

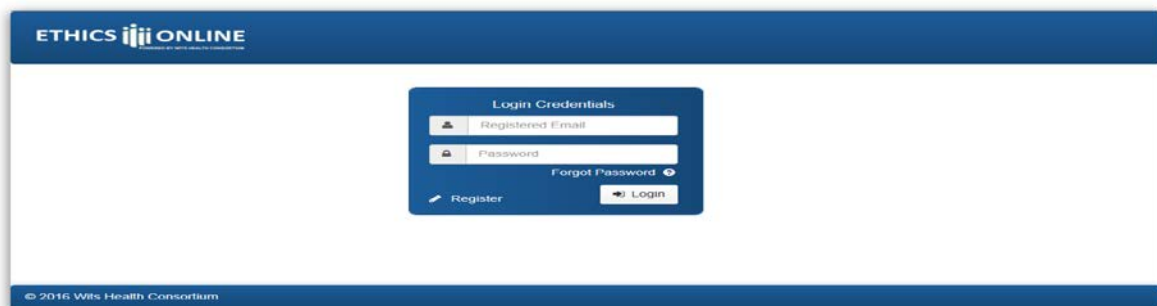
The online Ethics Management System (EMS) User guide

On the web browser, type the URL link: <https://www.witsethics.co.za/Login.aspx>



Click on **Login** (on right corner of top menu bar) to access the Ethics Management System login screen

1. Login page



Click the Register link.

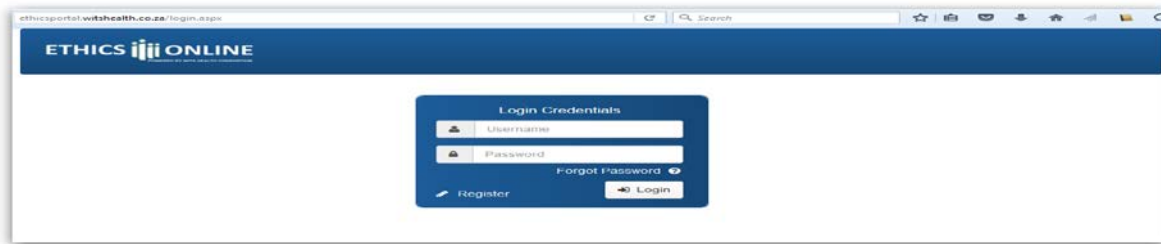
2. Register as applicant

The screenshot shows the registration page of the Ethics Online system. It has a dark blue header with the 'ETHICS ONLINE' logo and a 'Logout' link. Below the header is a breadcrumb trail 'REGISTER'. The main content area is white and features a 'Register' section with a user icon. Underneath is a 'Details' section with several input fields: 'Name', 'Surname', 'Tel No', 'Email Address', 'Password', and 'Confirm Password'. There are also two dropdown menus: 'Is Student?' and 'Is Staff?', each with 'Yes' and 'No' options. A blue 'Submit' button is located at the bottom right of the form.

Add Name, Surname, Telephone, Email and password. Confirm if you are WITS staff or Student.

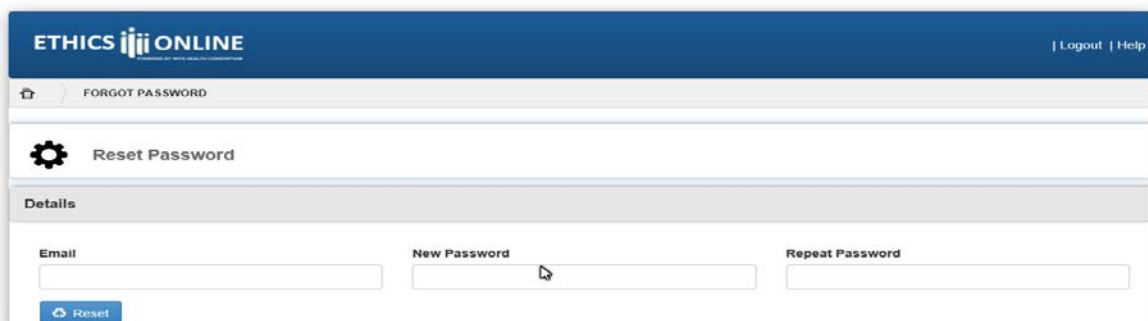
Click the Submit button.

3. Login to access Ethics Online application forms

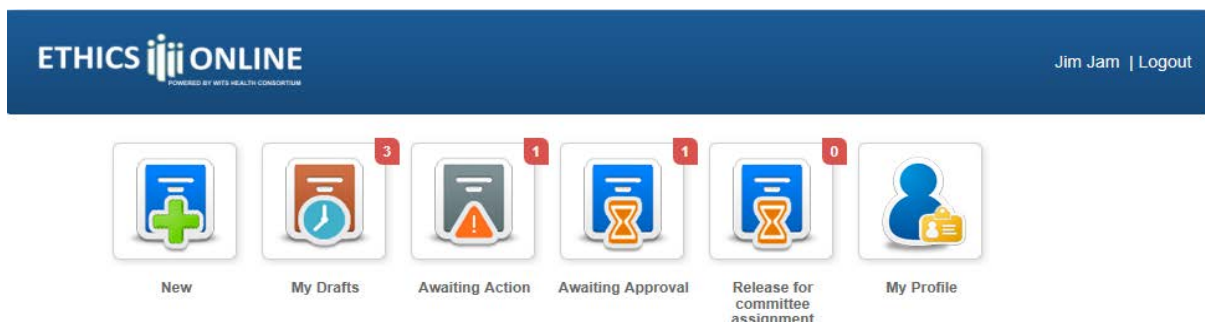


Enter your **registered email** address & **Password** used in the registration process. **Note: Check for the verification email in your spam folder in your email account.**

Click the *Forgot Password* link to reset your password. A password reset link will be sent to your registered email address (on your profile) for confirmation.



4. Complete an Ethics application

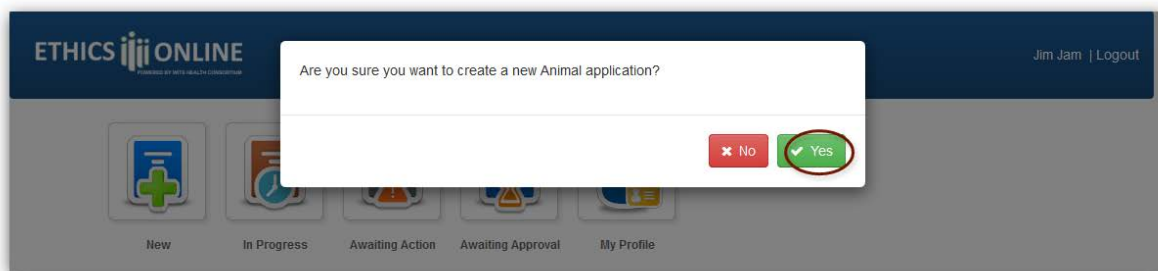


- New – allows a user to create a new application.
- My Drafts - contains saved applications created in your profile. **Form is editable to applicant.**
- Awaiting Action – contains applications that must be actioned and re-submitted based on feedback from the Ethics Administrator. **Form is editable to applicant..**
- Awaiting Approval – contains submitted applications to the Ethics administrator. **Form is not editable to applicant.**
- Release for Committee assignment – contains applications that will be scheduled for committee review.
- My Profile – allows applicant to update his/her contact details.
- Logout – Logs the user out of the system.

Click “New” button to create a new application.



Select the type of application form you intend applying for.

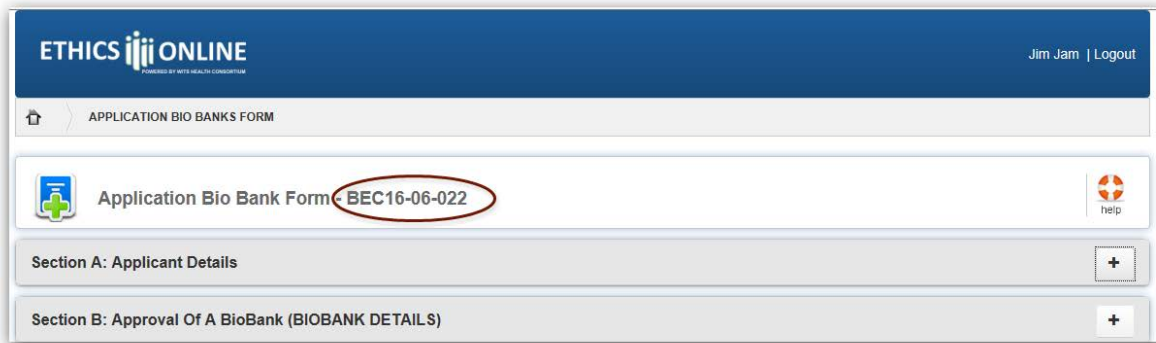


Choose ‘Yes’ to create a new application or ‘No’ to cancel the application.

Select the “+” to expand the application section and click on “-” to contract the application section.



Use the “Save Application” button to save your application. The saved application will appear in the “My Drafts” workflow. A saved application is assigned a system-generated unique number (used it when corresponding with the Ethics administrators on the status of your application). **N.B Save the application as you complete the form, so that you do no lose your work.**



Once you have completed your application and are ready to Submit then click the **“Submit application”** button. After submission, your application will appear in the **“Awaiting Approval”** workflow and the administrator will be notified of your submission and the form cannot be edited. Request the Ethics administrator to return your online application form if you want to edit it again, instead of creating a new application.

5. Upload supporting documents



Click 'Add New File'. Select the file from the computer file system and click Open.

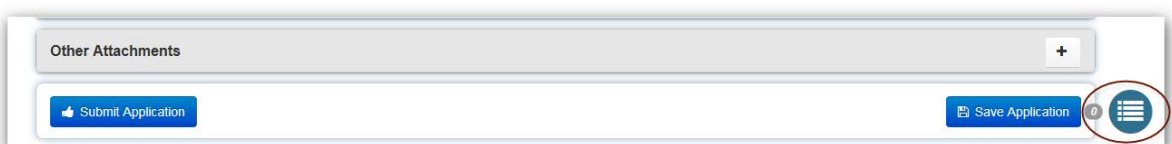
Click on File Description to name the uploaded file.

Download icon allows user to download the file.

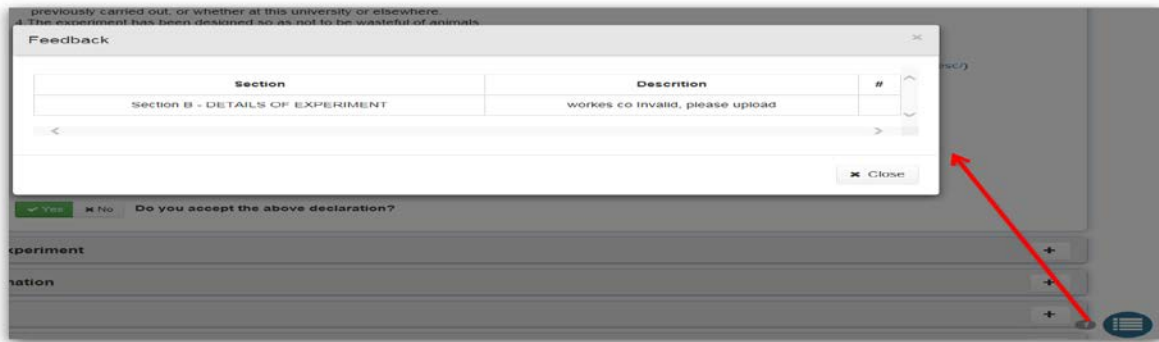
Remove icon allows user to remove the uploaded file.

6. Open the Feedback section

If there is feedback from the Ethics Administrator after submission of your application will be display in the feedback section below and will appear in the **“Awaiting Action”** workflow of the applicant.

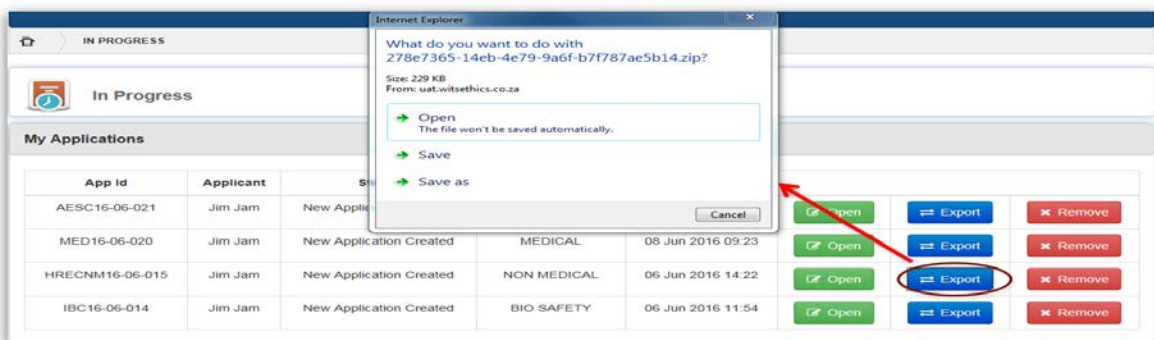


Click on the feedback section to view any feedback from the Ethics Administrator concerning your application.



After making changes from the feedback received, then save and submit your application. Your application will appear in the **“Awaiting Approval”** workflow.

7. To download and print the pdf version of your online Ethics application with the supporting documents



Click Open to view your online application.

Click on the Export function to allow you to download a zip file of your application to your personal computer. Open the Application form (in pdf format) from the zip file and print it.

Click Remove to delete your application.

8. Upload signatures page

On the Signatures section, you need to download and print it. After you and the supervisor sign it, you will scan into your PC via the printer. Then upload the signature document as part of your submission before your click the Submit Application button.



Note: Check if popups are perhaps being blocked:

If you are using Internet explorer check for the below and always allow:



If you are using Chrome check for the below and always allow :



If you are using Firefox check for the below and always allow:

