## SAGE – Quick Reference Guides

## <u>LOGIN</u>

- 1. Begin by logging into SAGE with your SVHM username, or the email predominantly used at SVHM. You will need to follow the reset password link during your first login.
  - a. This will send an email with a link to set a new password.

Welcome to St Vincent's Application for Governance and Ethics & Log in with SAML OR User name* user@svha.org.auj Password* 	
+9 Log in	TILLOPLIT
Can't access your account Reset your password Can't access your account? Register now.	

2. Alternatively, you may need to register your account on SAGE if your username is not recognised.



- 3. You will be directed to the homepage as displayed below.
  - a. There will be dashboard tiles for quick access to your related activities.
  - b. The top purple icon bar will show tabs related to your role.

St Vincent's Application for Gove	mance and Ethics	<ul> <li>✓</li> <li>□</li> </ul>		<b>▲</b> Ø (	LC
Navigate SAGE using the icons in the purple	e bar above.				
'Projects' will allow you to search registered pro	jects and create a New	Project.			
'Decisions', 'Meetings' and 'Review' tabs are rel	ated to a notification yo	u may have rece	eived regarding a	an activity you must complete for a related project.	
Use the tiles on this homepage to quickly na	vigate other areas rela	ited to your rol	le.		
🖵 Top 5 projects				Create a form	
2022/PID05533 can i edit?	Registered	31/05/2022	2 View all	+ New form Project Registration	
			view dir	♀ Top 5 milestones due	
I Your activities				There are no records to display.	
✓ Reviews Projects					
2 to action 1 total					
		Contact SVHM Re	esearch Ethics Offi	Mice Resources for Researchers	

Please note, Log in with SAML is currently inactive. SVHM IT support will resolve this as soon as possible.



Once up and running, this button will redirect you to the SVHM organisation's sign in page which allows direct access on SVHM network.