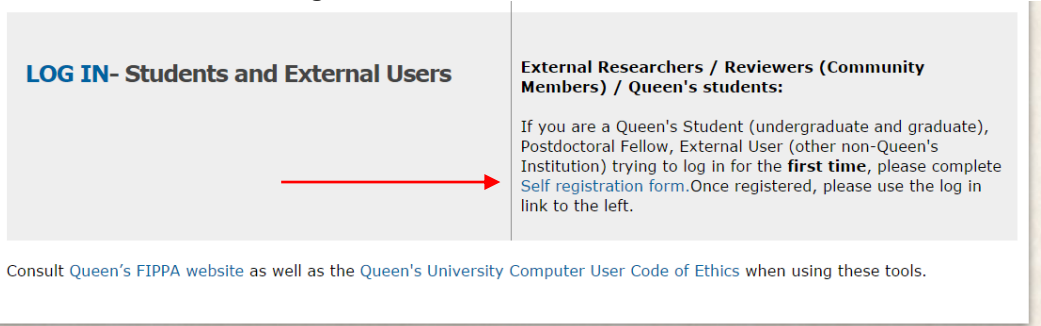


## How to Self-Register in TRAQ as a NEW Student User

1. Go to TRAQ 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’.



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. Please 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: If you are a STUDENT enrolled in one of the following Departments you must select ‘UnitREB’
  - Cultural Studies Program
  - Dan School of Drama and Music
  - Faculty of Education
  - Film and Media
  - Gender Studies
  - Geography and Planning
  - Global Development Studies
  - Political Studies
  - Psychology
  - Smith School of Business
  - School of Kinesiology and Health Studies
  - Sociology
- Under Level: If you are a STUDENT and you are not affiliated with a Unit REB select ‘Department’ (**\*\*\*If this step is not completed correctly registration in TRAQ may be delayed\*\*\***).
10. Under Unit: Select the Department you are affiliated with (**\*\*\*If this step is not completed correctly registration in TRAQ may be delayed\*\*\***).
11. Check: ‘Primary Affiliation’.
12. Select ‘Save’.
13. Review all information for accuracy and completion.
14. Select ‘Register’.
15. An email confirmation with instructions on how to create your password and how to log in will be generated shortly after you register.
16. 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