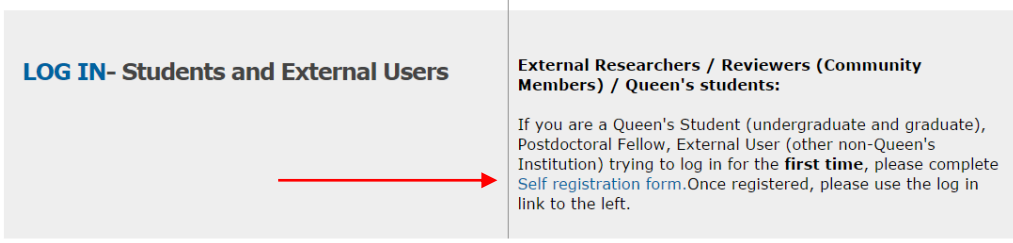


## How to Self-Register in TRAQ as a NEW External User

1. Go to TRAQ Log in website: <http://www.queensu.ca/traq/signon.html/>
2. Scroll to “LOG IN- Students and External Users” at the bottom of the page
3. Click the link to the ‘Self-Registration Form’



**LOG IN- Students and External Users**

**External Researchers / Reviewers (Community Members) / Queen's students:**

If you are a Queen's Student (undergraduate and graduate), Postdoctoral Fellow, External User (other non-Queen's Institution) trying to log in for the **first time**, please complete [Self registration form](#). Once registered, please use the log in link to the left.

Consult [Queen's FIPPA website](#) as well as the [Queen's University Computer User Code of Ethics](#) when using these tools.

4. Complete mandatory fields and optional information.
5. Ensure you enter an email address that you use regularly, as all ethics communication will be sent to the listed email address in TRAQ.
6. Ensure you enter a telephone number you can be reached at in the event of ethics related questions.
7. Ensure you complete the RANK section correctly (**\*\*\*If this step is not completed correctly registration in TRAQ may be delayed\*\*\***).
8. Under Affiliation: select 'Add New'.
9. Under Level: select 'Department' (**\*\*\*If this step is not completed correctly registration in TRAQ may be delayed\*\*\***).
10. Under Unit: select 'External Department (please specify in comments)'.
11. Check: 'Primary Affiliation'.
12. Select 'Save'.
13. Enter the name of your External Affiliation in the Comments Section (e.g., University of Ottawa).
14. Review all information for accuracy and completion.
15. Select 'Register'.
16. An email confirmation with instructions on how to create your password and how to log in will be generated shortly after you register.
17. If you have any questions or comments about the Research Portal, contact the TRAQ Help Desk using the following methods:
  - [Helpdesk Web Form](#)
  - Email: [traq@queensu.ca](mailto:traq@queensu.ca)
  - Phone: 613-533-6000 x 78426