

Host Institution Administrator Guide



In this session, you will learn:

- Who is a HI Admin
- HI Admin roles and responsibilities
- How to viewing institution profile
- How to updating institution profile
- How HI Admin add users in IGMS
- How HI Admin remove users from IGMS
- How HI Admin change role in IGMS
- How HI Admin approves users in IGMS





Definitions, Acronyms and Abbreviations

SI. No	Abbreviation / Acronyms	Definitions
1	PI	Principal Investigator
2	PM	Programme manager
3	HI	Host Institution
4	HIORE	Host Institution Office of Research
5	DOR	Director of Research
6	AIORE	Academic Institution Office of Research
7	Al Dean	Academic Institution Dean
8	HI Finance	Host Institution Finance
9	HI HR	Host Institution Human Resources
10	RGO	Research Grant Office



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Who is a HI Admin?

- HI Admin is a person appointed by the Host Institution to manage the IGMS users of the Host Institution
- HI Admin can be the same person or different person from Corppass
 Admin



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Roles and responsibilities of HI Admin in IGMS



RGO

RGO user is from the **funding agency**

RGO **creates** Host Institutions in IGMS

RGO creates and assigns **1 person** from the Host Institution as the HI Admin

To Note

* All users must register in the system before HI Admin can assign the roles



HI Admin

HI Admin user is from the **Host** Institution

HI Admin **maintain** institution profile in IGMS

HI Admin assigns ORE, DOR, AI ORE, AI Dean and HI Admin roles for the Host Institution *

HI Admin **approves** users where multiple Host Institutions share the same UEN number

HI Admin **manages** all the users in the Host Institution



Principle Investigator, ORE, DOR, AI ORE, Al Dean

Principle Investigator, ORE, DOR, AI ORE, AI Dean is from the **Host Institution**

The system **automatically** assigns Principle Investigator role to all users registering in the system



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Viewing Institution Profile in IGMS – 1

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07-Apr-2017	Proposal is pending your verification. To verify the proposal click on the Reference ID.	NRF-000182	P1		Yes
07-Apr-2017	Proposal is pending your verification. To verify the proposal click on the Reference ID.	NRF-000183	P1		Yes
07-Apr-2017	Nomination request is pending your action. To nominate PI for the Grant Call click on the Reference ID.	NRFNOM-000000			Yes

1

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Click on the **name** which is displayed on the top right hand corner of the screen

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Click on the Maintain Institution link



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Viewing Institution Profile in IGMS – 2

stitution information	Information Associate Member	3	Vendor Information screen: Contains the institution details of the logged in user.
General information			
UEN no.	R1D1C0770U57Y5M4RT		
* Name	National Institution of Technology		
* Acronym	NIT		
ddress and contact information			
* Country		v 8	Associate Member screen:
* Postal code		3	Contains the details of all the
* Overseas address			people who have access to the
			user's institution. The list will include
			Pis, OREs, DORs, AI OREs and AI
			DOR.
* Mobile no.			

making IT happen

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Updating Institution Profile in IGMS – 1

Dashboard	Grants - Proposals -	X	1	å ORE 1 (ORE) ▼
Proposals			2 ■ Us	er Profile aintain Institution
1 - 10 of 30 mate	ching results found		C Lo	gout
Date 🔺	Subject 🗢	Reference ID 🔶	Lead PI 🗧	Read/Unread
07-Apr-2017	Proposal is pending your verification. To verify the proposal click on the Reference ID.	NRF-000182	P1	Yes
07-Apr-2017	Proposal is pending your verification. To verify the proposal click on the Reference ID.	NRF-000183	P1	Yes
07-Apr-2017	Nomination request is pending your action. To nominate PI for the Grant Call click on the Reference ID.	NRFNOM-000000 67		Yes

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Click on the **name** which is displayed on the top right hand corner of the screen

Click on the Maintain Institution link



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Updating Institution Profile in IGMS – 2

	Information Member	
stitution information		Expand All Se
eneral information		
UEN no.	R1D1C0770U57Y5M4RT	
* Name	Default Vendor	
* Acronym	BMRC	
ddress and contact information		
ddress and contact information		4 Submit 3

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Adding users into IGMS - 1

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07-Apr-2017	Proposal is pending your verification. To verify the proposal click on the Reference ID.	NRF-000182	P1		Yes
07-Apr-2017	Proposal is pending your verification. To verify the proposal click on the Reference ID.	NRF-000183	P1		Yes
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Click on the **name** which is displayed on the top right hand corner of the screen

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Click on the Maintain Institution link



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Adding users into IGMS – 2

	Vendor		ssociate			
	Information		Member	4 V I		
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ieral information						
UEN no.	R1D1C0770U57Y5M4RT					
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ress and contact Information C Back Sociate member Physical Action 1 - 10 of 25 matching results found Identification No. Name Name	Vendor Information	As M	ssociate Member	E-mail	« 1 2 Functional Role	Submit 3 »
ress and contact Information C Back Sociate member nployee information 1 - 10 of 25 matching results found I dentification No. Name THE P1	Vendor Information	Is 2FA I	ssociate Aember	E-mail p1@gmail.com	<pre>« 1 2</pre>	Submit
ress and contact Information C Back Sociate member	Vendor Information	Is 2FA I No 2	Ssociate Aember	E-mail p1@gmail.com p2@gmail.com	 	Submit



To Note

The Associate Member screen displays all the users who currently have access to the institution in IGMS



Adding users into IGMS – 3

Employee information

1 - 10 of 25 matching results found

Identification No. 🔶	Name	UEN	ls 2FA	Login Allowed	E-mail	Functional Role	
****	P1	R1D1C0770U57Y5M4RT	No	Yes	p1@gmail.com	PI	
******	P2	R1D1C0770U57Y5M4RT	No	Yes	p2@gmail.com	PI	
******	P2	R1D1C0770U57Y5M4RT	No	Yes	p2@gmail.com	Reviewer	
******	R1	R1D1C0770U57Y5M4RT	No	Yes	r1@gmail.com	Reviewer	
*******	R2	R1D1C0770U57Y5M4RT	No	Yes	r2@gmail.com	Reviewer	
*******	R3	R1D1C0770U57Y5M4RT	No	Yes	r3@gmail.com	Reviewer	
*******	R4	R1D1C0770U57Y5M4RT	No	Yes	r4@gmail.com	Reviewer	
*******	R5	R1D1C0770U57Y5M4RT	No	Yes	r5@gmail.com	Reviewer	
******	R6	R1D1C0770U57Y5M4RT	No	Yes	r6@gmail.com	Reviewer	
******	R7	R1D1C0770U57Y5M4RT	No	Yes	r7@gmail.com	Reviewer	4

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Click on Add button

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« 1 2 3 »



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Adding users into IGMS – 4

Add Employee Inform * Identification no. 5 E-mail	nation p1@gmail.com	Name		×	5 Id No Se	earch for the user using lentification Number, ame or Email. Click earch
* UEN Search Results	R1D1C0770U57Y5M4RT	* Functional role Se Se PI OF	Search Q Cle	ear Selection	6 Or Se	elect the user by clicking n the checkbox and click elect
Only the top 20 results are 1 - 1 of 1 matching results Name P1	displayed. If you do not find the person you are	e looking for please refine your sear Al Al	ORE DOR E-mail		7 C	hoose the functional role
6 To Note			Ca	Select Save	8 C	lick on Save
Only the top 2 then refine the address.	20 results are displaye e search using identif	d. If the person is r ication number or	not found email		L	

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Removing users from IGMS (Option A) - 1

Dashboard	(Grants 👻 Proposals 👻	~/	K I	K		1		1		ORE 1 (ORE) ▼
Proposals									2	🛓 Use 🏛 Mai	r Profile ntain Institution
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Date	•	Subject					\$ Reference ID	ŧ	Lead PI	\$	Read/Unread
07-Apr-20	17	Proposal is pending your verific	cation. To verify the propos	al click on the Re	eference ID.		NRF-000182		P1		Yes
07-Apr-20	17	Proposal is pending your verific	cation. To verify the propos	al click on the Re	eference ID.		NRF-000183		P1		Yes
07-Apr-20	17	Nomination request is pending	your action. To nominate F	PI for the Grant Ca	all click on the Ref	erence ID.	NRFNOM-000 67	000			Yes

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Click on the **name** which is displayed on the top right hand corner of the screen

Click on the Maintain Institution link



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Removing users from IGMS (Option A) -2

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dress and contact Back ssociate member mployee informat	t information		Vendor Information	•	Associate Member			Subm
dress and contact Back	t information		Vendor Information	•	Associate Member		« 1 2	Subm
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To Note

The Associate Member screen displays all the users who currently have access to the institution in IGMS



Removing users from IGMS (Option A) – 3

Employee information

1 - 10 of 25 matching results found

Identification No.	Name	UEN	Is 2FA	Login Allowed	E-mail	Functional Role	
****	P1	R1D1C0770U57Y5M4RT	No	Yes	p1@gmail.com	Р 4	
******	P2	R1D1C0770U57Y5M4RT	No	Yes	p2@gmail.com	PI	
****	P2	R1D1C0770U57Y5M4RT	No	Yes	p2@gmail.com	Reviewer	
******	R1	R1D1C0770U57Y5M4RT	No	Yes	r1@gmail.com	Reviewer	
****	R2	R1D1C0770U57Y5M4RT	No	Yes	r2@gmail.com	Reviewer	
****	R3	R1D1C0770U57Y5M4RT	No	Yes	r3@gmail.com	Reviewer	
****	R4	R1D1C0770U57Y5M4RT	No	Yes	r4@gmail.com	Reviewer	
****	R5	R1D1C0770U57Y5M4RT	No	Yes	r5@gmail.com	Reviewer	
****	R6	R1D1C0770U57Y5M4RT	No	Yes	r6@gmail.com	Reviewer	
*****	R7	R1D1C0770U57Y5M4RT	No	Yes	r7@gmail.com	Rev 5	

5

Remove 😑 🔹 Add 📀

1 2 3 »

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Click on Remove button

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Removing users from IGMS (Option B) - 1

Dashboard	Grants - Proposals -	~	1	å ore 1 (ore) ▼
Proposals			2 ▲ U	ser Profile Iaintain Institution
1 - 10 of 30 mate	hing results found		C L	ogout
Date 🔺	Subject 🗢	Reference ID 🔶	Lead PI	Read/Unread
07-Apr-2017	Proposal is pending your verification. To verify the proposal click on the Reference ID.	NRF-000182	P1	Yes
07-Apr-2017	Proposal is pending your verification. To verify the proposal click on the Reference ID.	NRF-000183	P1	Yes
07-Apr-2017	Nomination request is pending your action. To nominate PI for the Grant Call click on the Reference ID.	NRFNOM-000000 67		Yes

1

2

Click on the **name** which is displayed on the top right hand corner of the screen

Click on the Maintain Institution link



Removing users from IGMS (Option B) – 2

			Vendor Information	•	Associate Member			
itution informatio	on		8 17 Z			2.17		Expand Al
neral information								
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dress and contact Contact Contact Sociate member Employee information 1 - 10 of 25 matching Identification No. ********	r on g results found Name P1		Vendor Information	Is 2FA No	Associate Member	E-mail p1@gmail.com	Functional Role PI	2 3 »
dress and contact Contact Contact Sosociate member Employee information 1 - 10 of 25 matching Identification No. F Source F Source	r on g results found Name P1 P2		Vendor Information	Is 2FA No No	Associate Member	E-mail p1@gmail.com p2@gmail.com	Functional Role PI PI PI PI	2 3 »
dress and contact Contact Contact Secociate member Employee information 1 - 10 of 25 matching Identification No. Identification No. F ******* F ******* F ******* F *******	r on g results found Name P1 P2 P2 P2		Vendor Information	Is 2FA No No No	Associate Member	E-mail p1@gmail.com p2@gmail.com	« 1 Functional Role Pl Pl Reviewer	Subm 2 3 » 4 - - 5 - - 6 - - 7 - -



To Note

The Associate Member screen displays all the users who currently have access to the institution in IGMS



Removing users from IGMS (Option B) – 3

Employee information

1 - 10 of 25 matching results found

Identification No. 💠	Name	UEN	Is 2FA	Login Allowed	E-mail	Functional Role	
******	P1	R1D1C0770U57Y5M4RT	No	Yes	p1@gmail.com	PI	
******	P2	R1D1C0770U57Y5M4RT	No	Yes	p2@gmail.com	PI	
******	P2	R1D1C0770U57Y5M4RT	No	Yes	p2@gmail.com	Reviewer	
******	R1	R1D1C0770U57Y5M4RT	No	Yes	r1@gmail.com	Reviewer	
******	R2	R1D1C0770U57Y5M4RT	No	Yes	r2@gmail.com	Reviewer	
******	R3	R1D1C0770U57Y5M4RT	No	Yes	r3@gmail.com	Reviewer	
******	R4	R1D1C0770U57Y5M4RT	No	Yes	r4@gmail.com	Reviewer	
******	R5	R1D1C0770U57Y5M4RT	No	Yes	r5@gmail.com	Reviewer	
******	R6	R1D1C0770U57Y5M4RT	No	Yes	r6@gmail.com	Reviewer	
******	R7	R1D1C0770U57Y5M4RT	No	Yes	r7@gmail.com	Reviewer	

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Click on the **Identification no**

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« 1 2 3 »

Remove 😑

Add 🕀

Removing users from IGMS (Option B) – 4

Edit Employee Inform	nation		×
Identification type	Passport •	* Identification no.	•••••
Name	P1	* UEN	R1D1C0770U57Y5M4RT
5 * Login Allowed	Yes No	* Functional role	PI •
E-mail	p1@gmail.com		6
			Cancel 🗙 Save 🂾
5 Set the field as	e Login Allowed s No	6	Click on the Save button



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Changing user roles in IGMS - 1

ashboard (Grants - Proposals -	X	1	🔺 ORE 1 (ORE) 🗸
			4	User Profile
roposals			2 🏛	Maintain Institution
1 - 10 of 30 mate	ching results found		•	Logout
Date 🔺	Subject \$	Reference ID 🔶	Lead PI	♦ Read/Unread
07-Apr-2017	Proposal is pending your verification. To verify the proposal click on the Reference ID.	NRF-000182	P1	Yes
07-Apr-2017	Proposal is pending your verification. To verify the proposal click on the Reference ID.	NRF-000183	P1	Yes
07-Apr-2017	Nomination request is pending your action. To nominate PI for the Grant Call click on the Reference ID.	NRFNOM-000000 67		Yes

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Click on the **name** which is displayed on the top right hand corner of the screen

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Click on the Maintain Institution link



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Changing user roles in IGMS – 2

			Vendor Information	9	Associate Member			
titution inform	ation						E	xpand All S
eneral informati	on							
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	+ Acronym	BMRC						
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C Back	er tion ing results found P1 P2 P2		Vendor Information	Is 2FA No No No	Associate Member Login Allowed Yes Yes	E-mail p1@gmail.com p2@gmail.com p2@gmail.com	« 1 2 Functional Role Pl Pl Reviewer	Submit 3 > 10 10 10 10 10 10 10 10 10 10 10 10 10



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Changing user roles in IGMS – 3

Employee information

1 - 10 of 25 matching results found

4 ation \$	Name	UEN	Is 2FA	Login Allowed	E-mail	Functional Role	
******	P1	R1D1C0770U57Y5M4RT	No	Yes	p1@gmail.com	PI	
******	P2	R1D1C0770U57Y5M4RT	No	Yes	p2@gmail.com	PI	
*******	P2	R1D1C0770U57Y5M4RT	No	Yes	p2@gmail.com	Reviewer	
*******	R1	R1D1C0770U57Y5M4RT	No	Yes	r1@gmail.com	Reviewer	
******	R2	R1D1C0770U57Y5M4RT	No	Yes	r2@gmail.com	Reviewer	
******	R3	R1D1C0770U57Y5M4RT	No	Yes	r3@gmail.com	Reviewer	
*******	R4	R1D1C0770U57Y5M4RT	No	Yes	r4@gmail.com	Reviewer	
******	R5	R1D1C0770U57Y5M4RT	No	Yes	r5@gmail.com	Reviewer	
******	R6	R1D1C0770U57Y5M4RT	No	Yes	r6@gmail.com	Reviewer	
******	R7	R1D1C0770U57Y5M4RT	No	Yes	r7@gmail.com	Reviewer	

Remove 😑 🔹 Add 😌

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Click on the hyperlink

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Things to take note



Users whose Host Institution shares the same UEN as another Host Institution will require HI Admin approval before they can access IGMS



Users will be prompted to choose the Host Institution when system detects that the UEN is shared with another Host Institution



Use this function when users Host Institution shares the same UEN as another Host Institution



HI Admin will be notified via email when users register in IGMS



Approve user in IGMS - 1



Dear HI Admin,

A new user has registered under your institution. Please login to IGMS and approve the registration.

Regards, IGMS Administrator

An email would be send to the HI Admins when users registers in IGMS



Approve user in IGMS – 2

)ashboard (Grants - Proposals -	X	2	🔺 ORE 1 (ORE) 🗸
			4	User Profile
roposals			3 🏛	Maintain Institution
1 - 10 of 30 mate	ching results found		C	Logout
Date 🔺	Subject \$	Reference ID 🔶	Lead PI	♦ Read/Unread
07-Apr-2017	Proposal is pending your verification. To verify the proposal click on the Reference ID.	NRF-000182	P1	Yes
07-Apr-2017	Proposal is pending your verification. To verify the proposal click on the Reference ID.	NRF-000183	P1	Yes
07-Apr-2017	Nomination request is pending your action. To nominate PI for the Grant Call click on the Reference ID.	NRFNOM-000000 67		Yes

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Click on the **name** which is displayed on the top right hand corner of the screen

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Click on the Maintain Institution link



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Approve user in IGMS – 3

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		Vendo Informat	or o	Associate Member			
itution inform	ation					Đ	pand All S
neral informati	on						
	UEN no.	R1D1C0770U57Y5M4RT					
	• Name	Default Vendor					
	+ Acronym	BMRC					
dress and cont	tact information						
		Vendo	r ion	Associate Member			
ssociate mem		VI VI					
	hor				2 IZ I		
	Der				2.17.1		
Employee inform	iber nation ching results found					« 1 2	→ 3 »
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4 Click on the **Associate Member** Screen

To Note

The Associate Member screen displays all the users who currently have access to the institution in IGMS



Confidential

Approve user in IGMS – 4

Employee information

1 - 10 of 25 matching results found



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4 ation \$	Name	UEN	Is 2FA	Login Allowed	E-mail	Functional Role	
******	P1	R1D1C0770U57Y5M4RT	No	Yes	p1@gmail.com	PI	
******	P2	R1D1C0770U57Y5M4RT	No	Yes	p2@gmail.com	PI	
******	P2	R1D1C0770U57Y5M4RT	No	Yes	p2@gmail.com	Reviewer	
******	R1	R1D1C0770U57Y5M4RT	No	Yes	r1@gmail.com	Reviewer	
****	R2	R1D1C0770U57Y5M4RT	No	Yes	r2@gmail.com	Reviewer	
****	R3	R1D1C0770U57Y5M4RT	No	Yes	r3@gmail.com	Reviewer	
******	R4	R1D1C0770U57Y5M4RT	No	Yes	r4@gmail.com	Reviewer	
******	R5	R1D1C0770U57Y5M4RT	No	Yes	r5@gmail.com	Reviewer	
****	R6	R1D1C0770U57Y5M4RT	No	Yes	r6@gmail.com	Reviewer	
*******	R7	R1D1C0770U57Y5M4RT	No	Yes	r7@gmail.com	Reviewer	

Remove 😑 🔹 Add 😌



37



Approve user in IGMS – 5 5 Set the Login allowed field Edit Employee Information as **Yes** Identification type * Identification no. Passport P1 * UEN R1D1C0770U57Y5M4RT Name 5 PI Login Allowed Yes 6 Functional role No 6 E-mail p1@gmail.com Select the Functional Role Save 💾 Cancel X Edit Employee Information 7 Click on **Save** Identification type Passport * Identification no. R1D1C0770U57Y5M4RT P1 * UEN Name ~~~~~~ * Login Allowed PI Yes No * Functional role p1@gmail.com E-mail 7 Save 💾 Cancel X



Some questions you may have



Some questions you may have - 1

Q: How many users can have HI Admin role in a Host Institution?

A: There is no limit to the number of people who are assigned HI Admin role in a Host Institution.

Q: Is there a limit to the number of people who are assigned HI ORE, HI DOR, AI ORE & AI Dean roles in a Host Institution?

A: There is no limit to the number of people who are assigned HI ORE, HI DOR, AI ORE & AI Dean roles in a Host Institution.

Q: An IGMS user has resigned from the Host Institution. How will I ensure the person does not login to IGMS?

A: As a HI Admin you are required to login to IGMS and remove the user access for IGMS system. HI Admin is responsible for managing users under the Host Institution.



Some questions you may have - 2

Q: Can I assign multiple roles for the same person?

A: Yes. You can assign multiple roles for the same person. Use the add button on the associate member page to assign multiple roles to the same person.

Q: Is there a need to approve all PIs registration before PIs is allowed to IGMS?

A: HI Admin has to approve registration of PIs only when the UEN is shared by multiple Institutions.

Q: Will the system automatically assign ORE, DOR, AI ORE, AI Dean and HI Admin roles?

A: No. HI Admin has to assign ORE, DOR, AI ORE, AI Dean and HI Admin roles. System will assign PI role by default to all users who are registering in the system.



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