

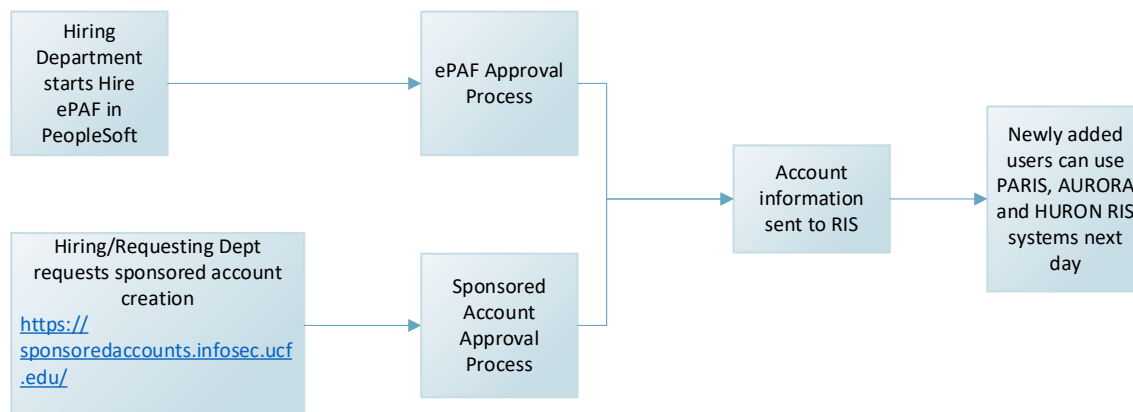
GRIT Research Information Systems (RIS) Access

The research information systems (RIS) supported by the Graduate and Research Information Technology (GRIT) team uses single sign-on for access, which means a UCF Network ID (NID) must be established. This document explains how UCF Employees can obtain a NID in order to gain access to the RIS systems.

GRIT supported research information systems include Huron Research Suite (HRS), AURORA, PARIS, TERA and are accessed here: <https://apps.research.ucf.edu/>.

- NIDs are requested by the hiring department.
 - Hiring department must complete a Hire ePAF for the new employee to create a NID and email address.
- If the new hire requires system access **before** their start date, are paid by a third party (including Arcibo employees), or are unpaid (courtesy faculty or volunteer), an existing UCF Employee must request a Sponsored Account to establish the NID.
 - Sponsored Accounts can be requested from the Sponsored Account Dashboard found here: <https://sponsoredaccounts.infosec.ucf.edu/>
 - Sponsored Accounts are valid for a maximum of one year and must be renewed by the department to continue to allow user access to RIS systems.
 - The Hiring/Requesting Dept can check on the status of a sponsored account by viewing the status on the Sponsored Account application dashboard.
 - If you need more information on Sponsored Accounts, please reach out to Identity Access Management at IAM@ucf.edu or visit the website at <https://infosec.ucf.edu/identity-management/>.
 - Please note that GRIT does not provide account access, nor do they have the authority to expedite this process.
 - If you do not know your NID, navigate to my.UCF.edu, click on “UCF Sign In” at the top, then click on “Look up your UCF NID username”.
- Once the NID is created, the new hire’s information will be included in the Human Resources feed that is sent to the research information systems (RIS) overnight.
 - The new hire should be able to login to the research applications **the following business day**.
- For new HRS users in the Research Community, you will need to be added to proposal/award records as the PI, Administrative Contact, Editor or Reader by another member in the Research Community in order to access records.
- For new HRS users in the Office of Research, open a GRIT Ticket (GRITServiceDesk@ucf.edu) to request additional permissions.

New Hire that will **not** require Research Information system access before their start date



New Hire that requires Research Information system access **before** their start date, is paid by a 3rd party, or is unpaid (courtesy faculty or volunteer)