



## **NATIONAL RESEARCH INFORMATION MANAGEMENT SYSTEM (NRIMS)**

### **Step-By-Step Guide for Account Registration and Logging into NRIMS**

# **CREATING AN ACCOUNT AND LOGGING INTO THE NATIONAL RESEARCH INFORMATION MANAGEMENT SYSTEM (NRIMS)**

## **GENERAL INFORMATION**

This user manual provides a step-by-step guide on how to create an account and log in to the National Research Information Management System (NRIMS).

The National Research Information Management System (NRIMS) is a unified digital platform developed by the Uganda National Council for Science and Technology (UNCST) to manage the end-to-end lifecycle of research regulation and oversight in Uganda.

### **Key Features of This Manual**

This section of the manual is intended to help new users of NRIMS whether researchers, REC members, or institutional staff understands how to successfully register, activate their account and log in to the system.

#### **The key features covered in this section include:**

- 1) Step-by-step guidance on account registration using the official NRIMS portal
- 2) Instructions on email activation, including troubleshooting tips for locating the activation link
- 3) Walkthrough for logging into the system as a returning user
- 4) Guidance for password recovery, in case users forget their login credentials
- 5) Navigation tips after login, including how to access the UNCST application modules from the welcome page

This manual is designed to ensure that all users can confidently and securely access NRIMS to begin or resume their research-related activities within the UNCST framework.

## STEP 1:

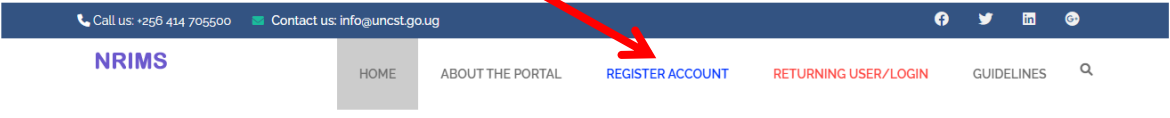
### Access the NRIMS Website

To get started, access the NRIMS website on <https://nrims.uncst.go.ug/>

## STEP 2:

### Initiate Account Registration

Click on **register account** to create an account on the NRIMS system



The screenshot shows the NRIMS website header with the following navigation links: HOME, ABOUT THE PORTAL, REGISTER ACCOUNT, RETURNING USER/LOGIN, and GUIDELINES. A red arrow points to the 'REGISTER ACCOUNT' link. Below the header, there is a video player titled 'PI guide to NRIMS' and a blue box titled 'ABOUT NRIMS'.

**ABOUT NRIMS**

The National Research Registration Information Management System (NRIMS) is an integrated online platform designed to serve users who wish to access a wide range of digital services provided by the Uganda National Council for Science and Technology (UNCST). The platform supports users in the following key areas:

- Applying for Research Ethics Committee (REC) permits
- Applying for UNCST approval to conduct research in Uganda
- Applying for Research Funding (Grants)
- Applying for Accreditation as Research Ethics Committee (REC) and/or Member
- Applying for permits for Access and Benefit Sharing (ABS).

NRIMS provides a one-stop solution that facilitates researchers, regulatory bodies, and other stakeholders, streamlining the processes for overall compliance with regulatory requirements for conducting research in Uganda.

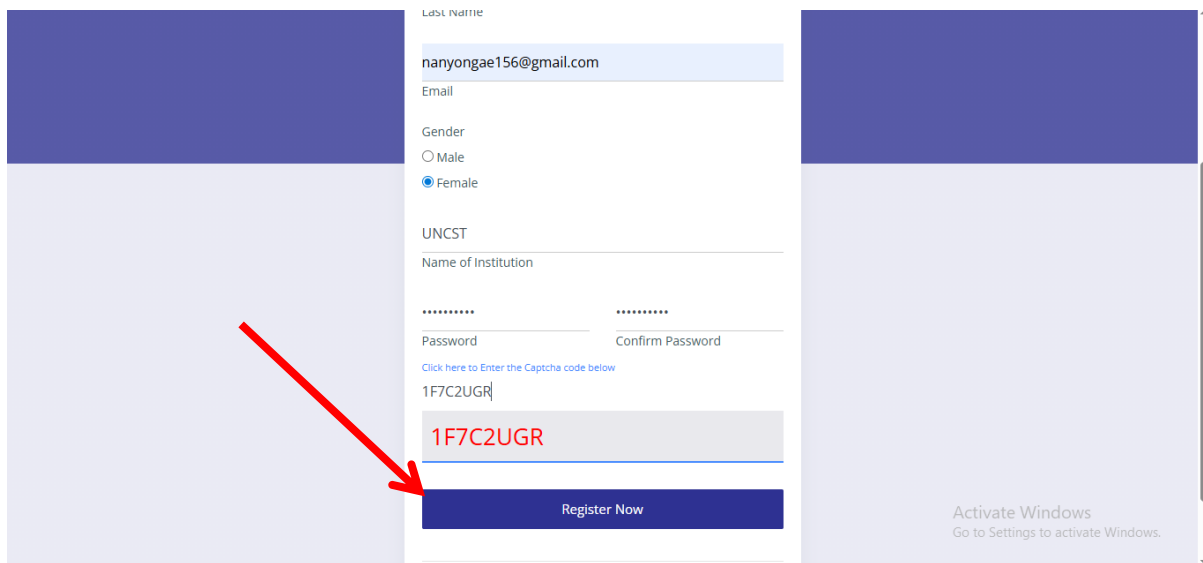
**We are here!**

Online

### STEP 3:

#### Fill in Your Registration Details

1. After clicking "**Register Account**", you will be redirected to the **Registration Page**.
2. Once all information has been filled in, scroll to the bottom of the form.
3. Click the "**Register Now**" button to submit your registration.



The screenshot shows a registration form with the following fields and elements:

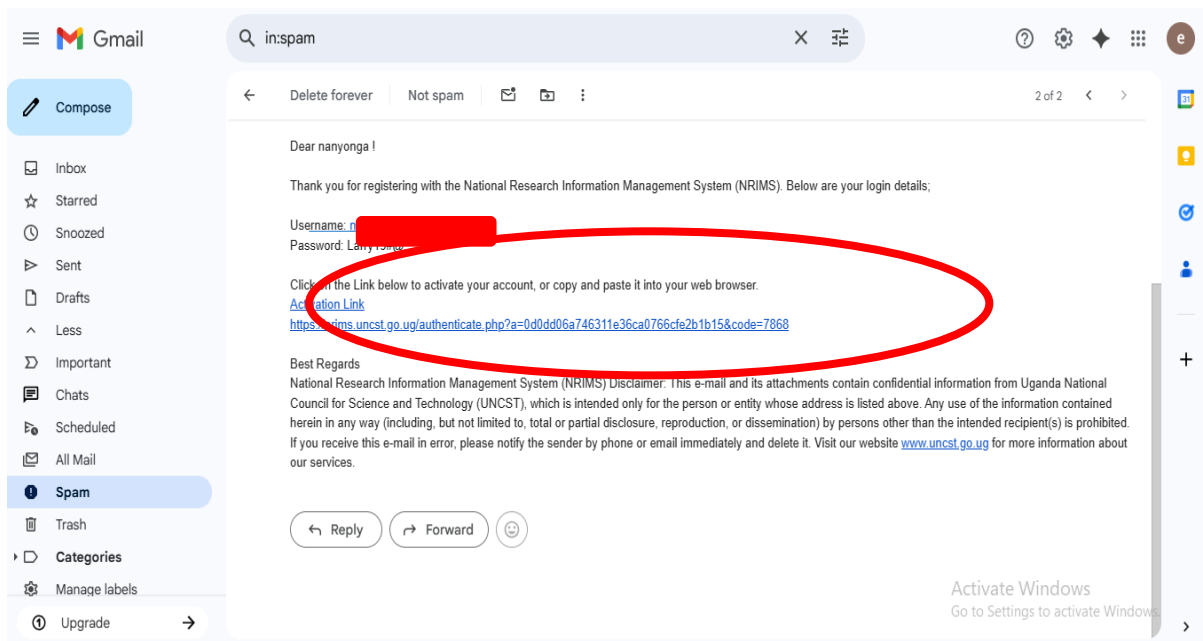
- Last Name:** nanyongae156@gmail.com
- Email:** nanyongae156@gmail.com
- Gender:**  Male,  Female
- UNCST:** Name of Institution
- Password:** [Redacted]
- Confirm Password:** [Redacted]
- Captcha:** 1F7C2UGR
- Register Now:** A dark blue button at the bottom of the form, highlighted by a red arrow.

At the bottom right of the page, there is a watermark: "Activate Windows Go to Settings to activate Windows."

## STEP 4:

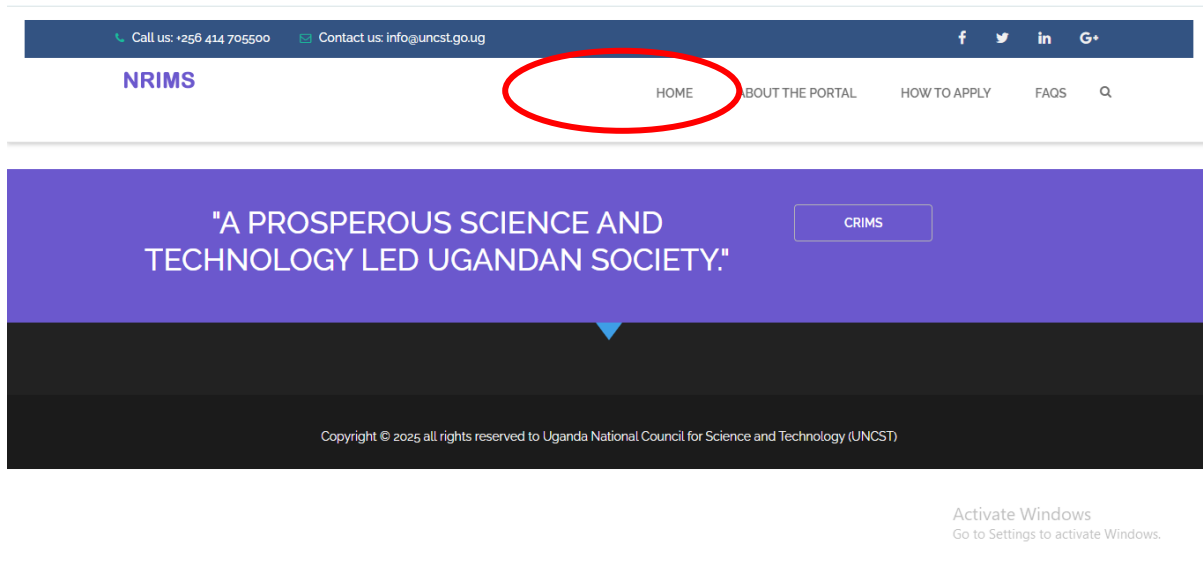
### Activate Your Account via Email

1. After completing your registration, an activation link will be sent to the email address you provided during registration.
2. Open your email inbox and locate the activation email from NRIMS.
3. If you do not see the email in your inbox, check your **Spam** or **Junk** folders.
4. Once you find the email, click on the **activation link** included in the message.
5. This action will complete your account setup and redirect you to the NRIMS authentication page.



## STEP 5:

- 1) After clicking the activation link from your email, you will be redirected to the **NRIMS authentication page**.
- 2) On this page, locate and click the **"Home"** tab in the navigation menu.

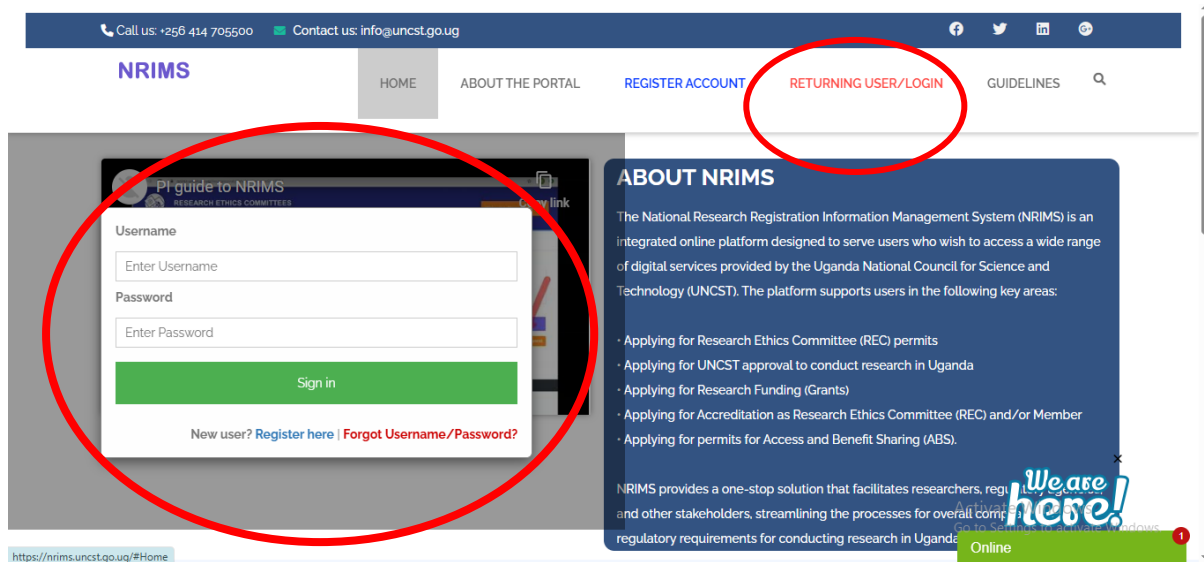


Activate Windows  
Go to Settings to activate Windows.

## STEP 6:

### Logging into Your NRIMS Account

- 1) Click on the **"RETURNING USER / LOG IN"** tab on the homepage.
- 2) A pop-up login form will appear on your screen.
- 3) In the **Username** field, **enter** the **email address** you used during registration.
- 4) In the **Password** field, **enter** your **account password**.
- 5) Click the **"Sign In"** button to continue.
- 6) If the credentials are correct, the system will log you in and take you to your dashboard.



## STEP 7:

### Resetting Your Password (If Forgotten)

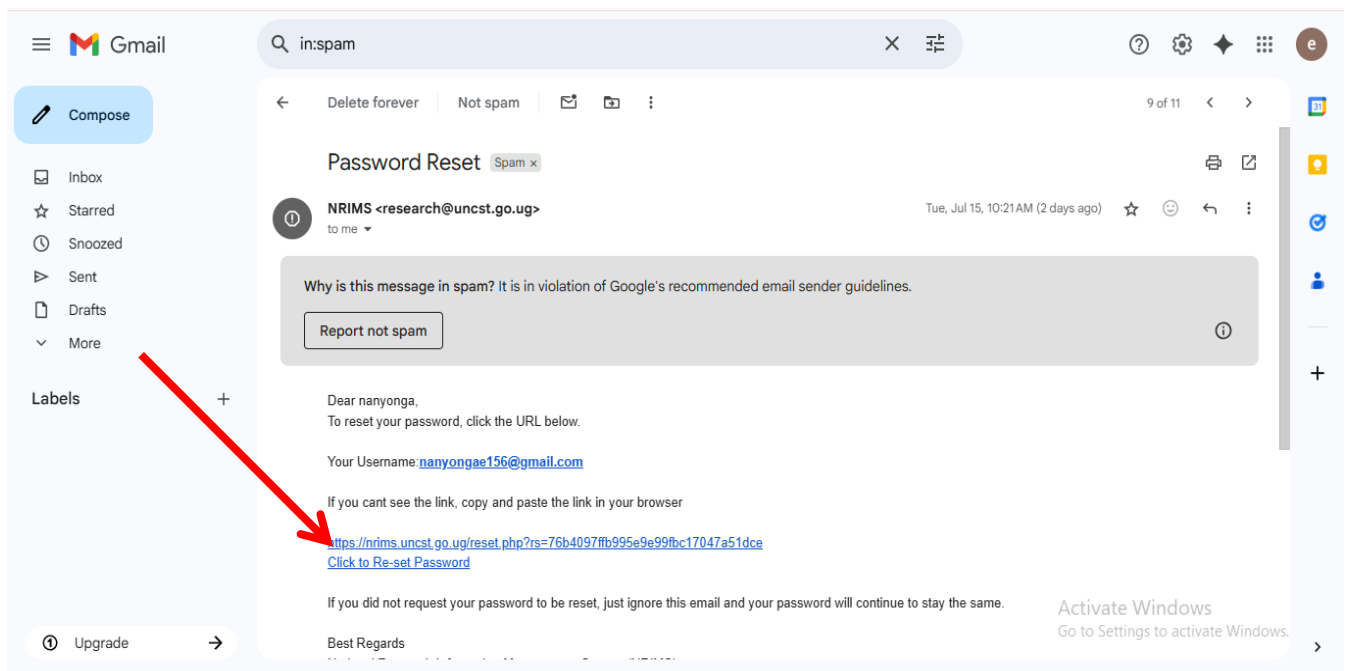
1. On the NRIMS homepage, click on the **“RETURNING USER / LOG IN”** tab to open the login popup.
2. At the bottom of the login form, click on the **“Forgot Username/Password”** link.
3. You will be redirected to the **Forgot Password** page.
4. Enter the **email address** you used during registration.
5. Click the **“Change”** button to proceed with the password reset request.

The image consists of two screenshots from the NRIMS website. The top screenshot shows the login popup with fields for Username and Password, a Sign in button, and a link for 'Forgot Username/Password?'. A red arrow points from the 'RETURNING USER/LOGIN' tab in the navigation menu to the 'Forgot Username/Password?' link. The bottom screenshot shows the 'Forgot Username/Password?' page with an 'Enter Email Address' field and a red 'Change' button. A red arrow points from the 'Enter Email Address' label to the input field, and another red arrow points from the 'Change' button to the button itself. The NRIMS logo and navigation menu are visible at the top of both screenshots.

## STEP 9:

### Confirming Password Reset via Email

- 1) You will receive a **password reset email notification** shortly after requesting a reset.
- 2) Open your **email inbox** to check for the reset message.
- 3) If the email is not in your inbox, check your **junk** or **spam** folders.
- 4) Once you locate the email, **click on the password reset link** provided inside it.



## STEP 10:

After logging in, you will be redirected to the **welcome page** displaying all UNCST applications.

