User Guide for « projets recherche connect.fr »

What is "Research Connect Projects"?

projets recherche connect.fr is a service that provides its partners with a shared authentication method, enabling access to a range of partner applications.

This saves users from having to remember multiple usernames and passwords.

projets recherche connect.fr offers two ways to log in:
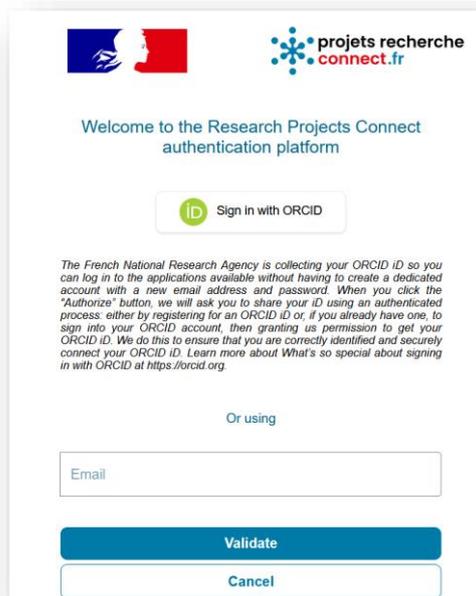
- Via an ORCID account
- Via a Projets Recherche Connect account (using a username and password)

A user with multiple accounts on a partner site can add their various email addresses to their **projets recherche connect.fr** account. This enables them to choose which email address to use when logging in to the partner site via our platform.

Log into projets recherche connect.fr

1) ORCID Authentication

Click on « Sign in with ORCID »

a. You already have an ORCID account
- You will be redirected to the login page of ORCID, where you will enter your ORCID ID or email address and password

b. You do not have an ORCID account

- You can create an ORCID account by registering for an ORCID ID and then switch to **projets recherche connect.fr** in order to complete the creation of the latter

Please note:
You must complete your registration by confirming the verification emails sent by ORCID; otherwise, the data transferred from ORCID to **projets recherche connect.fr** will be incomplete.

You will need to accept "Projets Recherche Connect" as a trusted third party if you want to import your first name, last name, primary email address, and secondary email addresses from ORCID into your **projets recherche connect.fr** account.
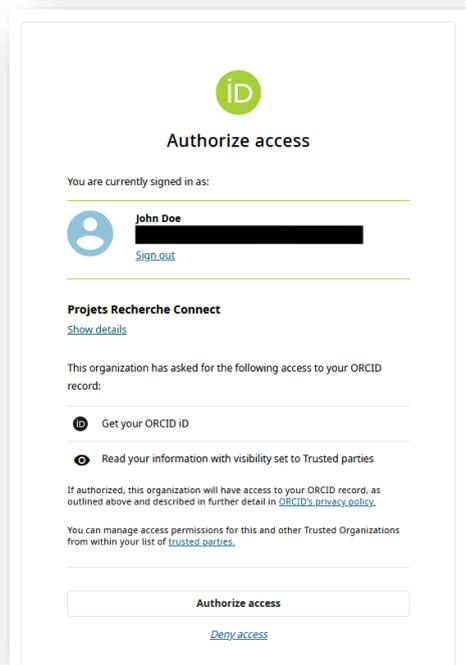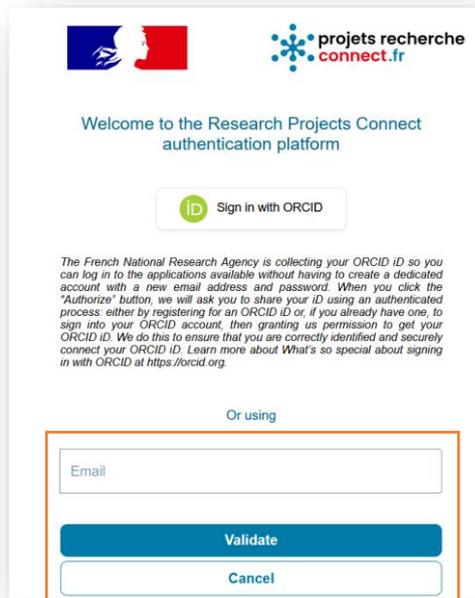

Overview of your account when logged in with ORCID:
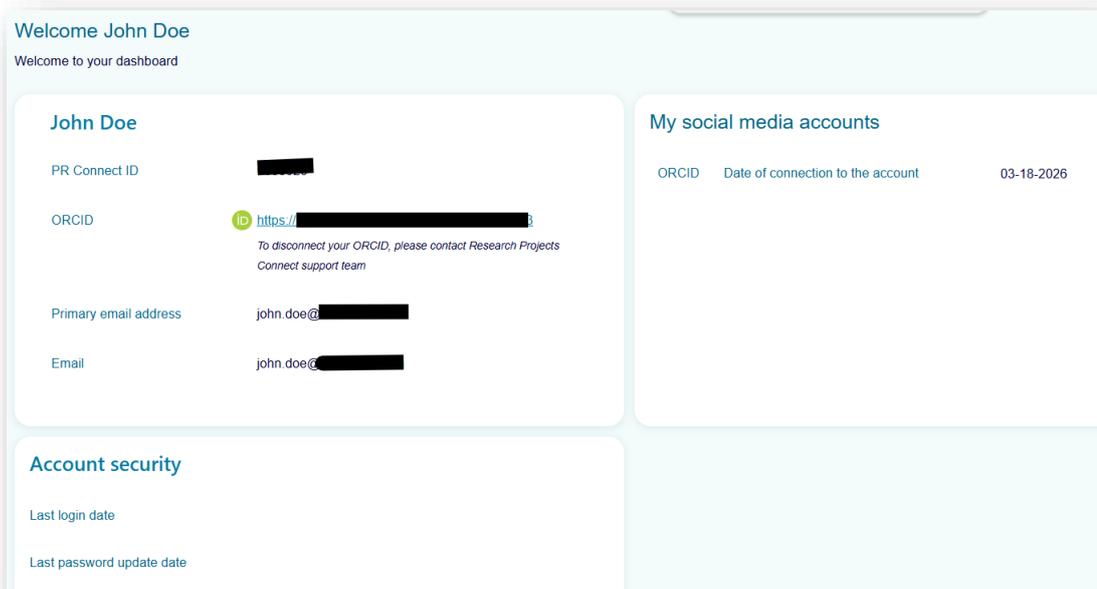
- You can also create a **projets recherche connect.fr** account directly without going through ORCID. The step-by-step account creation section explains how to do this.

2) Username and password authentication
   Enter your email address or your PR Connect ID

Enter your password

You are logged in to your account.
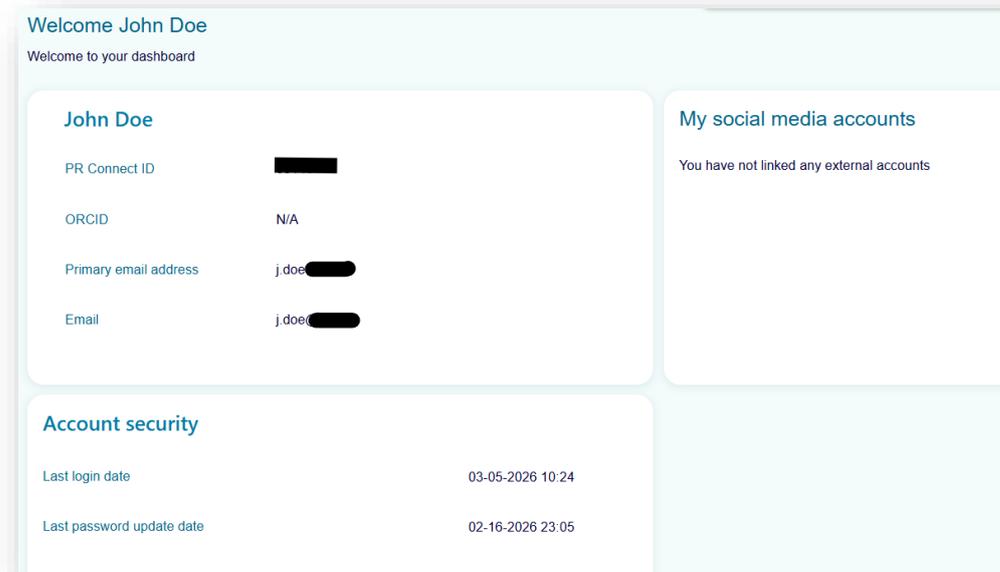
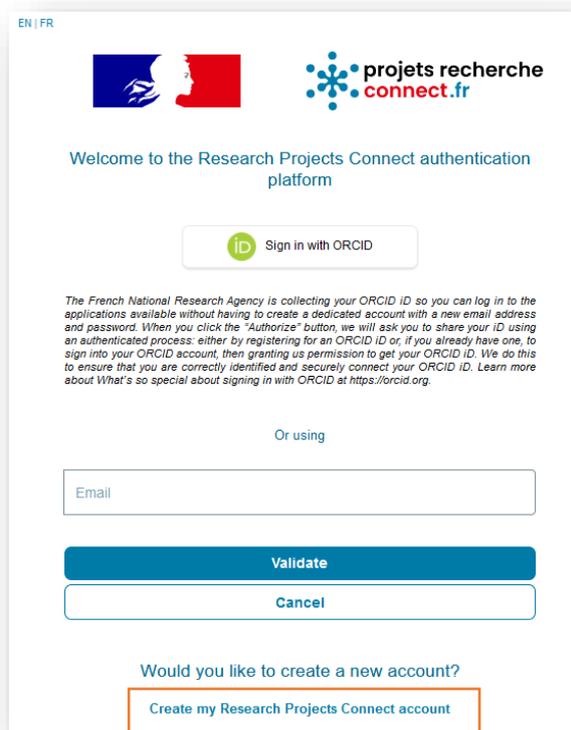## Step-by-Step Guide to Creating a projets recherche connect.fr account

 On the login page of **projets recherche connect.fr**

Click on Create My Research Projects Account

a. If you wish to create a personal account (individual)

Click the Next button
You must fill out the form with at least the required information (fields marked with a *)

Registration as a natural person

Gender *

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—
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Last name at birth *

Assumed last name (e.g. married name)

First name *

Middle name

Birth date *

Email *

Password *

Confirmation of the password *

Your password must respect the following criteria:
- consist of a minimum of 12 characters
- contain at least 1 uppercase letter
- contain at least 1 lowercase letter
- contain at least 1 number
- contain at least 1 special character

Once you click on the Submit button, you will receive an email with an authentication code to verify your email address.
You will need to enter this code on our platform to complete your registration.

✓ Validate

✕ Cancel

You will receive an account verification email containing a one-time password (OTP). Enter the code on the platform to complete the account creation process.

Once you've entered your code, your account will be created

You will be redirected to the login page, where you can enter your email address and password to log in to your new account. (See the section on logging in with an existing Connect Research Projects account.)

b. You want to create a corporate account

Select "I represent a legal entity," then click Next:

Tap "Validate" and enter the verification code that was sent to the email address you provided

Your account has been successfully created

You can now log in using your corporate account.
Each time you log in with a corporate account, a verification code will be sent to the email address provided. This allows multiple people who share this email address to log in.

Using the projets recherche connect.fr account

Once you're logged in, you'll have access to your dashboard, which summarizes the key information
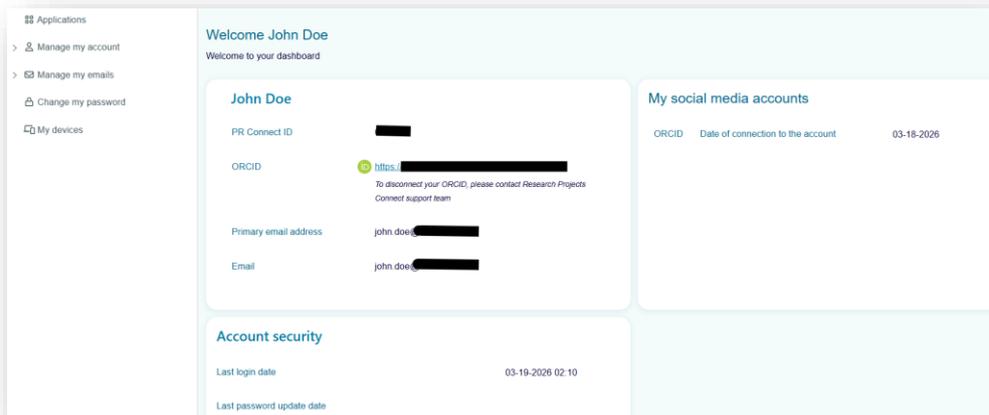
Here is an enlarged view of the menu on the left:
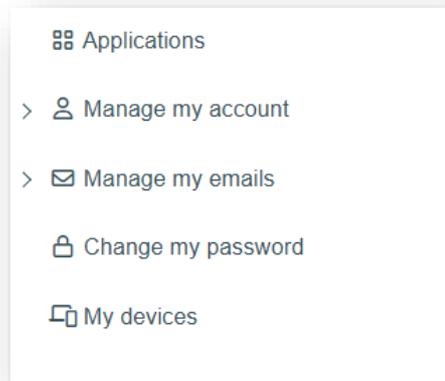
- Description of the various items:
  - "Applications" opens a page listing the partner applications available to you based on your access rights

- "Manage My Account" gives you access to two subsections:
  - "View My Information" displays all your information

  - "Edit My Information" allows you to edit or correct your information, such as changing your contact email by selecting a different email from your list of email addresses

- "Manage My Emails" gives you access to two subsections:
  - "Add an Email" in your personal account, it allows you to add a new email address to your list. Each addition will be verified 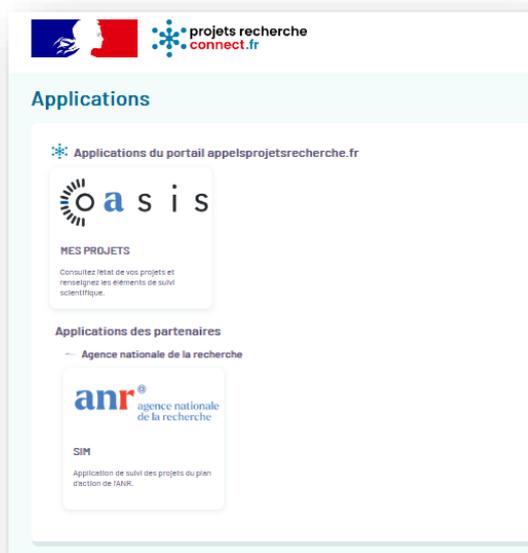with an OTP code sent to this new email address, which you will then need to enter on the **projets recherche connect.fr** platform.

    We recommend adding all the email addresses you use to log in to partner applications to your projets recherche connect.fr account. That way, you'll simply need to choose the email address you want to use to log in to access an application.

  - "Remove an email address" allows you to remove an email address from your list. The email address you wish to remove cannot be the one listed as your contact email. If you wish to remove the email address indicated as your contact email, you must first change your contact email to one of the addresses in your email list.

    Email addresses provided by ORCID cannot be removed from our platform; you will need to log in to your ORCID account to remove it from the ORCID email list.

- "Change my password" lets you change your **projets recherche connect.fr** account password after entering your old one

- "My devices" shows you information about the devices you've used to log in.