SAGE – HOW TO REGISTER AND LOGIN

St Vincent's Application for Governance and Ethics (SAGE) is an online portal developed by SVHM and F1 Solutions to manage Ethics and Governance applications.

This guide provides the research team, who intends to submit Ethics and Governance applications, a step-by-step instruction on how to register an account on SAGE.
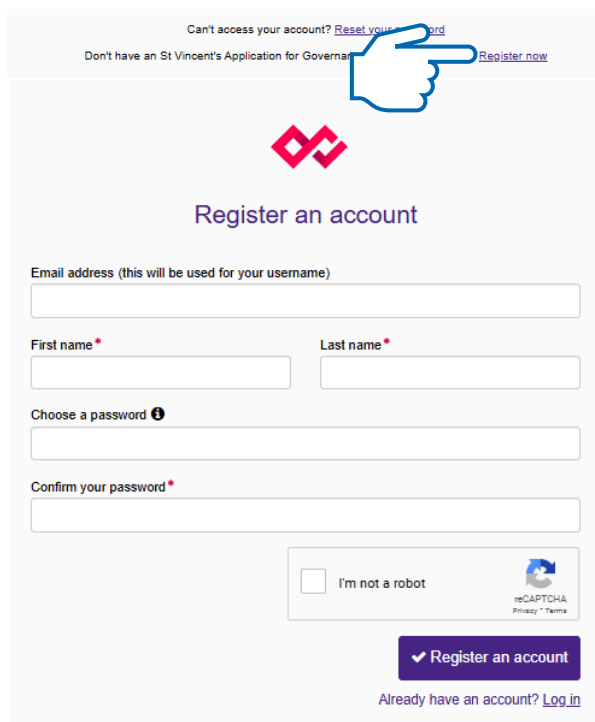
If you are a SVHM employee with a SVHA email account, you will be able to login via **Single Sign-On (SSO)**. Please proceed to section 2 of this guide for SSO registration and login method.

Click onto each option below to find out how:

Account Registration	SSO Login (SVHA Users)
• Register and login for external users (non-SVHA accounts) • Issue password reset	• Register and login as SVHA Internal Staff (SVHA accounts)

Register an Account for External Users (Non-SVHA accounts)

1. Launch your preferred browser, either **Google Chrome** or **Microsoft Edge**. >
2. Head on to the SAGE portal by typing in the address https://research.svhm.org.au/ >
3. Select **Register now** and enter the following credentials:
   - i. Email address (this will be used for your login username)
   - ii. First and last name
   - iii. Choose and confirm your password

Please note that your password must be a minimum of eight characters in length and contain at least four of the following four types of characters; uppercase, lowercase, numeric, non-alphanumeric.

See examples below for different password combinations that are accepted:
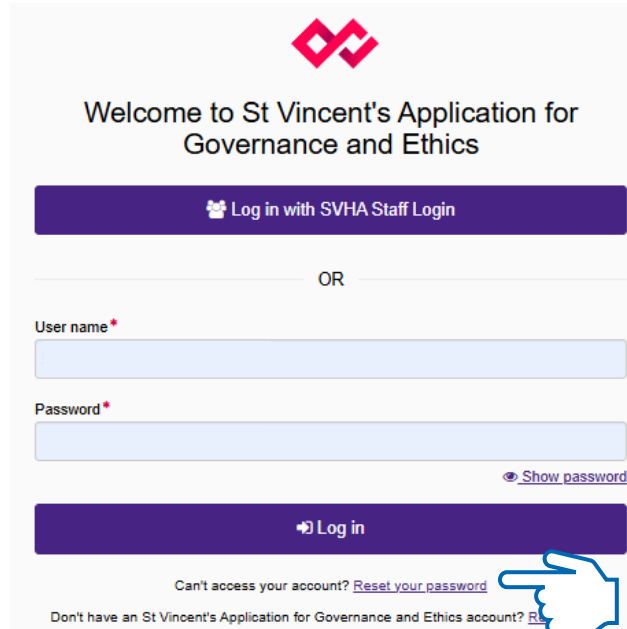
- **Sage123!**
- **SVHMResearch123%**

Logging into the SAGE Portal

1. Upon registration, you will be directed to the homepage as displayed below.
   - i. There will be dashboard tiles for quick access to your related activities.
   - ii. The top purple icon bar will show tabs related to your role.
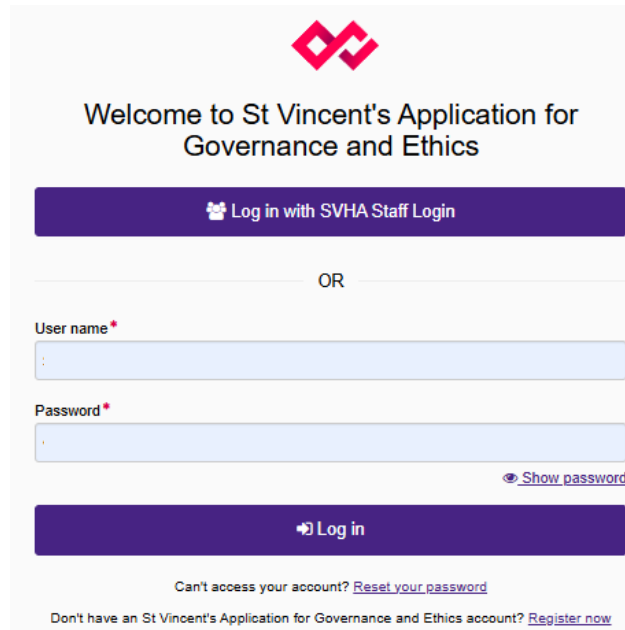
Issue Password Reset

1. If you have forgotten your password or are unable to log in, try to <u>reset your password</u> as shown below.

2. You will then receive an automated email from admin@svha.org.au with a link to set up your password again.
3. If the problem persists after resetting your password, you may reach out to the SAGE Support Team via email to research.directorate@svha.org.au.

Register and Login as SVHA Internal Staff (SVHA Accounts)

If you are using your SVHA email address to access SAGE, you can login via SSO. If it is your first time logging into the portal, then you would first need to link your SVHA account on SAGE by selecting the **Log in with SVHA Staff Login** option.
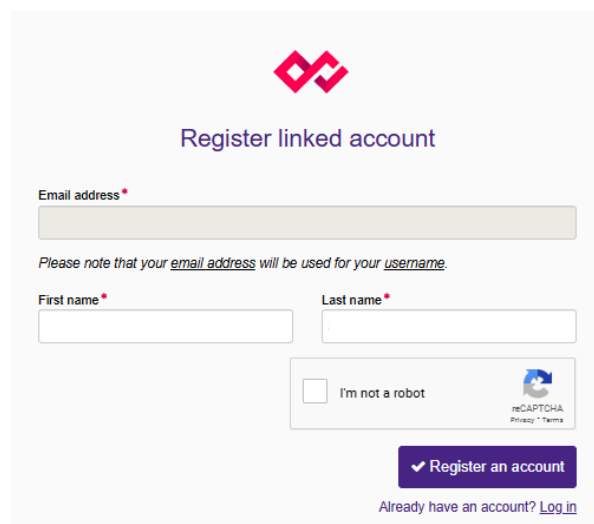
This option will prompt you to register a linked account. Your credentials will be automatically populated in these fields. You would then simply need to press **Register an account**.

Once your SVHA account is linked, you will be able to log in via SSO with just a click of a button.

Please note that if you are accessing the portal outside of the organisational network, you will be prompted to authenticate using your Microsoft multi-factor authenticator app.