

How to access the UPEI Researcher Portal

Please note: if you encounter any problems or have any questions, please contact Research Services at researcherportal@upei.ca, or 902-620-5104.

UPEI Faculty and Students who have previously submitted research applications (of any type) to UPEI Research Services and have a UPEI email username and password will have received a registration notification from Researcher Portal. Follow the instructions in that email to complete your registration.

For those who have not been involved in any previous research related applications, or if you are an external user (ie external to the University of Prince Edward Island) see the information about 'Self Registration' (following).

If you receive the following Error message after trying to register in the Researcher Portal, you are not currently entered in the database and need to self-register.

Error!

Authentication Failed. If you are not registered user, please contact the System Administrator to register.

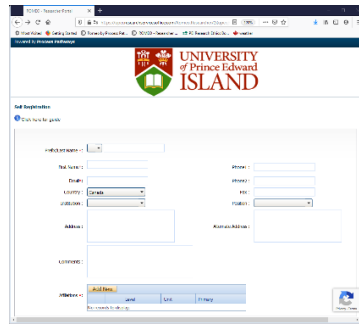
Self Registration

To self-register, go to <https://upei.researchservicesoffice.com/Romeo.Researcher/>
Click on the Register button as indicated below.



A screenshot of the Researcher Portal login/register form. The form has a light blue border and contains the following elements: a "Username" label above a text input field; a "Password" label above another text input field; a "Login" button with a blue circular icon to its right; and three buttons at the bottom: "Login", "Register", and "Reset Password". A red arrow points to the "Register" button.

You will be brought to the following screen:

A screenshot of a web browser displaying the registration form for the University of Prince Edward Island. The form includes fields for Name (Last Name, First Name), Email, Affiliation (with an 'Add New' button and a dropdown menu for Department), Address, and City/Province. There are also fields for Phone, Fax, and a 'Register' button at the bottom right.

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 and Faculty Dean for approval, if/when required.

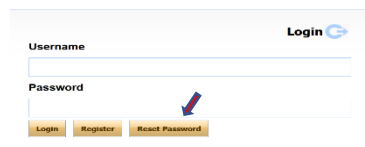
If you are not from the University of Prince Edward Island, please choose **External** from the Department drop down list.

If you are not from University of Prince Edward Island and do not see your institution listed, please contact UPEI Research Services at researcherportal@upei.ca or 902-620-5104 so that we can add your institution.

When you have completed the required registration information, click on **Register** at the bottom right. You will receive a message 'Thank you for registering with us. Please go your email and follow the instructions to complete the registration.' You will be asked to enter a new password.

You will receive the registration email from researcherportal@upei.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 researcherportal@upei.ca. Click on the link to confirm your registration. Your Username and Confirmation Code are provided in the email.

A screenshot of a login form with fields for 'Username' and 'Password'. Below the fields are three buttons: 'Login', 'Register', and 'Reset Password'. A 'Login' button with a circular arrow icon is also visible in the top right corner of the form area.

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