iRECS FAQ - Applicant Portal

Note: The FAQ section will be updated iteratively to include any new FAQs received.

- **Do I need to apply for access to iRECS?**
  Internal UNSW staff & research students
  All existing UNSW academic and professional staff, research students, affiliates, conjoints, adjuncts, and students with a ZID from select MRIs (i.e. those who have a UNSW email address) will automatically be granted access to the iRECS platform. No registration is required. You can log on to iRECS by clicking on the **University Login** button on the login page.

  External Users/Collaborator
  If you are an external user (collaborator), access to the iRECS portal will be granted in the following steps:

  1. Send an email to the relevant UNSW Research Ethics & Compliance (RECS) team requesting access to iRECS along with the rationale for your access request:
       Gene Technology: genetechnology@unsw.edu.au
       Radiation Safety: radiationsafety@unsw.edu.au
       Human Ethics: humanethics@unsw.edu.au
  2. The RECS team will review your request (they may reach out for more information if necessary) and will then arrange for you to be granted access to iRECS.
  3. Once your access request is granted, you will receive your login details (login email; temporary password) via email.

- **How can I update my password / I forgot my password what should I do?**
  Internal UNSW staff & research students
  All password change requests will need to be lodged through UNSW Identity Manager
  https://idm.unsw.edu.au/idm/user/login.jsp

  External Users
  If you are an external user:
  1. Navigate to **iRECS Applicant Portal**
  2. Click on the **External Login** button on the login page
  3. Enter your email.
  4. Click on the **Forgotten Password** hyperlink and follow the prompts to update your password.

- **Where can I get information on how to navigate the iRECS platform?**
  Instructions on iRECS navigation can be found in the **Further Information/Support** section of the iRECS Information Webpage as well as the **Help section** of the iRECS Help tab.

- **When will the transition to iRECS occur?**
  See "iRECS Roll Out Plan" section of the iRECS Information Webpage
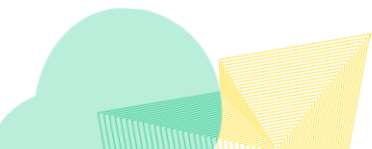
iRECS

- **On occasion, project collaborator/personnel details do not automatically populate into the relevant personnel form fields after selecting their name in the user search box dropdown.**
  This is an intermittent issue on iRECS (happens occasionally), to workaround this issue, we recommend:

  1. **Double clicking** on the name as it appear in the drop down list; or
  2. Clicking on the **Tab** and then the **Enter** button after entering the project collaborator/personnel name into the user search box.

  Both of the above strategies can help trigger the form fields population.