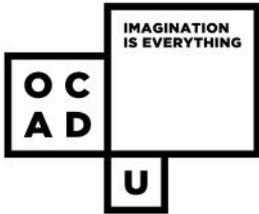
# Self-Registration Form: Your Profile

## Last/First Name \*

- This is how researchers are searched up for and added to new research ethics applications as team members.

## Email \*

- All **OCADU faculty, staff and students** must use their OCADU email to register on ROMEQ.
- Example:
  - XXXXXX@student.ocadu.ca
  - XXXXXX@faculty.ocadu.ca
  - XXXXXX@ocadu.ca
- For **external researchers** use your most up-to-date email to ensure you receive emails and important information regarding your research application(s) in a timely manner.



# Self-Registration Form: Your Profile

## Country

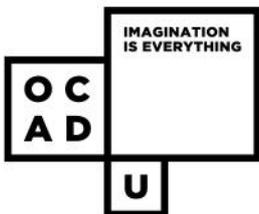
## Institution

- For OCADU faculty/staff/students select OCAD University
- If you do not see an option that applies to you, make note of your exception in the comments field.

## Address

## Comments

- If for any field you do not see an option that applies to you, make note of your exception in the comments field.



# Self-Registration Form: Your Profile

## Affiliations \*

- When filling out your profile, to add your affiliations, click '**Add New**'.
- You can add more than one affiliation if appropriate. If you have more than one affiliation **check off your primary appointment**.

The screenshot shows the 'Add/Edit Affiliation' dialog box with the following fields:

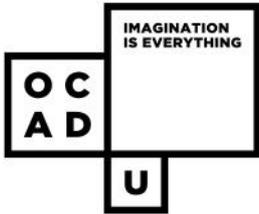
- Level\*: Faculty
- Unit\*: Administration
- Primary Affiliation: Administration

The 'Primary Affiliation' dropdown menu is open, showing the following options:

- Administration
- External
- Faculty of Art
- Faculty of Design
- Faculty of Liberal Arts & Sciences & School of Interdisciplinary Studies
- Graduate Studies

The 'Add New' button is highlighted in the 'Affiliations' table below:

Affiliations *:	Level	Unit	Primary
No records to display.			

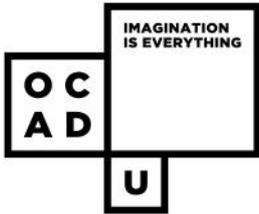


# Self-Registration Form: Your Profile

## Affiliations \*

When selecting the appropriate 'Affiliation':

- If you are **permanent or sessional OCADU faculty**, select:
  - First - **Level: 'Faculty', Unit: *your associated department***.
  - Second - **Level: 'Department', Unit: *your associated program***
- If you are an **external researcher**, select **Level: 'Faculty', Unit: 'External'**
- If you are an **OCADU student** select **Level: 'Department', Unit: *the program you are enrolled in***.
- If you are an **OCADU staff member**, choose whichever is most appropriate:
  - select **Level: 'Faculty', Unit: 'Administration'**
  - select **Level: 'Department', Unit: *your associated department***.



# Self-Registration Form: Your Profile

**Gender**

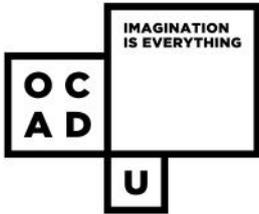
**Phone 1 & 2**

**Fax**

**Rank**

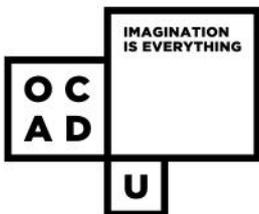
- Your '**Rank**' is your current position in relation to the institution (e.g. an 'Undergraduate' student at OCADU).

**Alternate address**



# Register!

- After **filling out your profile**, click 'register'.
- You will receive a validation email from ROMEO with instructions on **resetting your password** so you can enter the researcher portal.
- When resetting your password, **use the correct web browser**—Mozilla Firefox or Internet Explorer.
- You may have to copy/paste the link from your email (e.g. Microsoft Outlook) into a compatible web browser, otherwise you will get an error message.
- **Validation** from ROMEO may take **up to 24 hours**.

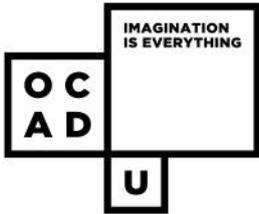


# Editing My Profile, After Registration

- If at any time you wish to edit your researcher profile, you can do so by clicking **'My Profile'** at the top left of the ROMEO Dashboard, after you login.

The screenshot shows the ROMEO Researcher Portal interface. At the top, there is a navigation bar with the text "Welcome: Stephanie Bowles" and several menu items: "Home", "My Profile", "Contact Us", "Help", and "Logout". The "My Profile" link is highlighted with a red box and a red arrow pointing to it. Below the navigation bar, the main content area displays the text "OFFICE OF RESEARCH SERVICES" and "Welcome: Stephanie Bowles". Underneath, there are two columns of information:

Role : Principal Investigator	Role: Project Team Member
Applications (Saved - Not Submitted) (0)	Applications (Saved - Not Submitted) (0)
Applications (Submitted - Requiring My Attention) (0)	Applications (Submitted - Requiring My Attention) (0)



## Need further help?

For more details regarding **ROMEIO**, please visit :

<http://www.ocadu.ca/research/research-services/Romeo---Online-Researcher-Portal.htm>

For questions regarding **OCADU Research Ethics** please visit:

<http://www.ocadu.ca/research/research-ethics-board.htm>

**OCADU Office of Research and Graduate Studies**

[research@ocadu.ca](mailto:research@ocadu.ca)

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