

## How to Log into the Romeo Research Portal:

(September 2017)

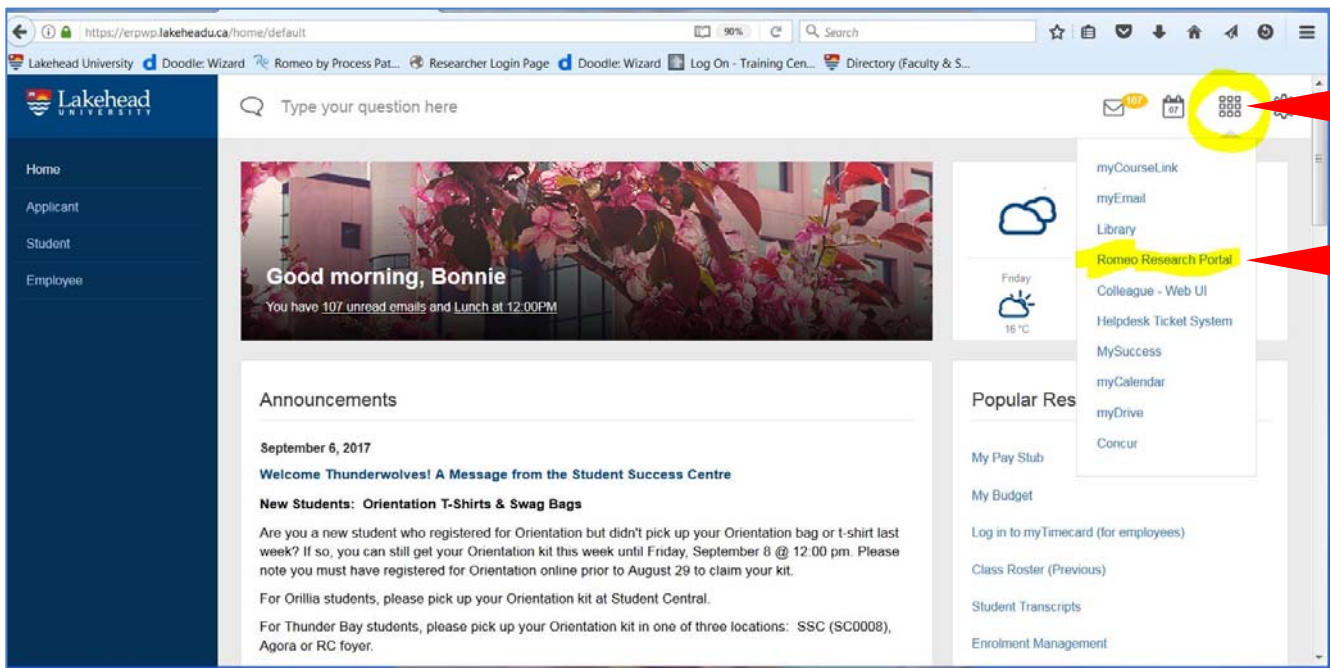
Please note: If you encounter any problems or have any questions, please contact the Romeo Administrator, Bonnie Knott at 807-343-8934 or [bknott@lakeheadu.ca](mailto:bknott@lakeheadu.ca)

### Lakehead Faculty and Graduate Students


If you are a current Lakehead **Faculty** member and you have a Lakehead email username and password, you will have access to the Romeo Research Portal when logged into myInfo. Once logged into myInfo, click on **“Romeo Research Portal”** located under the Web Utilities icon (see screenshot below).

If you are a current **Graduate Student** who has previously submitted an ethics application and you have a Lakehead email username and password, you will have access to the Romeo Research Portal when logged into myInfo. See below - click on **“Romeo Research Portal”**.

For Students who have **not** been involved in a previous ethics application or if you are an external user (other than Lakehead University), see **Self Registration** on page 3.




If you receive the following Error message, you are not currently entered in the Romeo database and need to self-register. See **Self Registration** instructions below.



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**i** All Lakehead Faculty members: To log into Romeo, first log into [myInfo](#), then select Romeo Research Portal on the left side. If you are a Graduate Student who has previously submitted an application for funding or ethics, you can log in the same way. If you do not have a Research Portal login, please Register. If you have a Research Portal login, but cannot remember your Username or Password, contact your system administrator via [bknottlakeheadu.ca](mailto:bknottlakeheadu.ca)

**Login** 

**Username**

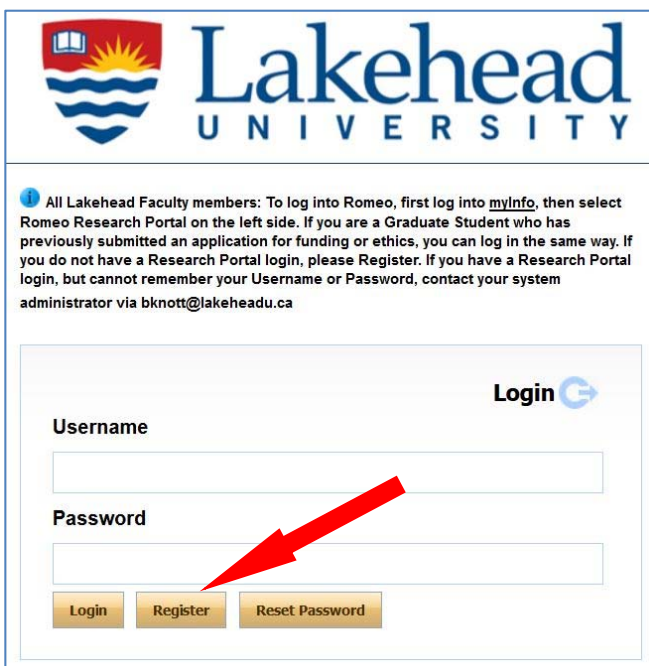
**Password**


**Error !**  
Authentication Failed. If you are not registered user. Please contact the System Administrator to register.





## Self Registration

To self-register, go to <https://romeo.lakeheadu.ca/Romeo.Researcher/login.aspx>  
Click on the **Register** button as indicated below.



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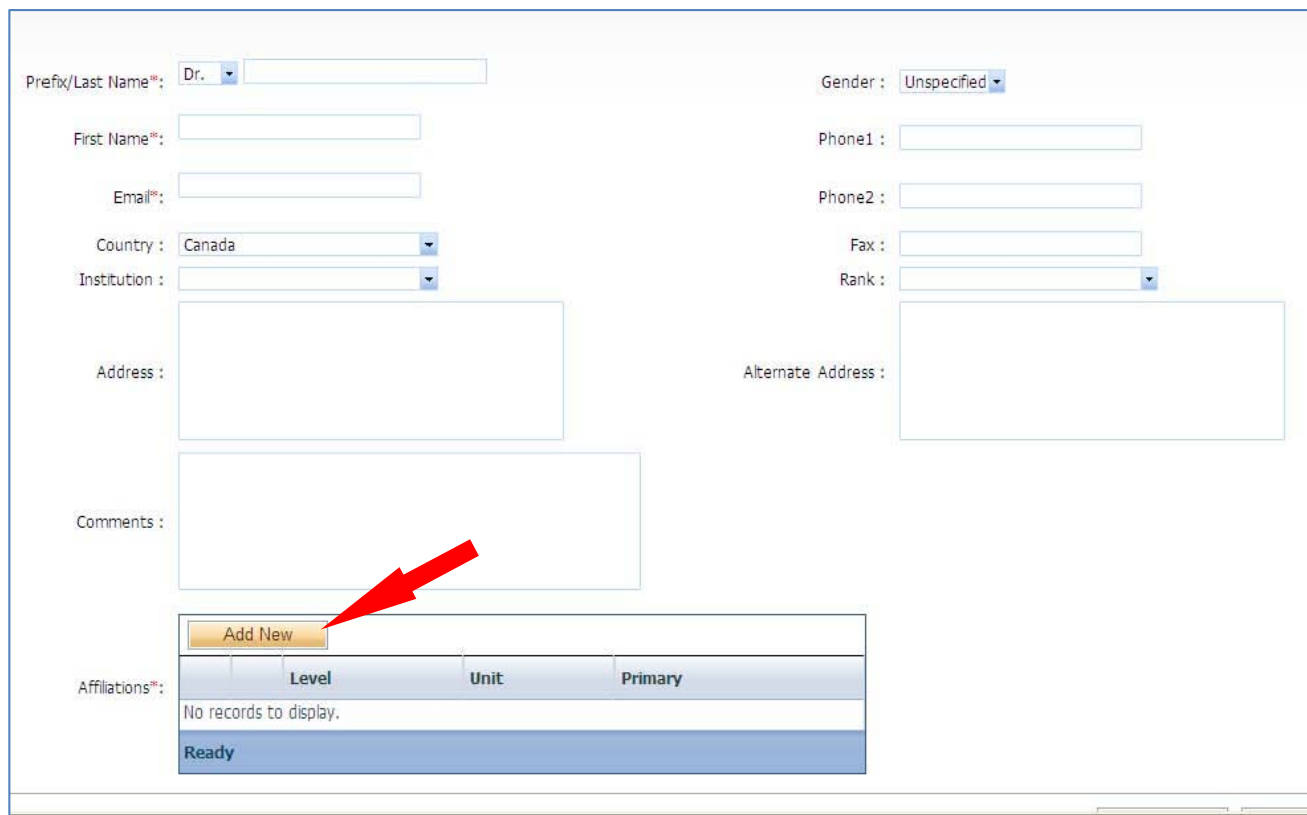
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**Login** 

Username

Password

You will be brought to the following screen:



Prefix/Last Name\*:

First Name\*:

Email\*:

Country:

Institution:

Address:

Comments:

Gender:

Phone1:

Phone2:

Fax:

Rank:

Alternate Address:

Affiliations\*: 

Level	Unit	Primary
No records to display.		

Ready

Enter the requested information. **Fields marked with a red asterisk are mandatory.** At a minimum, enter your **Lastname, Firstname, Email address, and Affiliation.** For **Affiliation,** select the 'Add New' button and choose from the drop down list for **Department.** Applications will be routed to the listed Department Chair/Director for approval, if/when required.

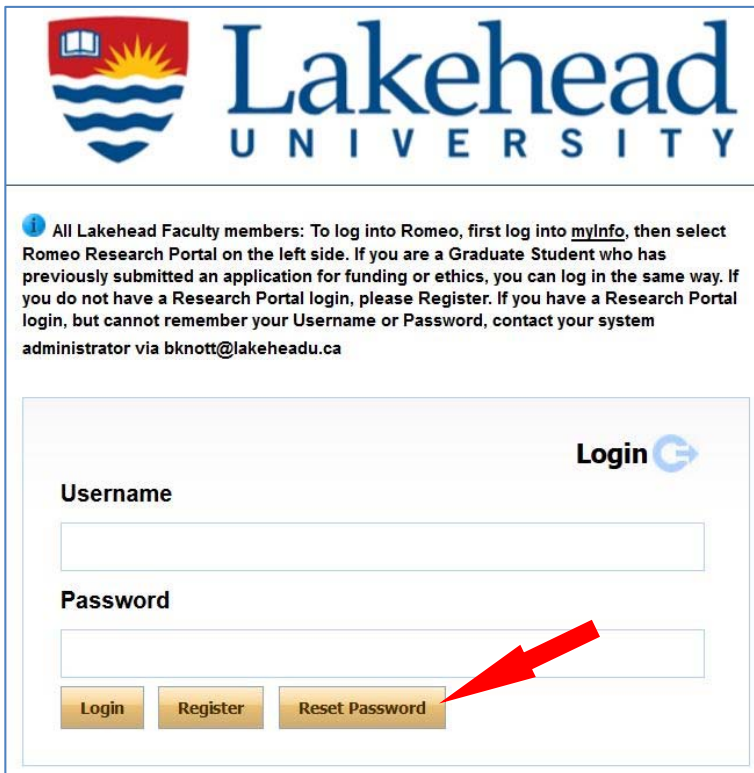
If you are NOT from Lakehead University, please choose **External** from the **Department** drop down list.


If you are not from Lakehead and do not see your Institution listed, please contact Bonnie Knott at 807-343-8934 or [bknott@lakeheadu.ca](mailto:bknott@lakeheadu.ca) and she will add your institution.

When complete, click on **Register** at the bottom right. You will receive a message "Thank you for registering with us. Please go to your e-mail and follow the instructions to complete the registration." You will be asked to enter new password.


You will receive an email from [research@lakeheadu.ca](mailto:research@lakeheadu.ca). Click on the link to confirm your registration. Your **Username** and **Confirmation Code** are provided in the email.

If you forget your password, select **Reset Password.** You will receive an email from [research@lakeheadu.ca](mailto:research@lakeheadu.ca). Click on the link to confirm your registration. Your **Username** and **Confirmation Code** are provided in the email.



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**Login** 

**Username**

**Password**

**Login** **Register** **Reset Password**

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