

# SEER USER MANAGEMENT

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**Excellence in Research for Australia (ERA)**

**SEER**

**(System to Evaluate the Excellence of Research)**

**USER MANAGEMENT INSTRUCTIONS**

# SEER USER MANAGEMENT

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## 1.0 ACCESSING AND ACTIVATING YOUR SEER ACCOUNT

### 1.1 How do I obtain a username and password?

SEER has automatically created an account for your nominated Institutional Liaison Officer (ILO). This account was activated during the SEER Manage Repository Testing phase and used by the ILO to create user accounts for Repository Managers.

From 01 June 2010, an ILO is able to create supplementary accounts for multiple users or add user roles to pre-existing accounts. User roles are determined by your institution's ILO. If an ILO wishes to add roles to their own account, they will need to contact the ARC to do so.

### 1.2 How will I know my account has been created?

Once an account has been created for you, you will receive an email with your login details.

The subject line of this email will be 'ERA-SEER login details notification'.

The email will be from [do-not-reply@arc.gov.au](mailto:do-not-reply@arc.gov.au).

### 1.3 Where do I go to activate my account?

SEER can be accessed at:

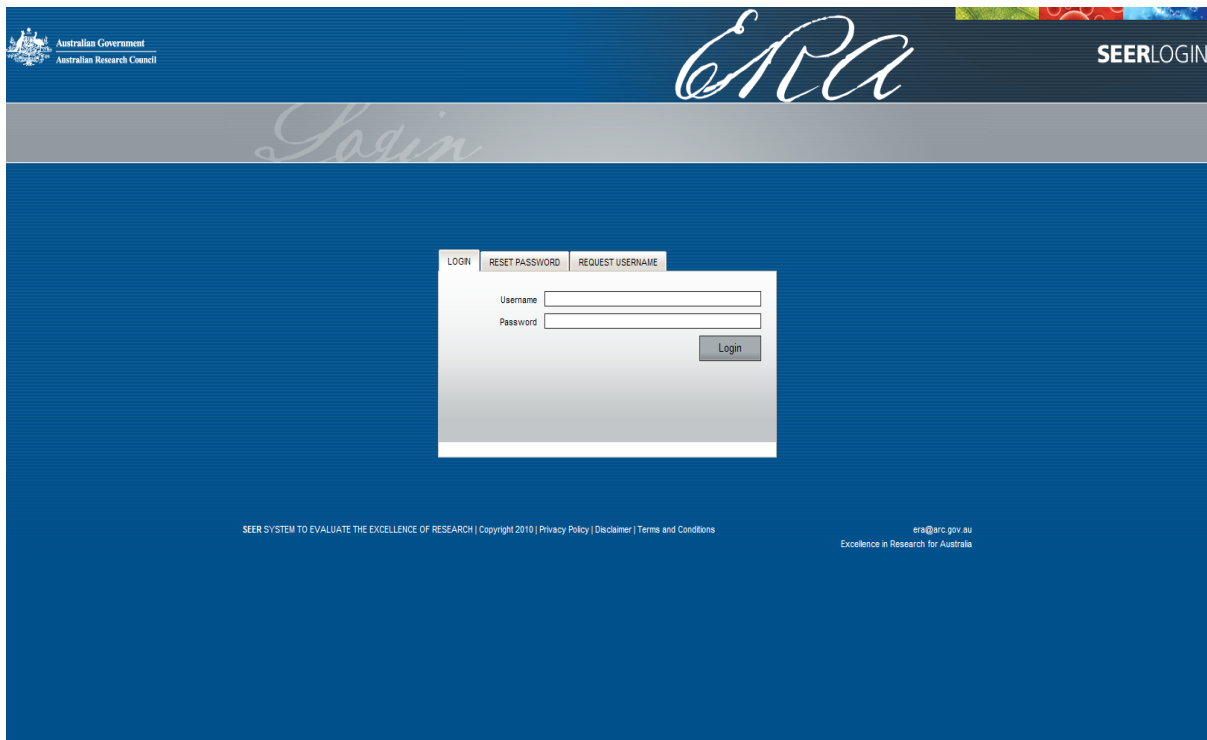
- <https://seer.arc.gov.au/>

# SEER USER MANAGEMENT

## 2.0 ACCESSING YOUR SEER ACCOUNT

### 2.1 Logging in to SEER

On the SEER Login page, enter the username and password provided to you. Your username is not case-sensitive; your password is. The login window is displayed in *Diagram 1*.



*Diagram 1*

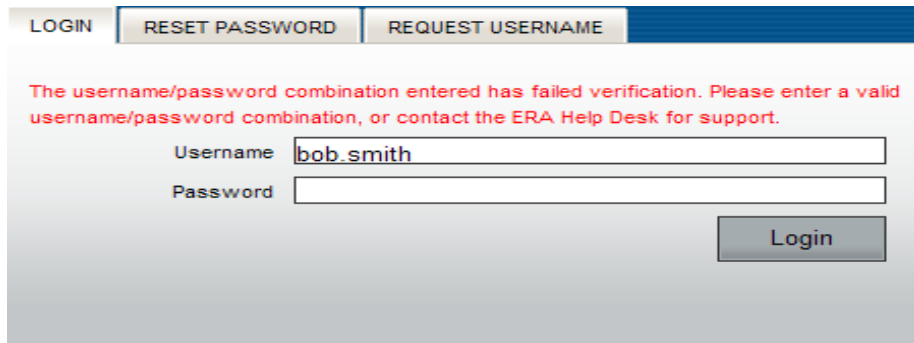
You will be prompted to enter a new password.

The password must have a minimum of seven characters and include at least one of each of the following: a numeric character, an upper-case character and a lower-case character.

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### 2.2 Incorrect username or password entered

If an incorrect username or password is entered, the following failed verification message will appear, as displayed in *Diagram 2*.



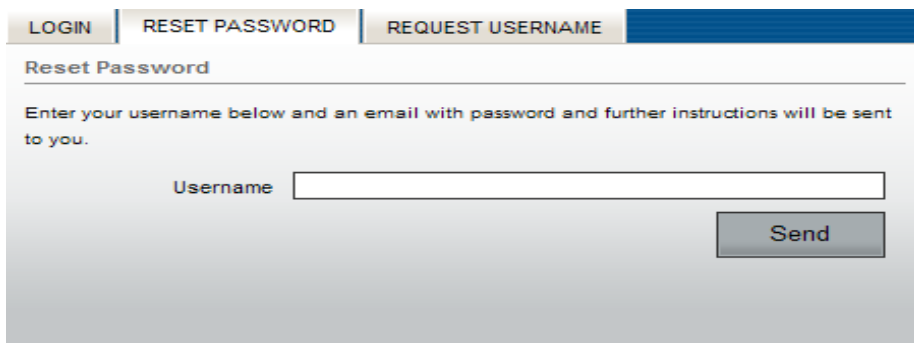
The screenshot shows the SEER Login page with three tabs: LOGIN, RESET PASSWORD, and REQUEST USERNAME. The LOGIN tab is active. A red error message reads: "The username/password combination entered has failed verification. Please enter a valid username/password combination, or contact the ERA Help Desk for support." Below the message, the Username field contains "bob.smith" and the Password field is empty. A "Login" button is located at the bottom right of the form.

*Diagram 2*

Please note: If the incorrect username or password is entered more than three times your account will be locked and you will need to reset your password.

### 2.3 Resetting your password before login

To reset your password select the **Reset Password** tab on the SEER Login page and enter your username. By clicking Send, an automated email will be sent to you with your new password, as outlined in *Section 1.2*.



The screenshot shows the SEER Reset Password page with three tabs: LOGIN, RESET PASSWORD, and REQUEST USERNAME. The RESET PASSWORD tab is active. The page title is "Reset Password". Below the title, it says: "Enter your username below and an email with password and further instructions will be sent to you." There is a "Username" input field and a "Send" button at the bottom right.

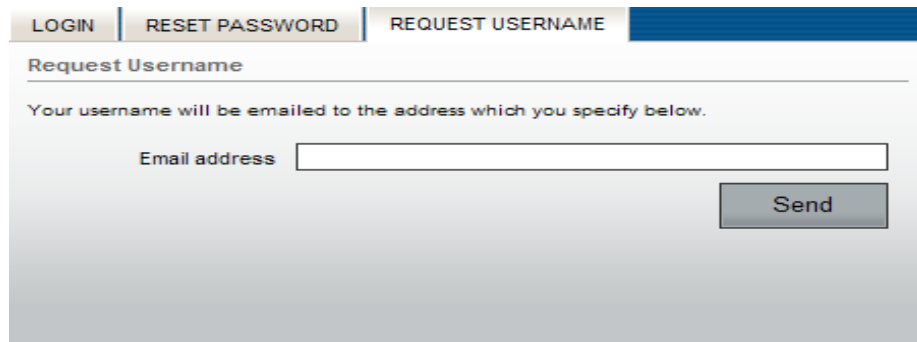
*Diagram 3*

You can also reset your own password at any time within your individual SEER Manage Users system.

## SEER USER MANAGEMENT

### 2.4 Requesting your username before login

If you have forgotten your username, you can request it be sent to your email address. This will also reset your password. By clicking Send, an automated email will be sent to you with your new login details, as outlined in *Section 1.2*.



LOGIN | RESET PASSWORD | REQUEST USERNAME

Request Username

Your username will be emailed to the address which you specify below.

Email address

Send

Diagram 4

### 2.5 Logging in with multiple user accounts

If you have two or more usernames and passwords for SEER (for example you are a Repository Manager with Institution A and an Institution Officer with Institution B) you will not be able to simultaneously log in to the system. SEER does not allow two different users to log in to its system from the same computer at the same time. You will need to log out as one user and log back in as a separate user.

### 2.6 Help with navigating the system

Once you are logged in to the system, SEER provides an online program that can be accessed via the help tab. The content includes step-by-step instructions which will aid in moving through the ERA 2010 process within SEER. For all other inquiries, please contact the ERA Helpdesk during business AEST hours (phone: (02) 6287 6755 or email: [era@arc.gov.au](mailto:era@arc.gov.au)).

### 2.7 Logging out

The Log Out button is located in the top right-hand corner of the SEER Launchpad.

Please note: The SEER system will automatically log you out after one hour of inactivity.

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## SEER USER MANAGEMENT (FOR INSTITUTION LIAISON OFFICERS)

### 3.1 Creating a new user

Once you log in successfully, **SEER Manage Users** will become available to you.

Please note: *Diagram 5* illustrates the modules that will be available to you by default as an ILO and as an Institution Officer. If you have other roles assigned to you, you will have other modules available on the SEER Launchpad. The modules available to each user from the SEER Launchpad vary according to the role(s) assigned to that user.

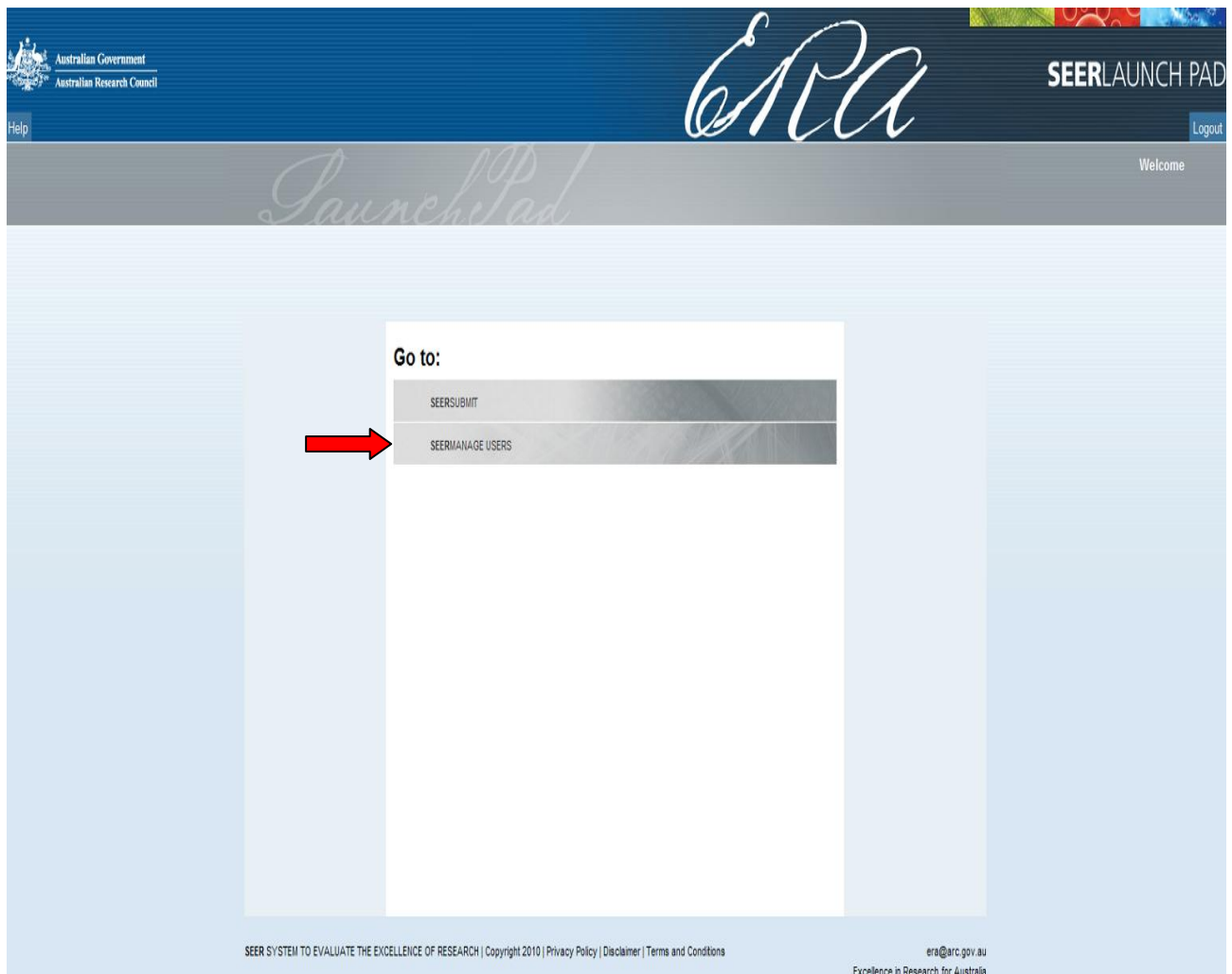


Diagram 5

In **SEER User Management**, you will find a list of all the users that you have created for your institution for the full ERA 2010 process. This includes all Repository Managers created during the SEER Manage Repository Testing phase of the process.

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To update the roles of pre-existing users, please go to *Section 3.3, Editing a user's details*.

To create new roles for new users, click on the **Add New User** button, as indicated by the red arrow in *Diagram 6*.

In the **Add New User** screen, begin by entering the email address of the user into the **Email** field, as indicated by the red arrow. The system will recognise an email address (e.g. Bob.Smith@arc.gov.au) and automatically predict the **Username** (bob.smith), **First Name** (Bob) and **Last Name** (Smith). You can alter these details if desired. Mandatory fields are indicated with a red asterisk. Assign the appropriate user role to the new user by ticking the relevant box and select the **Save** button.

SEER will automatically notify the new user with the login details of their SEER account.

A definition of all the roles available for ERA 2010 Submission can be found in *Section 3.5, User roles*.

The screenshot shows the 'Users' management interface. At the top, there is a search bar labeled 'Search Users' with a blue arrow pointing to it. Below this, there are two tabs: 'List Users' and 'Add New User'. The 'Add New User' tab is active, and a red arrow points to the 'Email\*' field. The form includes fields for 'Username\*', 'Active' (checked), 'Honorific' (dropdown), 'First Name\*', 'Middle Name', and 'Last Name\*'. To the right, there is a 'Roles' section with four checkboxes: 'Institution Finaliser', 'Repository Manager', 'Institution Officer', and 'Institution Certifier'. At the bottom of the form, there are three buttons: 'Save', 'Save & New', and 'Cancel'.

Diagram 6

### 3.2 Searching for users

You can search for a user by entering the user's details into the **Search Users** field. This is indicated by the blue arrow in *Diagram 6*. Your search parameters are specific to the user's first name, surname or username.

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### 3.3 Editing a user's details

You may choose to edit the details of individual user(s). You may also assign individual user(s) multiple roles by ticking the relevant boxes, as shown in *Diagram 7*. Please remember to select the **Save** button before exiting the screen.

As an ILO, you may wish to assign yourself multiple roles for the full ERA process. You can do this by contacting the ARC.

The ILO must, at all times, be aware of what access they are providing users to their submission data and the overall ERA 2010 process.

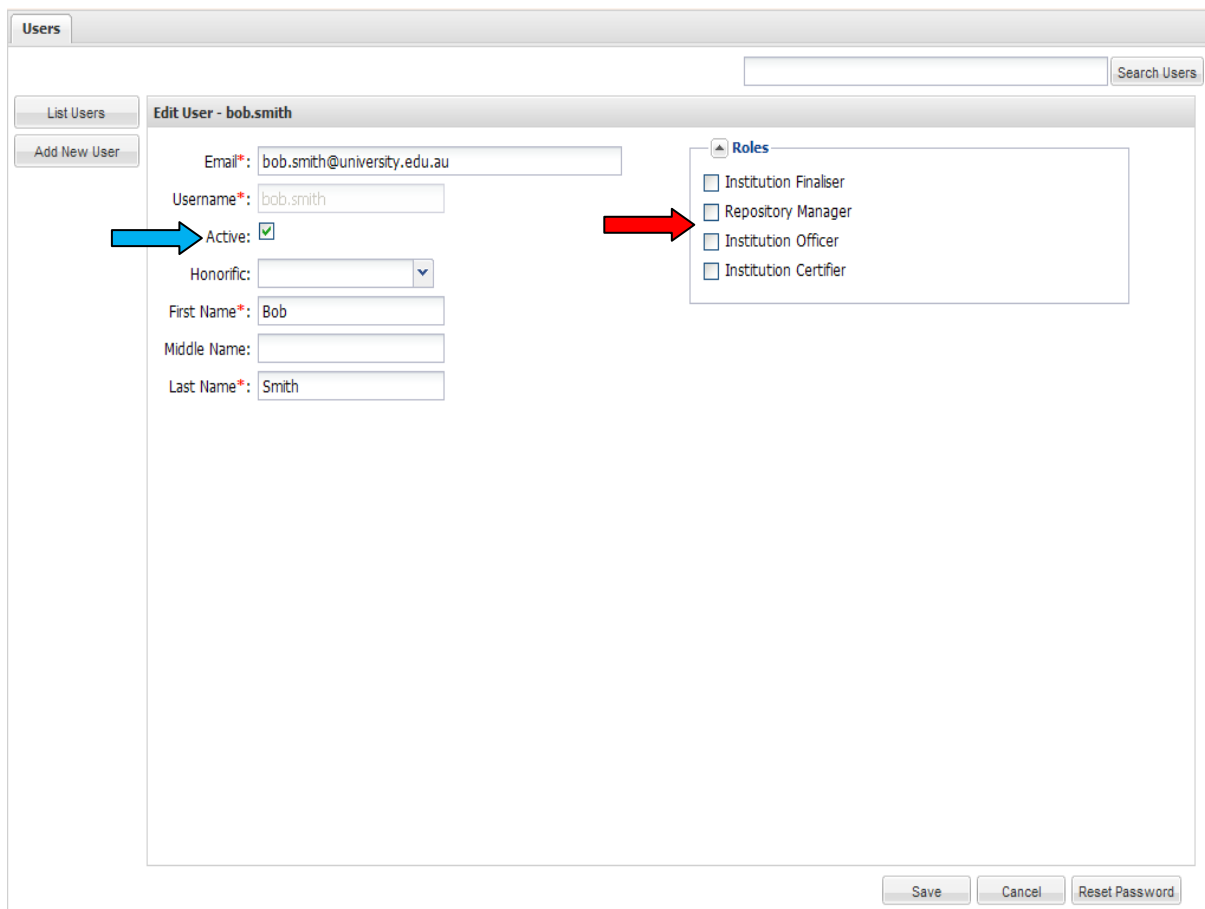


Diagram 7

A definition of all the roles available for ERA 2010 Submission can be found in *Section 3.5*.

### 3.4 Deleting users

If you wish to prohibit a user from further access to SEER, you do so by making the user inactive. You can do this by unticking the Active box within that individual user's profile, as illustrated by the blue arrow in *Diagram 7*.

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## 3.5 User roles

An institution's SEER Users manage all aspects of that institution's ERA 2010 Submission. This includes the management of the institution's:

- Users, individual access and individual roles;
- Repositories and research outputs nominated for peer review;
- Submission file; and
- Background Statements.

All users are assigned at least one role within SEER. Multiple roles may be assigned to a single user within an institution, if required. Below is the definition of each institutional role within SEER.

### ILO

The Institution Liaison Officer (ILO) creates and manages all users within their institution, and assigns roles within the SEER system to each user. An ILO does not have the ability to manage any other aspect of the institution's submission. If an ILO wishes to alter the roles assigned to them, they are asked to contact the ARC.

### Repository Manager

The Repository Manager has access to all repository functionality for ERA 2010. This includes access to the SEER Manage Repository Testing module and the Manage Repositories component of the SEER Submit module.

### Institution Officer

The Institution Officer manages their institution's submission. This includes the ability to:

- Upload and download a submission
- View and edit errors and warnings;
- Create and view Units of Evaluation;
- Create and edit Background Statements;
- Finalise and unfinalise the Stage 1 submission;
- Accept warnings during Certification;
- Print the draft and final Certification Statement; and
- Create and view reports.

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## **Institution Finaliser**

The Institution Finaliser manages the latter part of an institution's submission. This includes the ability to:

- Finalise and unfinalise the Stage 2 submission;
- Accept warnings during Certification;
- Print the draft and final Certification Statement; and
- Create and view reports.

The Institution Finaliser must be the Head of Research (Pro/Deputy Vice-Chancellors, Research, or equivalent or delegate).

## **Institution Certifier**

The Institution Certifier is the only user that can certify their institution's submission. Additionally, the Institution Certifier may:

- Accept warnings during Certification;
- Print the draft and final Certification Statement; and
- Create and view reports.

The Institution Certifier must be the institution's Vice-Chancellor or equivalent or delegate. (See section 7 of the *ERA 2010 Submission Guidelines*.)