



Australian Government

Australian Research Council

ERA 2023 REC Nomination User Guide

Target Audience – Research Offices, DVC-Rs
and Researchers (Nominees)

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Introduction

- This is an introductory user guide for institutions nominating individuals to the ERA Research Evaluation Committees (RECs).
- The guide is to assist research offices, Deputy Vice-Chancellors (Research)(DVC-Rs) and researchers to navigate System to Evaluate the Excellence of Research (SEER) when editing and submitting a nomination.
- You will be able to access SEER via <https://seer.arc.gov.au>.
- SEER is compatible with the latest versions of Google Chrome and Microsoft Edge. Compatibility with different browsers or older versions of suggested browsers is not guaranteed.

PART 1 Initiating Nominations—Research Office

- Log in to SEER via the [Login Homepage](#) using your **current preferred email address** and your password.
- ARC's has a single sign on for both its Research Management System (RMS) system, and SEER. So your login is the same for both platforms.
- If you do not have an ARC account login, you will need to create a new ARC account using the instructions below which will provide you access to SEER.
- An additional user guide for SEER is available on the [ARC website](#) which provides information on creating new accounts, resetting passwords, and updating your personal profile.



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System to Evaluate the Excellence of Research - Login

Email Address

Password

Login

[Request New Account](#) [Reset Password](#)

Figure 1: SEER Login Homepage

- Enter your email address and your password. Click on the [Login](#) button (Figure 1).

1.1 – Find Nominees for ERA 2023

- Upon logging in, the Action Centre will be visible. This is your home screen and displays information for your institution including your Person Profile and Research Office Nomination Management (Figure 2).

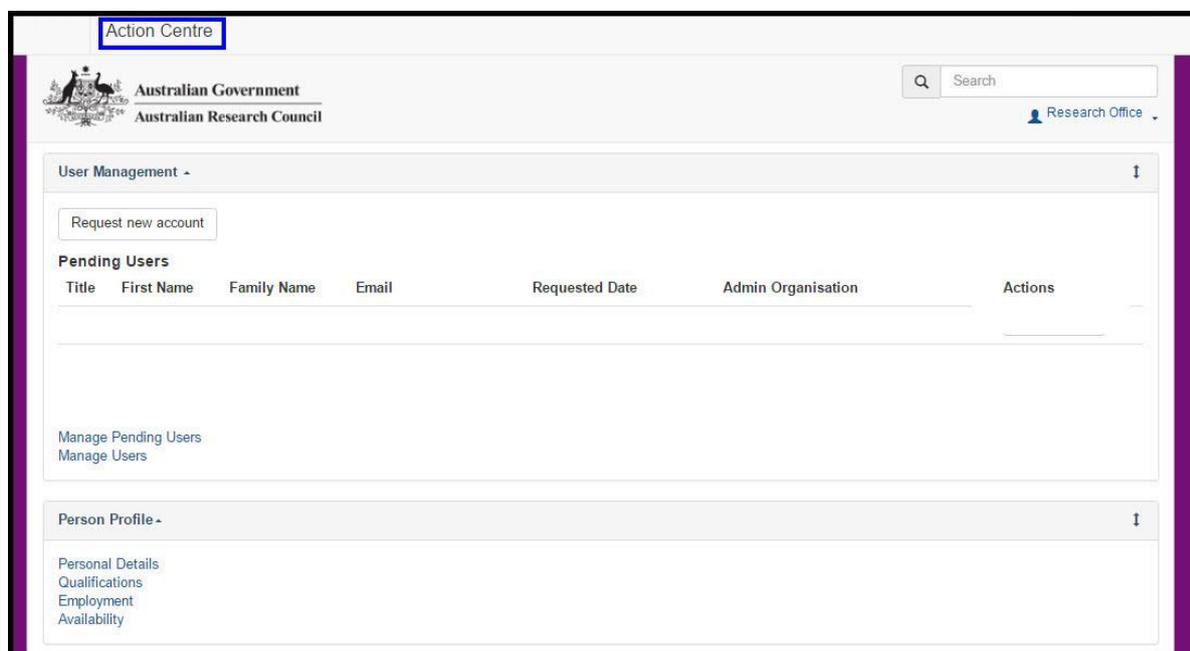


Figure 2: The Action Centre for a Research Office User

- Scroll down to 'Research Office Nomination Management', Expert Nominations (Figure 3).
- The ERA 2023 Round will be listed.
- Select **Find Nominees**

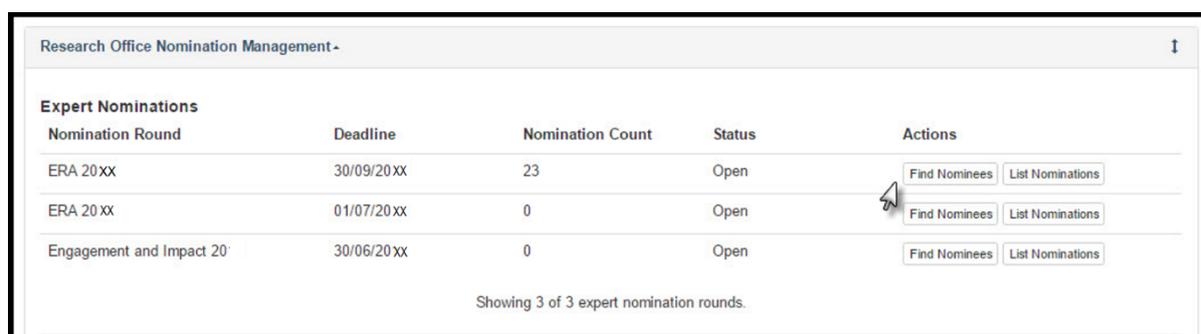


Figure 3: How to Find Nominees

- The 'Find Nominees' screen lists all users associated with your institution who have accounts with the ARC (Figure 4). Users can be filtered by Title, Fields of Research (6-digit FoR) or a search can be performed. If a user is

not listed, they will need to be added to the SEER system. Please refer to the SEER Introduction User Guide for adding new users.

1.2 – Add Nominees for ERA 2023

- Users may be added to your institution’s nominations for ERA 2023 by selecting **Add to Nominations** next to their name (Figure 4).

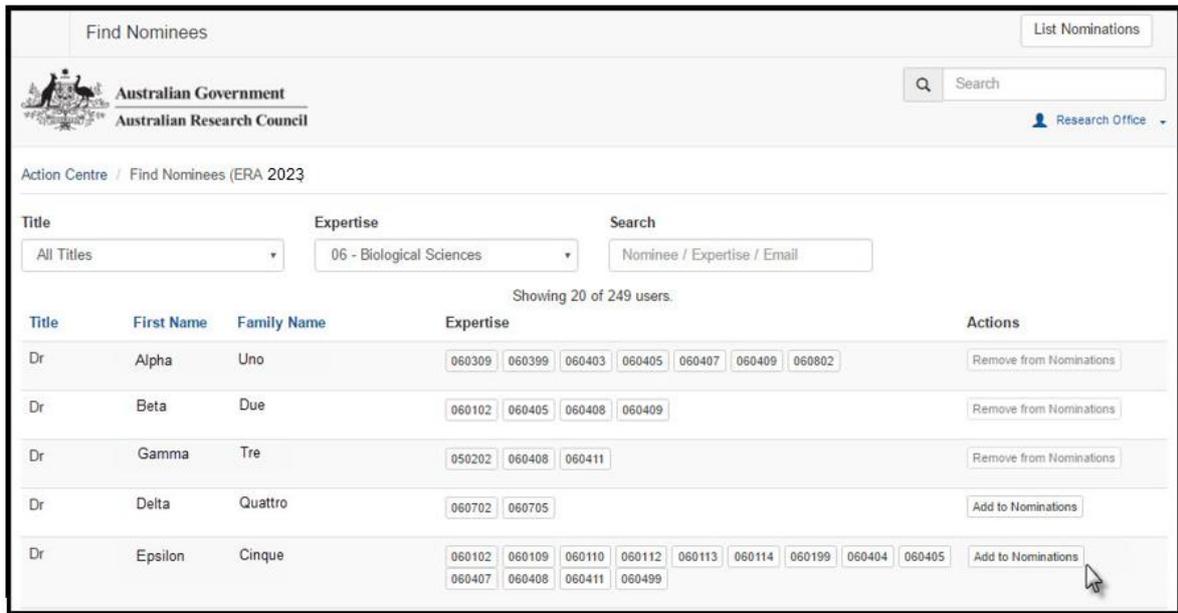


Figure 4: Find Nominees

- A notification pop-up is displayed alerting you that the nominee will be notified via email of the nomination and requests that you confirm you wish to proceed (Figure 5). If a nomination is not acknowledged by the nominee it cannot receive DVC-R approval, nor be considered by the ARC.

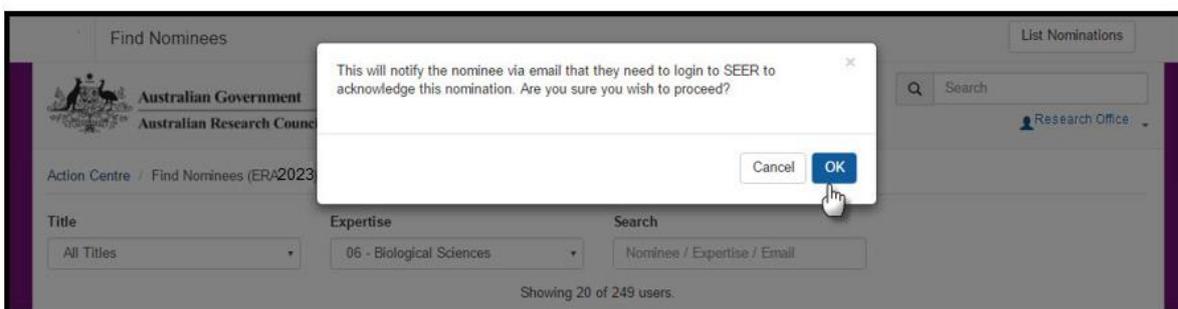


Figure 5: Notify Nominee

- Following confirmation, the system will send an ARC auto-generated email to the nominated user. The email received by the user is displayed in Figure 6.

- At this point, there are two options available to an institution:
 1. The Research Office can continue populating a nominated user's information. The only mandatory information the nominated user must supply is their acknowledgement of their nomination, or
 2. The Research Office can leave the nominated user to fill in their information and provide their acknowledgement.

PART 2 Editing and Acknowledging Nomination— Nominated User (Researcher)

- Following your Research Office nominating you for ERA 2023, you will receive an auto-generated email from the ARC informing you of your nomination and providing you with information on how to progress your nomination (Figure 6).

Dear <title> <surname>

<University name> has nominated you to be a member of a Research Evaluation Committee (REC) for Excellence in Research for Australia (ERA) 2023.

Background:

ERA has been developed by the Australian Research Council (ARC) to assess research quality within Australia's higher education institutions. Evaluations in ERA are undertaken by committees of discipline experts who are leaders in their field. The committees use a suite of discipline-specific indicators to undertake their evaluations. For ERA 2023 there are ten RECs, each comprising one Chair and 15-25 members.

Your acceptance of this nomination indicates you have been consulted by the nominating institution, you understand the time commitments involved, and you agree to being a REC member for ERA 2023.

This is a paid role, requiring a commitment of up to 33 days of your time over the course of 2023. The work will be spread over several months, June – November, and includes work conducted in a face-to-face committee setting (approximately two days training and five days evaluation meetings), and work done individually online using the ARC online evaluation tool, SEER (System to Evaluation Excellence in Research).

Next Steps:

Please log into SEER and complete the following (or set up a new SEER account if required):

1. Update/confirm all your personal details and fields of research in the expertise section of your SEER user profile.
2. Acknowledge your acceptance of this nomination and that you are aware of the time/work commitments for ERA 2023.
3. Complete the nomination form in collaboration with your research office. The form includes personal details, responses to selection criteria and a CV.
4. Upload your CV using the nomination form.
5. OR; If you choose to decline at any stage, you may use the “decline nomination” option.

Note: Some fields in the nomination form are pre-populated from your ARC user profile but you will need to check all details for use in your ERA-SEER nomination profile.

If you require assistance completing the nomination form in SEER, please refer to the user guide on

the ARC website in the first instance. If you have any questions about the nomination process generally, please contact your research office, otherwise you can email ERARECnominations@arc.gov.au

Further information about ERA is on the ARC website.

Nominations close at 5pm AEST on 31 August 2022

Kind regards,

Sarah Howard

Branch Manager – Research Excellence
Australian Research Council

Figure 6: Auto-generated email to Nominee

- Follow the instructions outlined in the email by first following the SEER link.

2.1 – Nominated User Login

- The email link brings up the SEER Login page (Figure 7).
- Enter your current system email address and your password. Click on the **Login** button.
- If you have forgotten your password, click on ‘[Reset Password](#)’
 - An email will be sent to you containing a link to reset your password.
For more information, please refer to the [SEER Introduction User Guide](#).



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System to Evaluate the Excellence of Research - Login

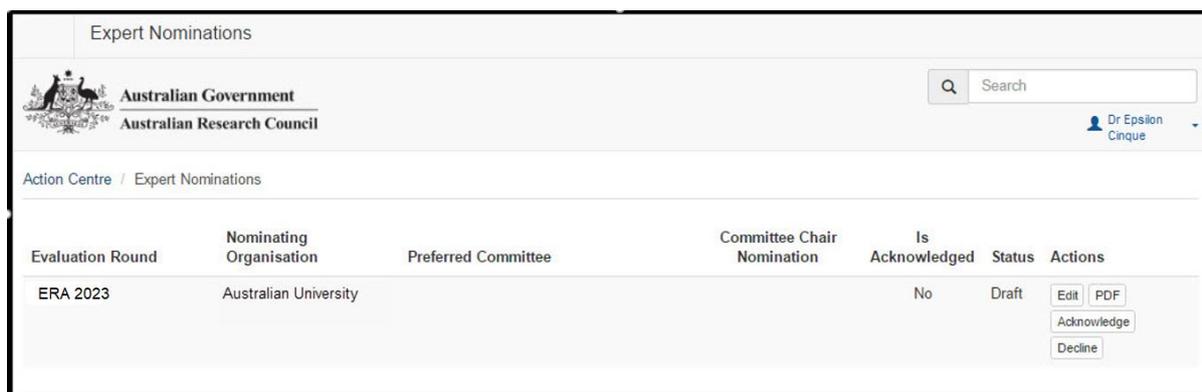
Email Address	<input type="text" value="Email Address"/>
Password	<input type="password" value="Password"/>
	<input type="button" value="Login"/>

[Request New Account](#) [Reset Password](#)

Figure 7: User Login Screen

- Once you log in, the Expert Nominations page will be visible (Figure 8).

2.2 – Expert Nomination - Tasks



Evaluation Round	Nominating Organisation	Preferred Committee	Committee Chair Nomination	Is Acknowledged	Status	Actions
ERA 2023	Australian University			No	Draft	Edit PDF Acknowledge Decline

Figure 8: Expert Nomination Page

- The Evaluation Round you are nominated for is at the far left.
- Information is also displayed on:
 - your institution
 - your preferred committee
 - whether you are nominating for a Chair position
 - if you have acknowledged the nomination
 - the status of the nomination form, and
 - any actions that are available to you as a nominated user.

In this particular case Dr Cinque has been nominated for ERA 2023, their university has nominated them and the Research Office has sent them the provisional nomination for their editing and acknowledgement or their declination.

VERY IMPORTANT STEP- Updating 6-digit FoR codes and personal details

- Prior to editing any information on this page, navigate back to the Action Centre (Figure 9).

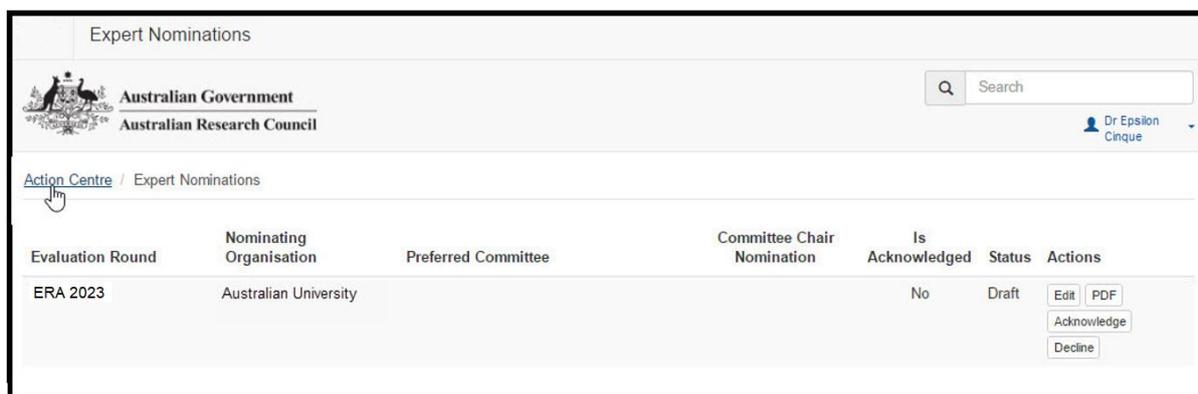


Figure 9: Navigate to the Action Centre

- The Action Centre is your home screen. Several links are active under the 'Person Profile' (Figure 10).
- Select each link under 'Person Profile' and ensure your information is complete and accurate. Some or all information may already be complete as the User details are pre-populated with ARC User information. Further, your research office, on your behalf, may have entered some details.



Figure 10: Person Profile

- Once completed, navigate back to the 'Expert Nominations' page by clicking the link.
- Select [Edit](#) and a 'Research Evaluation Committee (REC) Nomination Expert Nominee Details' form will appear (Figure 11 and Figure 12). Again some fields will be pre-filled.

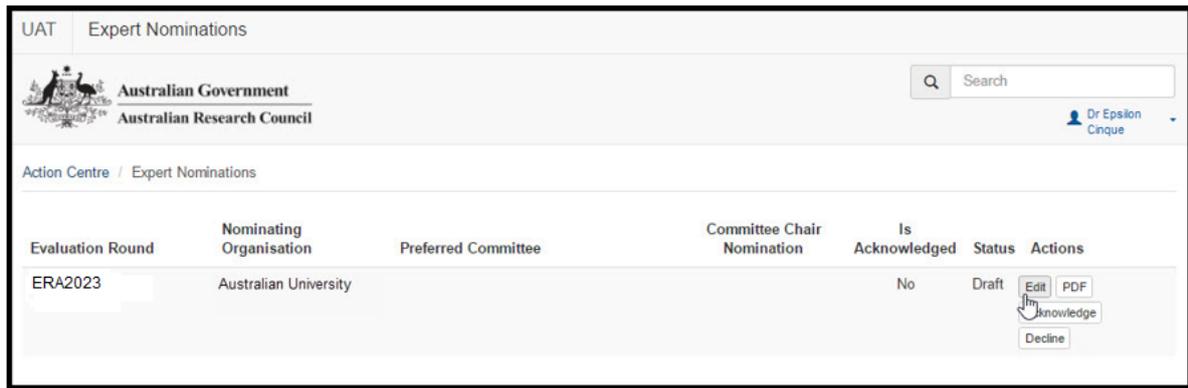


Figure 11: Expert Nominations Page

- The form requests details of the nominee including:
 - a nominee’s preferred committee and whether they agree to being considered for the position of REC committee Chair
 - Previous relevant experience
 - Selection Criteria
 - Curriculum Vitae and
 - Personal URL (optional)
- It is likely the form will state that it is ‘not ready to submit’. The form will permit you to acknowledge and agree to the nomination even if all

mandatory fields are not completed but its status will remain as 'Draft' until all mandatory fields are completed.

The screenshot shows a web interface for the Australian Research Council. The page title is "Research Evaluation Committee (REC) Nomination Expert Nominee Details". In the top right corner, there are buttons for "PDF" and "Save". The header includes the Australian Government and Australian Research Council logos, a search bar, and a user profile for "Dr Epsilon Cinque". The breadcrumb trail is "Action Centre / Expert Nominations / Expert Nomination (ERA 2023)". A prominent red banner at the top of the main content area reads "Not ready to submit" with a circular icon. Below this, a red tab labeled "A Expert Nominee Details (Invalid)" is visible. The main content area is titled "Research Evaluation Committee (REC) Nomination" and "Part A - Expert Nominee Details". Under "A1. Nominating Organisation", it states "This data is automatically populated." and shows a greyed-out field containing "Australia University". Under "A2. Nominee Details", it states "This data is automatically populated from your ARC profile. (Manage Nominee Details)".

Figure 12: Research Evaluation Committee (REC) Nomination Expert Nominee Details

- Once all mandatory fields are filled, the form will change to 'ready to submit'. Save the form.

Note: The form does not have to be completed all in one session, you may partially complete it, save your progress, and come back to it later.

This screenshot shows the same web interface as Figure 12, but the form is now in a "Ready to submit" state. The red banner has been replaced by a green banner that reads "Ready to submit" with a circular icon. The red tab is now green and labeled "A Expert Nominee Details". The "Save" button in the top right corner is highlighted with a mouse cursor, indicating it is the next step to take. All other elements, including the header, breadcrumb trail, and form fields, remain the same as in the previous figure.

Figure 13: A nomination form which is ready to submit

- Navigate back to the 'Expert Nominations Page' (Figure 14). If your form is complete, the status of the Nomination will be 'Valid'. If the form is incomplete, its status will remain as 'Draft'. Either way you may acknowledge and agree to the nomination by clicking **Acknowledge**.

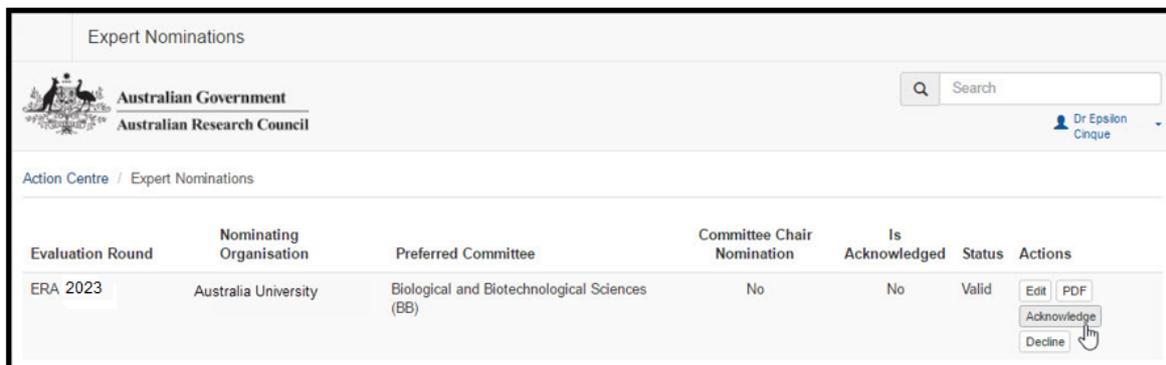


Figure 14: Expert Nominations Page

- Upon doing so, a pop-up appears requesting that the user agree to a series of dot-points (Figure 15). To acknowledge the nomination, click **OK**.

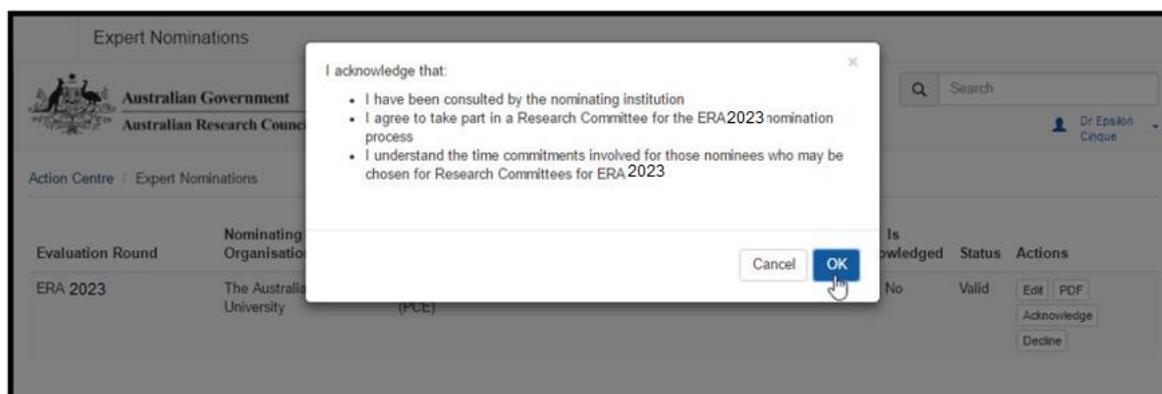


Figure 15: Acknowledge Request

- At this point, the user's tasks are complete and the research office may continue the nomination process.

PART 3 Requesting Approval for Nomination— Research Office

- Once a nomination is complete and the nominee has acknowledged it, the research office can then 'Request Approval' for the nomination. In doing so, the nomination is allocated to the designated **ERA signatory**. Usually this is the Deputy Vice Chancellor of Research (DVC-R) or their delegate.
- Login to SEER via the [Login Homepage](#) using your **current system email address** and your password.
- Navigate to ERA 2023 under 'Research Office Nomination Management, Expert Nominations'
- Select to navigate to the Research Office Expert Nominations page (Figure 16)
- On this page will be listed:
 - Individual nominees for ERA 2023
 - Each nominee's preferred committee and whether they have nominated for a Chair position
 - Each nominee's acknowledgement status, and
 - The status of their nomination.
- A nomination can have one of four statuses:
 - Draft – the nomination is incomplete
 - Valid – the nomination is complete and the nominee has acknowledged it
 - Pending Approval – the Research Office has submitted it to the DVC-R or equivalent for approval
 - Nominated – the DVC-R or equivalent has approved the nomination.
- A research office has the option of doing a bulk submission of multiple nominations or individual nominations.

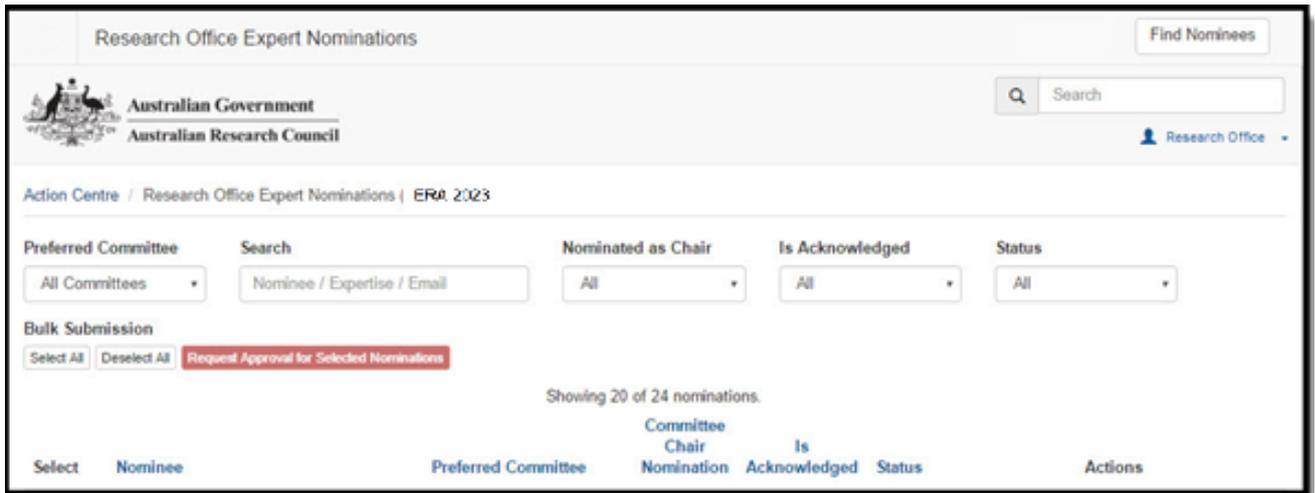


Figure 16: Research Office Expert Nominations (ERA 2023)

- In this case, the research office is individually requesting approval for Dr Cinque and clicks the Request Approval button (Figure 17).

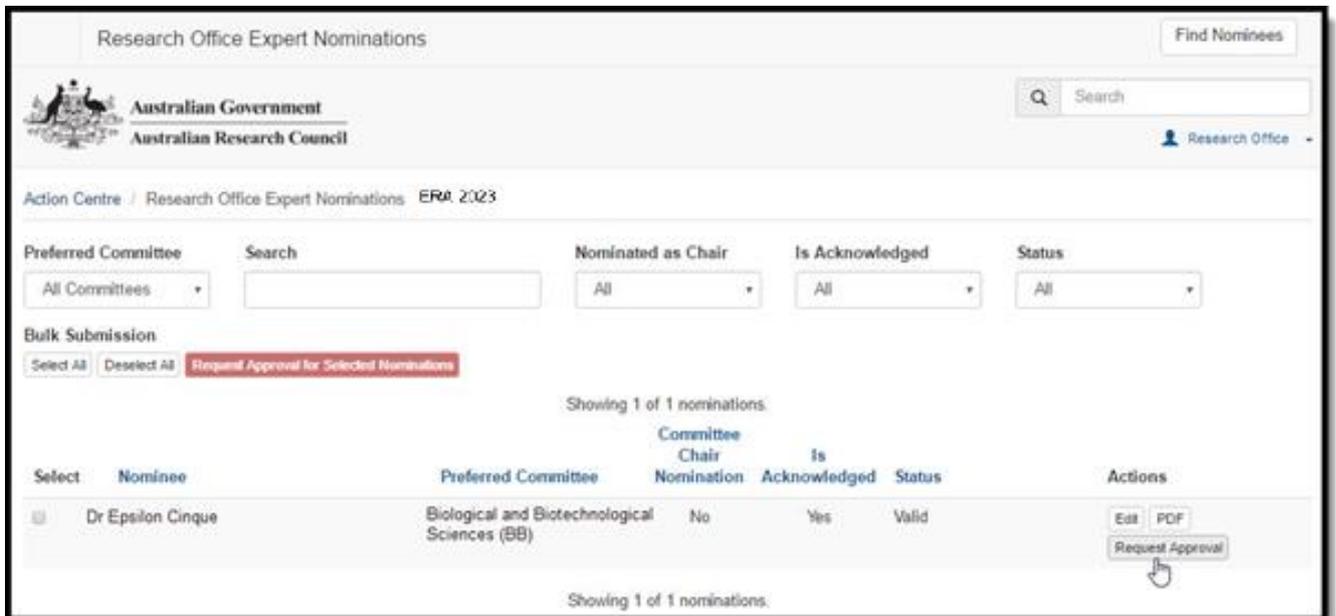


Figure 17: Requesting Approval for a Nomination

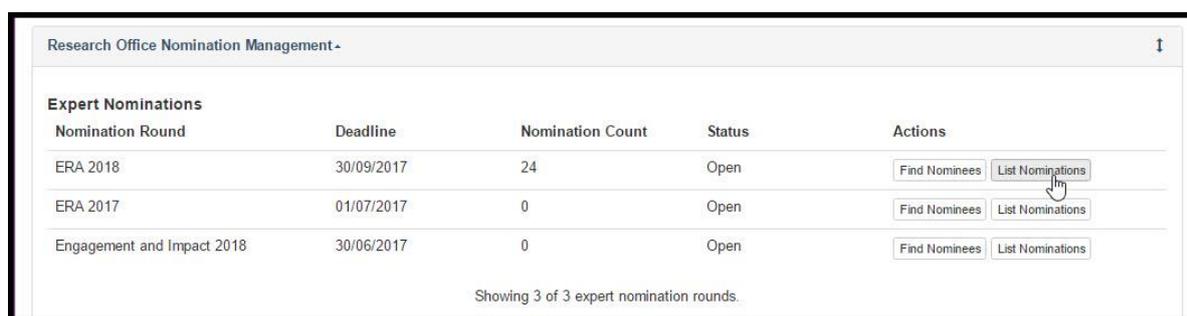
- The status of Dr Cinque’s application will switch to ‘Pending Approval’.

PART 4 Approval of Nomination—DVC-R or Equivalent

- **ERA Signatory** Role to login to SEER via the [Login Homepage](#) using your **current system email address** and your password. Multi-factor authentication is also required. Please see section 5 of this guide.

Note: The DVC-R or equivalent will have been provided ERA signatory permissions by the ARC.

- Navigate to ERA 2023 under ‘Research Office Nomination Management, Expert Nominations’. Click on **List Nominations** (Figure 18).

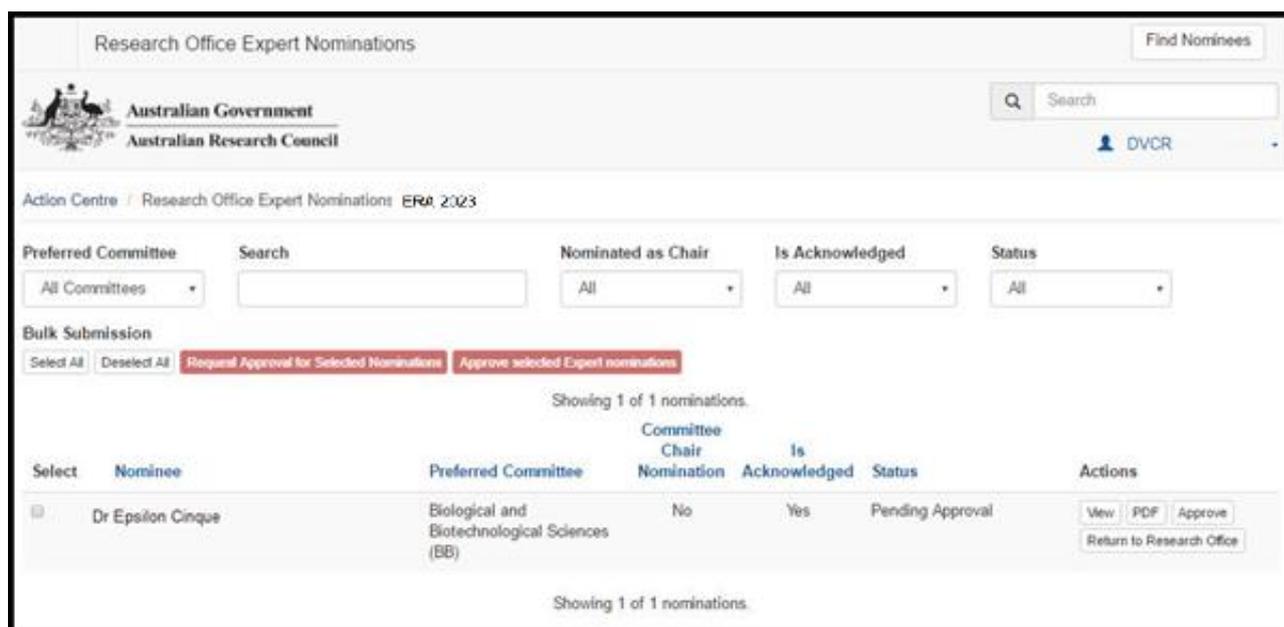


Nomination Round	Deadline	Nomination Count	Status	Actions
ERA 2018	30/09/2017	24	Open	Find Nominees List Nominations
ERA 2017	01/07/2017	0	Open	Find Nominees List Nominations
Engagement and Impact 2018	30/06/2017	0	Open	Find Nominees List Nominations

Showing 3 of 3 expert nomination rounds.

Figure 18: Research Office Nomination Management, Expert Nominations

- On this page, the list of individual nominees is displayed along with the status of their nominations (Figure 19).
- The DVC-R can view the nomination form, approve the nomination or Return to Research Office without approval, for example, for additional information to be added.



Select	Nominee	Preferred Committee	Committee Chair Nomination	Is Acknowledged	Status	Actions
<input type="checkbox"/>	Dr Epsilon Cinque	Biological and Biotechnological Sciences (BB)	No	Yes	Pending Approval	View PDF Approve Return to Research Office

Showing 1 of 1 nominations.

Figure 19: Research Office Expert Nominations

- If the DVC-R selects to Approve the nomination, its status is changed to 'Nominated'. At this point, the nomination moves to the ARC to be processed.

PART 5 – Login, Navigation and Troubleshooting

5.1 Login to SEER

- To login to SEER navigate to the relevant SEER Login page using the links as listed in the [Key Points](#) section of this document.
- Enter the email address associated with your SEER account and your password. Click **Login**.



System to Evaluate the Excellence of Research - Login

By logging on to SEER/RMS and through your use of the system, you acknowledge that you have read and understood the Privacy Policy.

Email Address

Password

[Request New Account](#) [Reset Password](#)

Figure 20 – SEER Login Page

5.2 Requesting a Password Reset

- To reset your password, navigate to the relevant RMS instance Login page using the links as listed in the Key Points section of this document. Click on **Reset Password**.

System to Evaluate the Excellence of Research - Login

By logging on to SEER/RMS and through your use of the system, you acknowledge that you have read and understood the Privacy Policy.

Email Address

Password

[Request New Account](#)

Figure 21 – Reset Password from Login Page

- Enter the email address associated with your RMS account and click .

Email Address

Figure 22 – Password reset – email address

Password Requested

If you have entered a valid email address, you will receive an email within a few minutes.

Figure 23 – Password reset – request confirmation

- If you cannot remember the email address associated with your SEER account, or you no longer have access to that email address, please contact [SEER Support](#).
- SEER will send an automated email containing a link which will open the password reset page.

Dear Dr Peter Stephenson,

Thank you for your request to reset your ARC user account password.

The link below will open a browser window that will enable you to reset your password.

[Click here to reset your password.](#)

This link will become inactive if you do not access it within 24 hours.

If your email software does not support active web links, right click and copy the link location into your browser address bar.

If you require further assistance, please contact the ARC Systems Support team at arc-systems@arc.gov.au.

Regards

ARC Systems Support

Australian Research Council | Phone: 02 6287 6755

era@arc.gov.au | www.arc.gov.au | [Follow us on Twitter](#)

Level 2, 11 Lancaster Place, Canberra Airport ACT 2609 | GPO Box 2702, Canberra ACT 2601



----- Note: Please do not reply to this email. This message has been automatically generated by the SEER system. SEER is the ARC's System to Evaluate Excellence in Research for Australia, a web-based system enabling Australian universities to submit information under the Excellence in Research for Australia program. -----
This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify us at era@arc.gov.au.

Figure 24 - Example of Password reset automated email A password must not be one of your last 8 passwords and must be a minimum length of **14** characters and **must** contain at least three of the following character sets:

- A password must not be one of your last 8 passwords and must be a minimum length of **14** characters and **must** contain at least three of the following character sets:
 - lowercase alphabetic characters (a-z)
 - uppercase alphabetic characters (A-Z)
 - numeric characters (0-9)
 - special characters (!@#\$%&/=/?_.,:;\-)

Please enter a password with a minimum length of 10 characters, consisting of at least three of the following character sets:

- lowercase alphabetic characters (a-z)
- uppercase alphabetic characters (A-Z)
- numeric characters (0-9)
- special characters (!@#\$%&/'=?_~:;,-)

New Password

Confirm Password

Reset Close

Figure 25 - Password Reset Page

Note: You can also change your password while logged into SEER by clicking on your name in the top right corner of SEER screen and selecting Change Password.

- Enter in your new password, and then click the **Change Password**. Note that when updating your password from within your profile, the SEER will log you out and you will be prompted to enter your new password to access your account.

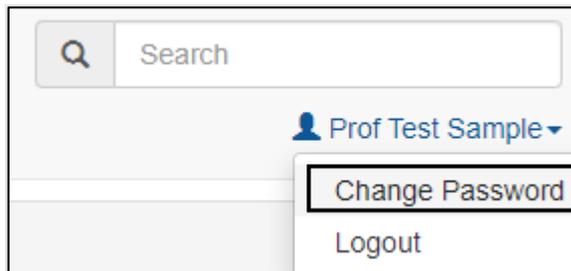


Figure 26 – Change Password Option

- You can now login to SEER with your new password.

IMPORTANT NOTE:

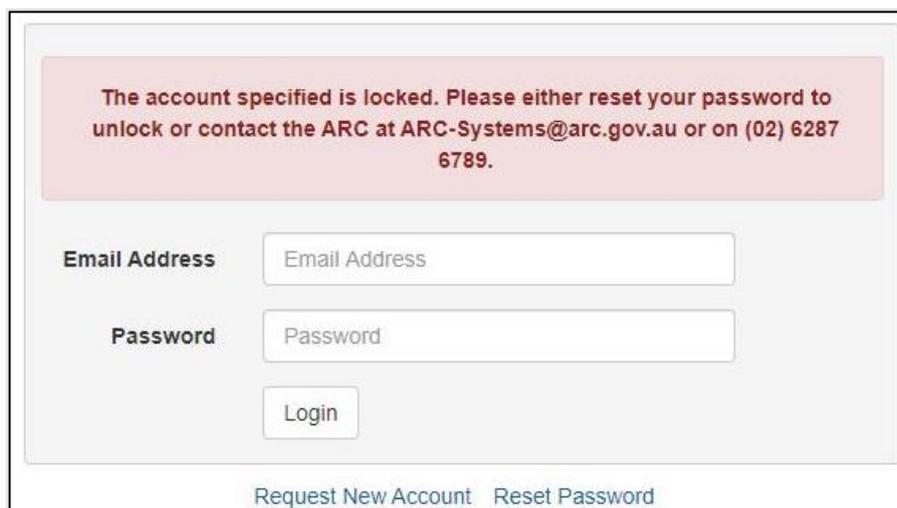
You can only reset your password once every 24 hours. If you cannot remember the new password, you will have to wait 24 hours before trying again. However, [SEER Support](#) can override this if required

You must change your SEER Password every 12 months. If you do not change your password within the 12 months, SEER will lock your account.

Updating your password in one SEER instance will automatically update your password for all SEER instances.

5.3 Unlocking your account

- SEER will lock your account if you enter the incorrect password 5 times, or you have not updated your password for 12 months.
- You can unlock your account by requesting a Password Reset from the SEER Login Page or by contacting [SEER Support](#).



The account specified is locked. Please either reset your password to unlock or contact the ARC at ARC-Systems@arc.gov.au or on (02) 6287 6789.

Email Address

Password

Login

[Request New Account](#) [Reset Password](#)

Figure 27 – Account Locked notification

5.3.1 Password troubleshooting

- A password must be a minimum length of **14** characters and **must** contain at least three of the following character sets:
 - lowercase alphabetic characters (a-z)
 - uppercase alphabetic characters (A-Z)
 - numeric characters (0-9)
 - special characters (!@#\$%&/=?_.,;:\-)
- Please ensure that you are using the latest version of either Google Chrome or Microsoft Edge. Other browsers may have compatibility issues.

It may also be worthwhile clearing any saved passwords in your browser that may be auto filling the login details.

5.4 SEER navigation

- On login you will see the main page called the Action Centre. The Action Centre will look different depending on the agency or program you have logged into, and what roles you have attached to your profile.

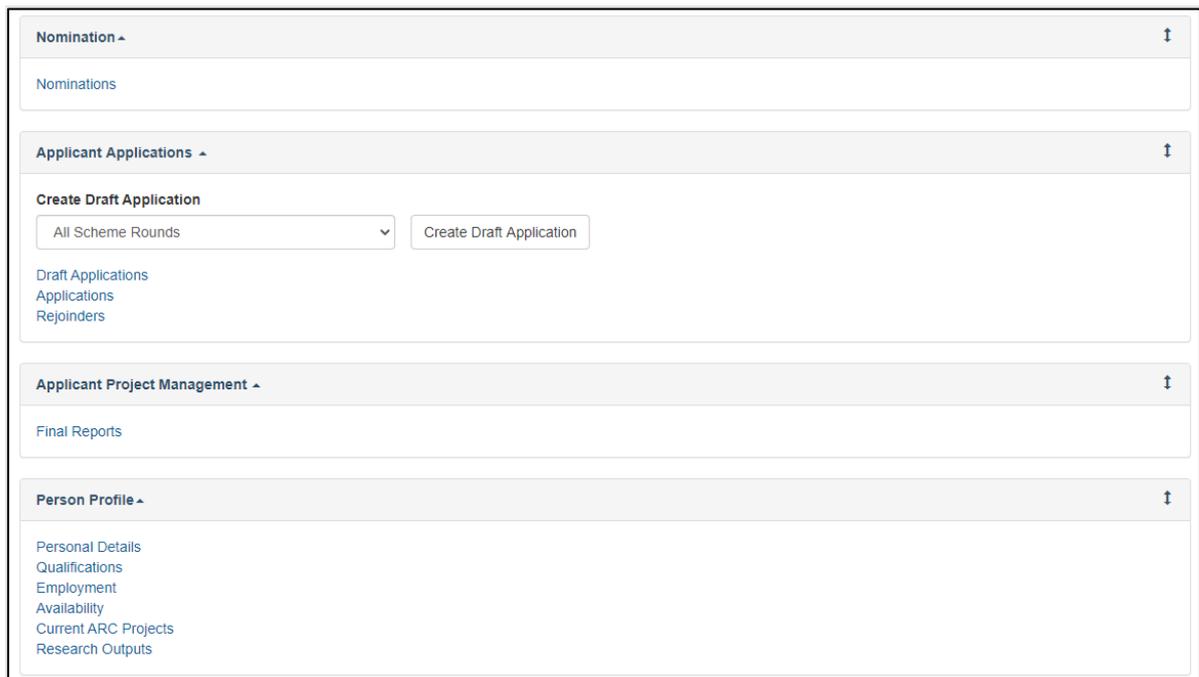


Figure 28 – Typical Action Centre for ARC-RMS

- You can navigate to the required functions via the Action Centre.
- You can tell where you are by the navigation path, also known as breadcrumbs, as shown in Figure 2.10. Navigate back to the Action Centre by clicking on the Action Centre link within the navigation path.



Figure 29 - Navigation Path – navigate back by the page links

5.5 Multi-factor Authentication

- SEER security requirements must comply with the Australian Cyber Security Centre (ACSC) cyber security strategies and require Multi-factor Authentication (MFA).

- This will be mandatory for ARC and Research Office Staff (privileged users) and optional for other users (non-privileged users). All SEER users will be able to set up MFA or opt out themselves.
- Multi-factor authentication can be set up via 'Personal Details' from the Action Centre and then clicking on 'MFA Settings'.
- Any user with the mandatory roles (privileged users) will be required to set up MFA before they can access RMS or SEER.

5.5.1 MFA Settings using Mobile App

- When a user with one of these roles enters their email address, password and then clicks 'Login'; they will see the following screen (*please note, this screen will not be displayed for mandatory users who have previously set up MFA on their account*):

Action Centre / MFA Settings

You are required to setup MFA to access your account. Please follow the instructions below to setup MFA.

Download and install a Multi Factor Authenticating application of your choosing on your mobile device:



Google Authenticator

Download on the App Store | GET IT ON Google Play



Microsoft Authenticator

Download on the App Store | GET IT ON Google Play



Web Authenticator

Download on the App Store | GET IT ON Google Play

1. Scan the QR code with your authenticator app. Optionally you can enter the secret code below the QR code into your authenticator app.
2. Enter the MFA code from your authenticator app into the text box below along with your account's password.
3. Click the 'Setup MFA on your Account' button to complete the setup.



Generate New MFA QR Code

Enter the 6 digit MFA code from your Authenticator App

Confirm your account's Password

Setup MFA on your Account
Cancel

NB: these apps have security measures built into them that regenerates a new code every 30 seconds. If you try to re-use this code after the 30 seconds or enter the incorrect code, you will receive an error message.

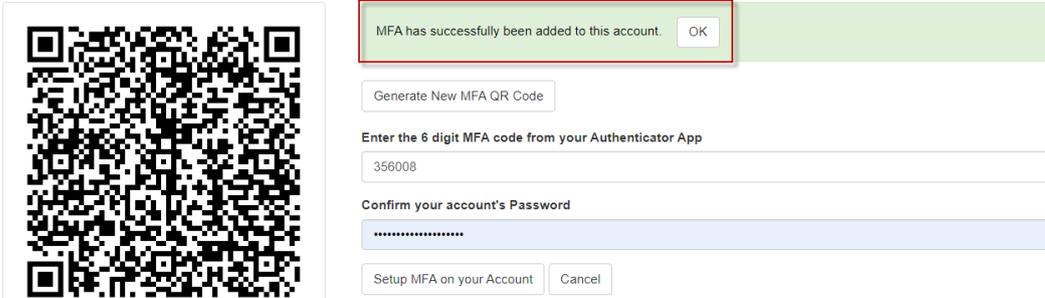
- Once MFA is set up, they will see the following message:

You are required to setup MFA to access your account. Please follow the instructions below to setup MFA.

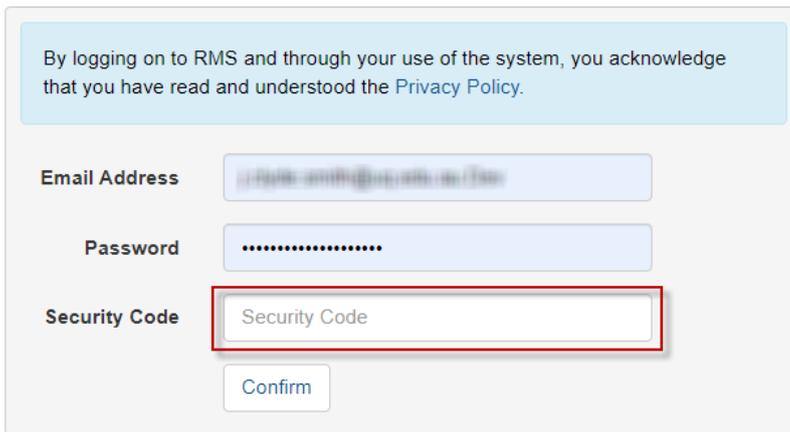
Download and install a Multi Factor Authenticating application of your choosing on your mobile device:



1. Scan the QR code with your authenticator app. Optionally you can enter the secret code below the QR code into your authenticator app.
2. Enter the MFA code from your authenticator app into the text box below along with your account's password.
3. Click the 'Setup MFA on your Account' button to complete the setup.



- For all subsequent logons, users will need to enter their security code to access the system:



- [Request New Account](#) [Reset Password](#)

- Users who are not in the mandatory category, can 'opt out' or choose to add MFA to their account. They will receive the following screen after clicking 'Login'. (Please note, this screen will not be displayed for users that have previously set up MFA on their account or have opted out):

Please follow the instructions below to setup MFA. If you do not wish to setup MFA and you understand the security risks, please confirm your decision in the checkbox below.

I agree to the security risk of not adding MFA to my account.

Confirm

Download and install a Multi Factor Authenticating application of your choosing on your mobile device:



Google Authenticator



Microsoft Authenticator



Web Authenticator



1. Scan the QR code with your authenticator app. Optionally you can enter the secret code below the QR code into your authenticator app.
2. Enter the MFA code from your authenticator app into the text box below along with your account's password.
3. Click the 'Setup MFA on your Account' button to complete the setup.



Generate New MFA QR Code

Enter the 6 digit MFA code from your Authenticator App

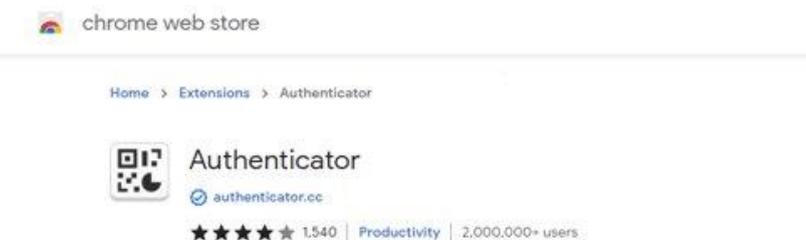
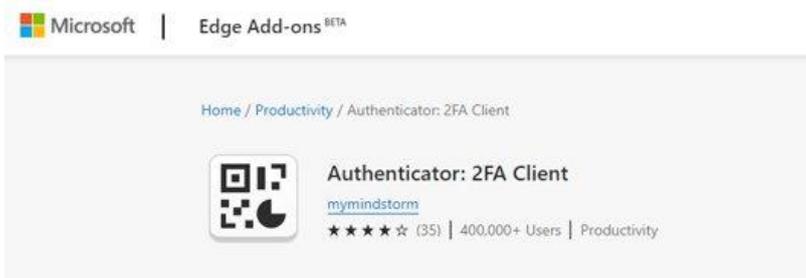
Confirm your account's Password

Setup MFA on your Account

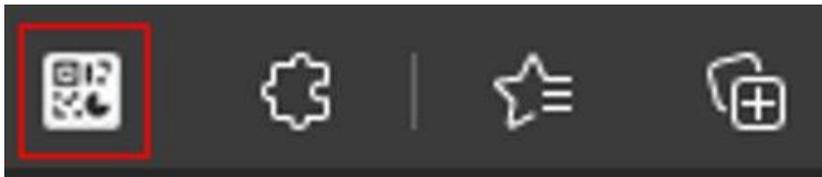
Cancel

5.5.2 Setting up MFA in SEER using Desktop extension

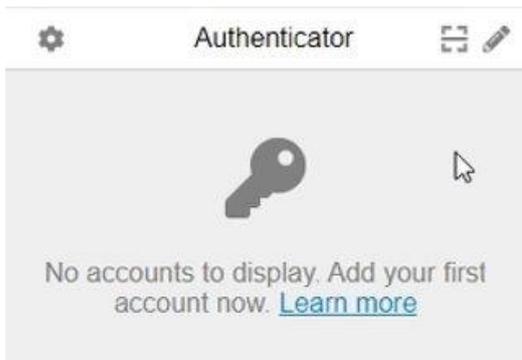
- Microsoft and Google add-ons or stores have the 2FA authenticator available. The examples below refer to Microsoft Edge. Once you have installed the app on your desktop, you will see an icon appear in the top right of your browser that resembles the 2FA logo. Clicking this icon will open the app.



- Authenticator Icon



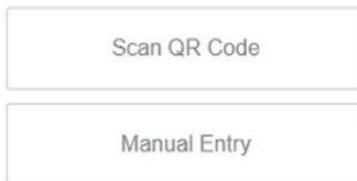
- 2FA has the functionality to either scan or manual enter codes.
- There are 3 steps to generate a code for the app. Step one is clicking the pencil icon in the top right.



- Step 2 shows a + or tick symbol. You will need to click the + symbol.

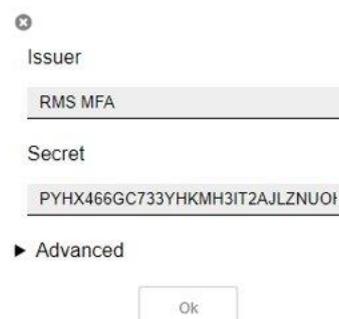


- Step 3 will bring you the section that will prompt you to either to scan or manually enter a code.



5.5.3 Manual Entry of MFA

- Under the QR code, you will see a group of numbers and letters known as the "secret code". This code is used in the manual entry section of the authenticator



- To assist in identifying which codes link to which system, you are able to give this code a unique identifier under “Issuer”.
- Once you have renamed the “Issuer” and entered the code, click ok to generate the 6-digit code to be entered into in RMS.

RMS MFA

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5.5.4 Scanning QR code for MFA

- You can scan the QR code rather than manual entry by selecting the scan option. This brings up a scanning tool that can be used to highlight the QR code. The scanning option is a simpler process and automatically creates an “Issuer” name that is specific to the system you are using.

5.5.5 FAQs

- Will MFA apply across other SEER platforms?
 - *Yes. MFA will apply to all SEER instances. This includes NCGP, RGS and SEER.*
- Once MFA is set up on one SEER platform, will you have to do it separately for other SEER instances?
 - *Yes. Each platform will require its own authentication process.*
- Will the current SEER default time out period be extended under this new system?
 - *No. The time-out period is set by the Australian Cyber Security Centre. Session and screen locking prevents unauthorised access to a system which a user has already authenticated to.*
- If you set up with one type of authenticator, can you swap to another type at a later date?
 - *Yes. However, if you use a new authenticator, please note that the previous authenticator will no longer work. We would recommend removing the older authenticator, before creating a new one.*
- Is it possible to use multiple MFA methods (e.g mobile app and desktop app)?
 - *We suggest you use a single form of MFA authenticator. However, should it be necessary for you to swap between the mobile and desktop app, it will cancel out the former authenticator and you will need to set that up again next time you use it.*
- If non-privileged users opt out will they still have to update their password every 90 days?

- *No. Non-privileged users who reset their passwords to the 14 character requirements need only reset their password every 12 months. Refer to Password information at **Error! Reference source not found.***

PART 6 Contacting the ARC for additional help

- If you are experiencing any technical issues or require help with navigating SEER whilst completing your nominations, please contact the ERA Helpdesk
ph: (02) 6287 6755 during Canberra business hours
or email: ERARECnominations@arc.gov.au