

## How to Share Access to a project

An application can be shared with anyone with a REGIS account. This includes Sponsors, Coordinators or Collaborators.

**There are two levels of share access that can be granted.**

**View Access:** This allows the user to view the application only. The user cannot make changes to the application

**Edit Access:** This allows the user to view and make changes to the application.

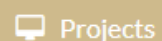
- **Please note:**
  - Only the **Coordinating Principal Investigator (CPI)** can submit the research ethics application (**ETH**); and
  - Only the **Principal Investigator (PI)** for each site can submit the site specific application (**STE**) related to their own site

## Project Registration

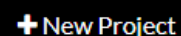
The person registering the project can share access to the Project prior to the project registration being **submitted**.

Anyone who is given access at this stage will have **access across the ethics and site applications**.

1. Log in to REGIS, click on the 'Projects' icon on the top right-hand menu bar:



2. Create a new project registration by clicking on "+ New Project":



3. Access can be shared at Part C of the Project Registration

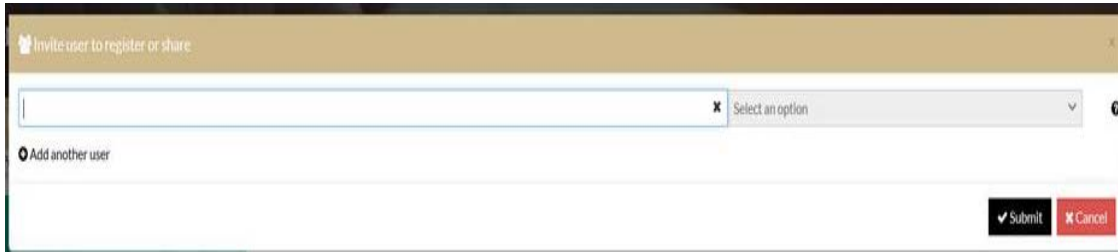
Part C: Research Site/s

4. Select the "invite to register" button

Invite to Register

5. Type in username and select the level of access that you wish to share with the user (View or Edit Access).

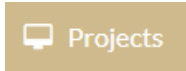
**Note: If the user does not have an existing REGIS account, an invitation to register will be sent to the email address**



## Ethics Application

The Owner of the ethics application is the person who was nominated as the **Coordinating Principal Investigator** at Project Registration.

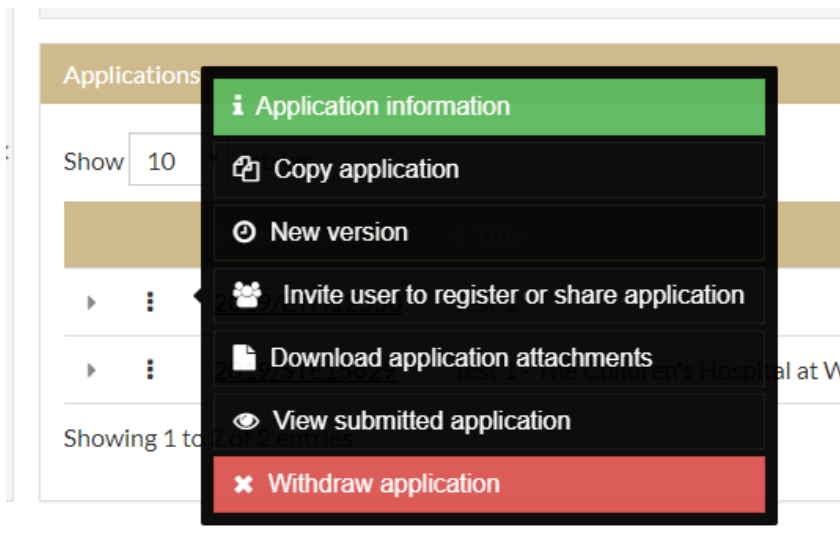
1. Log in to REGIS, click on the 'Projects' icon on the top right-hand menu bar
2. Click on the Project Number (**2019/PIDXXXXX**)
3. This will then show your Ethics application (**ETH**) and your site application (**STE**)



Identifier	Title
▶ ⋮ <a href="#">2019/ETH12550</a>	Test 1
▶ ⋮ <a href="#">2019/STE15829</a>	Test 1 - The

Showing 1 to 2 of 2 entries

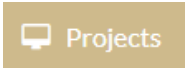
4. Click on the three (3) dots on the left of your ethics application (**ETH**)



5. Select “invite user to register or share application”
6. Type in username or email address and select the level of access that you wish to share with the user.

7. Press Submit

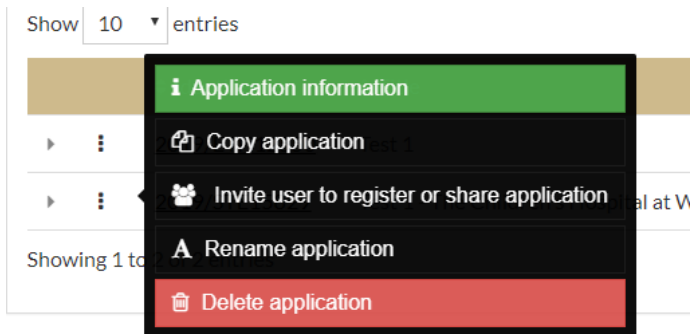
## Site Application

1. Log in to REGIS, click on the ‘Projects’ icon on the top right-hand menu bar 
2. Click on the Project Number (2019/PIDXXXXX)
3. This will then show your Ethics application (ETH) and your site application (STE)

◆	◆ Identifier	◆ Title
▶	⋮ <a href="#">2019/ETH12550</a>	Test 1
▶	⋮ <a href="#">2019/STE15829</a>	Test 1 - The

Showing 1 to 2 of 2 entries

- Click on the three (3) dots on the left of your Site Application (STE)



- Select **“invite user to register or share application”**
- Type in username or email address and select the level of access that you wish to share with the user (View or Edit Access).

- Press Submit

# Managing Access

- **Who can manage/edit shared access?**
  - **Project Registration:** The person who registered the project
  - The **Coordinating Principal Investigator (CPI)** can share the research ethics application (**ETH**); and the person who registered the project
  - The **Principal Investigator (PI)** for each site can share the site specific application (**STE**) related to their own site, The **Coordinating Principal Investigator (CPI)** and the person who registered the project

1. This icon will appear next to an application that has been shared



2. Select the three (3) dots next to your Ethics (ETH) or Site (STE) Application

	◆ Identifier	◆ Title
▶ ⋮	<a href="#">2019/ETH12550</a>	Test 1
▶ ⋮	<a href="#">2019/STE15829</a>	Test 1 - The

Showing 1 to 2 of 2 entries

3. Select “Manage Access to Application”



Manage access to application

4. The list of users with access to the application will appear- Select the user that you wish to edit/remove access for

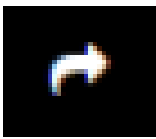
5. Select from the following three (3) options



Select from the drop down list to increase or decrease the access of those listed



Delete access by selecting this icon



Resend an invitation to register using this icon.

6. Save any changes using the following icon

