

Web Registration Guide - researchers and postdocs

As part of the website redesign, researchers/post-docs can now manage their own profile content. Please find below the steps to follow to register and access your page.

On the site, top right in the black bar, click on INTRANET (in green)

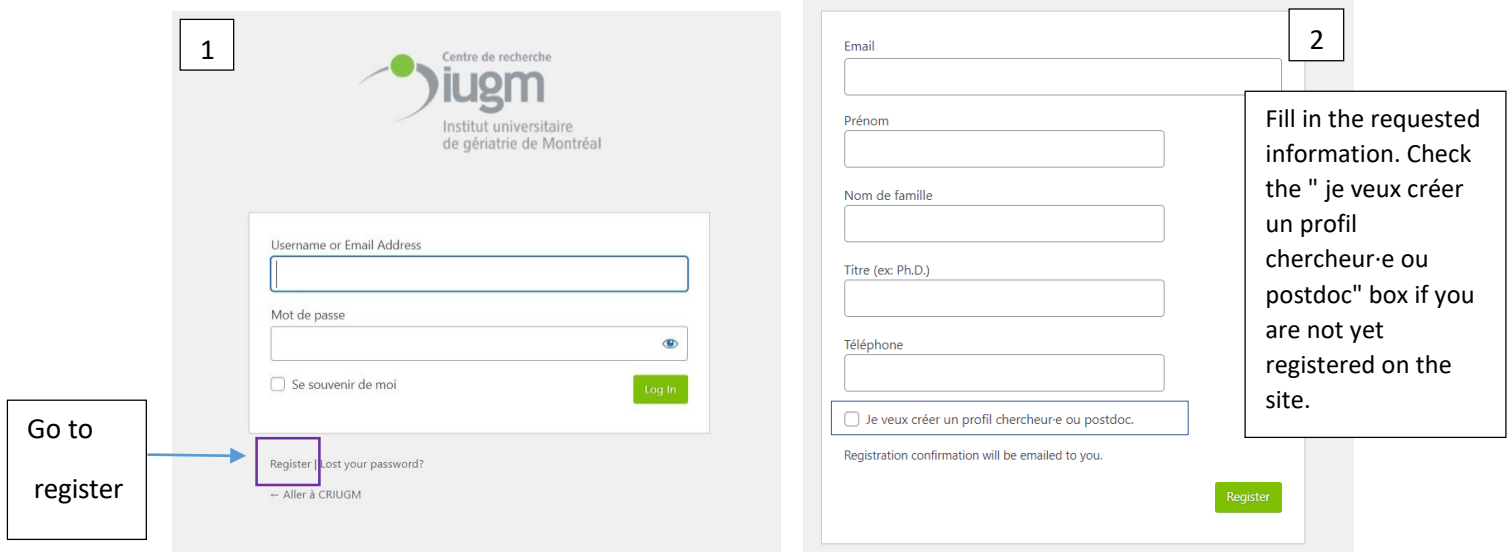


Once on the intranet site, click on "Connexion"



Le nouvel intranet CRIUGM est un outil pour tous les membres de la communauté CRIUGM destiné à faciliter les démarches administratives pour que les équipes de recherche puissent se concentrer sur leur mission première, la recherche.

You are now on page 1. Click on Register at the bottom to go to page 2.



1

Centre de recherche
iugm
Institut universitaire
de gériatrie de Montréal

Username or Email Address

Mot de passe

Se souvenir de moi

[Register](#) | Lost your password?
— Aller à CRIUGM

2

Email

Prénom

Nom de famille

Titre (ex: Ph.D.)

Téléphone

Je veux créer un profil chercheur-e ou postdoc.

Registration confirmation will be emailed to you.

Fill in the requested information. Check the " je veux créer un profil chercheur-e ou postdoc" box if you are not yet registered on the site.

Go to register

For those whose profile is already on the website:

- Please use the e-mail address already identified on the website as it is already attached to your profile/account. If this address has changed in the meantime, please notify communications at communication@criugm.qc.ca so that the administrator can change your e-mail address before you register.
- Please check the " je veux créer un profil chercheur·e ou postdoc " box to create your profile (if you are not yet registered).

For those whose profile is not on the site:

- You can use the professional email address of your choice. The one you choose will be attached to your profile/account on the website.
- Please check the " je veux créer un profil chercheur·e ou postdoc " box to create your profile.

You will then receive two emails. Please check your spam folder if the emails do not appear in your main inbox.

See example below



1st email

It looks like this:

« Bonjour Charles Labrecque,

Nous avons bien reçu votre inscription sur le site du CRIUGM. Un modérateur devra d'abord approuver votre demande avant que votre profil soit publié. Vous recevrez ensuite un courriel de confirmation ainsi qu'un lien pour consulter et modifier votre profil. Merci et bonne journée ! »

2nd email

It looks like this :

Username: charleslabrecque@gmail.com

To set your password, visit the following address:

<https://criugm.qc.ca/se-connecter/?action=rp&key=hJco7leAB97RgLoWFVc1&login=charleslabrecque%40gmail.com>

<https://criugm.qc.ca/se-connecter/>

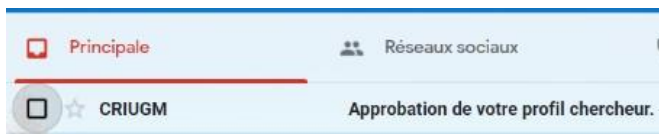
Click on the 1st link in the e-mail to set your password.

Once you've set your password, you can click on the second link to the login page to authenticate yourself.

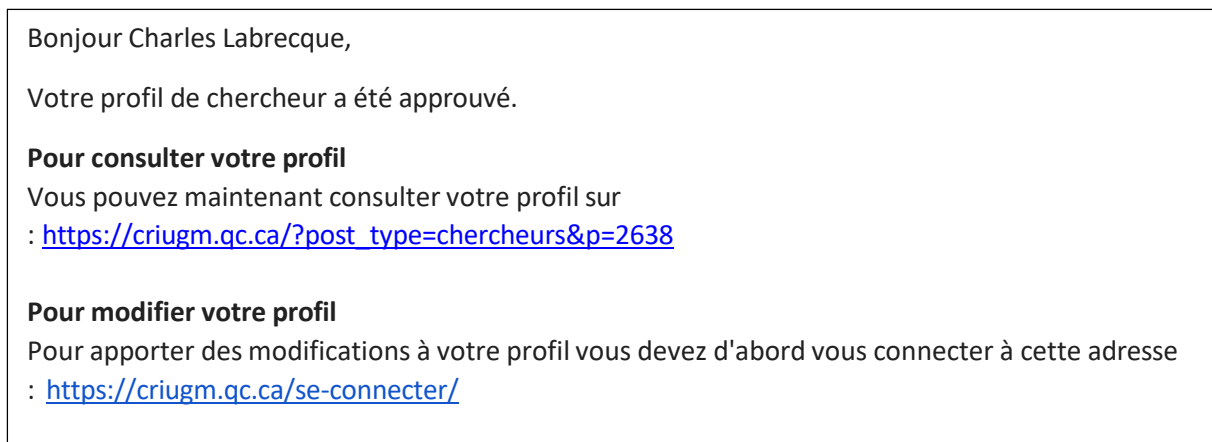
Note: if you don't see your profile yet, it's because the web administrator hasn't yet validated it. In this case, please wait for the confirmation email below.

3rd email

Once your profile has been validated, you'll receive an email confirming that it has been approved by the site administrator.



It looks like this:

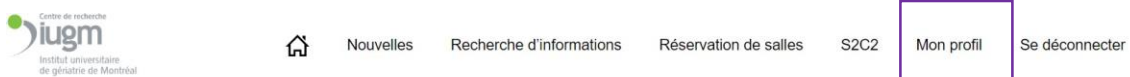


!! If an error message appears from the links sent by email, connect directly with your codes from the website to access your profile.

You can now log on to the <https://criugm.qc.ca/se-connecter/> website with your login and password to view or modify your profile.

GO TO YOUR PROFILE

Logging in with your login and password takes you to the intranet home page. Go to "Mon Profil".



Bienvenue dans l'intranet du CRIUGM

I. Once on my profile, select **Voir/modifier mon profil de chercheur-e/postdoc.**



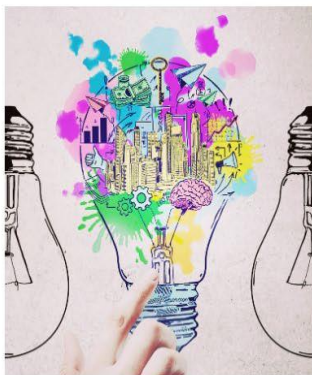
Mon profil

Prénom	Courriel
<input type="text" value="Brenda"/>	<input type="text" value="brendapierucci4@gmail.com"/>
Nom de famille	Nouveau mot de passe
<input type="text" value="Pierucci"/>	<input type="text"/>
	Confirmer mot de passe
	<input type="text"/>

[Voir/modifier mon profil de chercheur-e/postdoc](#)

II. **II. You will then come to this presentation**

Click on "Modifier" to make the necessary changes.
This is your French profile.



Pauline Duval

Ph.D

Coordonnées

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ameliastan@criugm.qc.ca

[Stemmer Brigitte](#)

[Bosquet Laurent](#)

[Boutin Arnaud](#)

[Brodeur Catherine](#)

[Champoux Nathalie](#)

[Chrétien Michel](#)

[Clerc Doris](#)

- III. Fill in the various categories as you see fit and click on “Modifier” at the end of the page to save your changes.

The screenshot shows a web form for editing a profile. It includes a rich text editor for 'Liens d'intérêt', a text input field for 'Lien Pub Med (ex: http://...)', a file selection area for 'Photo de profil' with a small profile picture, and a blue 'Modifier' button at the bottom.

- IV. Your profile should reappear with the changes saved.

You can do the same for the English version of your profile.

To do this:

Stay on the French version of your profile, go to the top right in the black bar and click on

EN

The English version of your profile will appear directly.

Click on EDIT to make the necessary changes.



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Contact information

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