

How to Access the UKCRF Network Portal

If you are already a member of the UKCRF Network Portal, skip ahead to step 4.

Step 1: Visit www.ukcrfnetwork.co.uk and click the “portal” icon in the top right corner.



Step 2: Scroll down to the bottom of the page and complete the Portal request form. This will be sent directly to the Network’s Operations Team (ukcrf.network@nihr.ac.uk).

UKCRFN PORTAL REQUEST FORM

First name*

Last name*

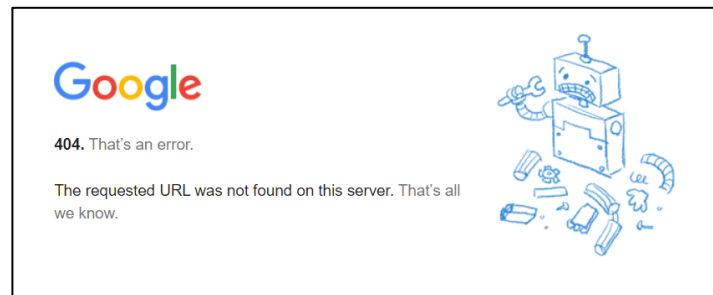
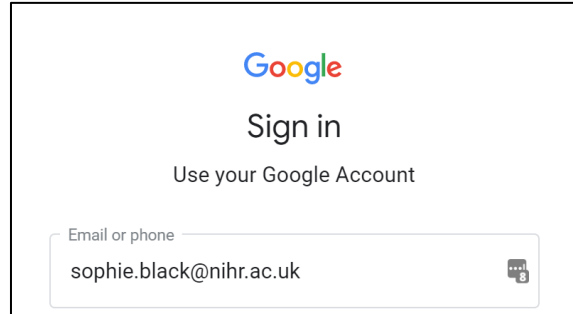
Work email address*

Step 3: You will receive notification within 72 hours that your request is being processed.

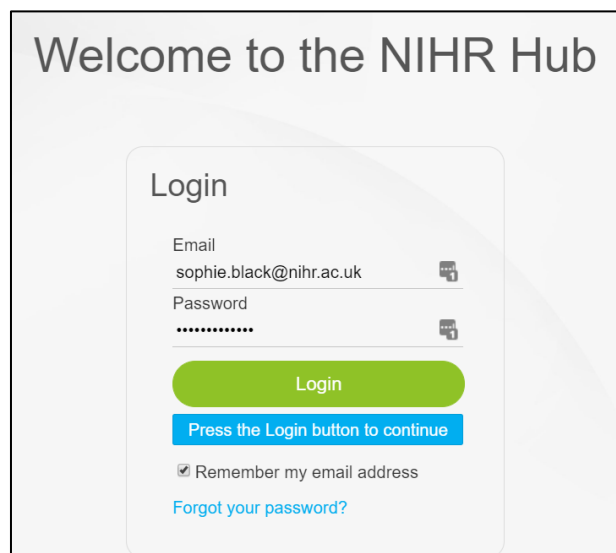
Step 4: After your new account has been set up you will receive two separate emails; one with your new email address and password and a second confirming your Portal access along with a direct link to the site.

Step 5: Click the direct link in the email you received. You can also [click this link here](#) and follow the instructions on the following pages.

Step 6: If you are not already logged in, you will be taken to a Google sign-in page. Enter in your NIHR email address into this box and click “next”. If you see a **404 error** instead of a sign-in page please follow the instructions from ‘step 10’.



Step 7: The Google sign-in page will take you to the NIHR Hub. Enter your NIHR password and click “login”. If you have forgotten your password please email ukcrf.network@nihr.ac.uk and we can reset this for you. If you are asked for verification, click “continue”.

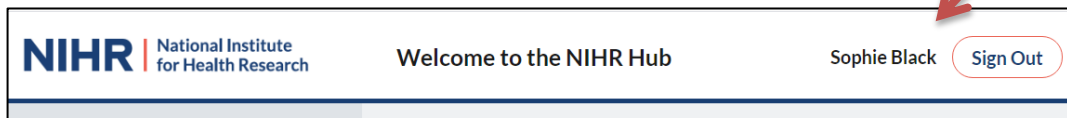


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Step 8: If this is your first time logging into the Portal you may be asked to enter your 'Organisation'. If you are funded by the NIHR, please first look for your organisation on the list provided. If you are not directly funded by the NIHR, please select the option "UKCRF Network".

Step 9: You should then be taken directly to the UKCRF Network Portal.

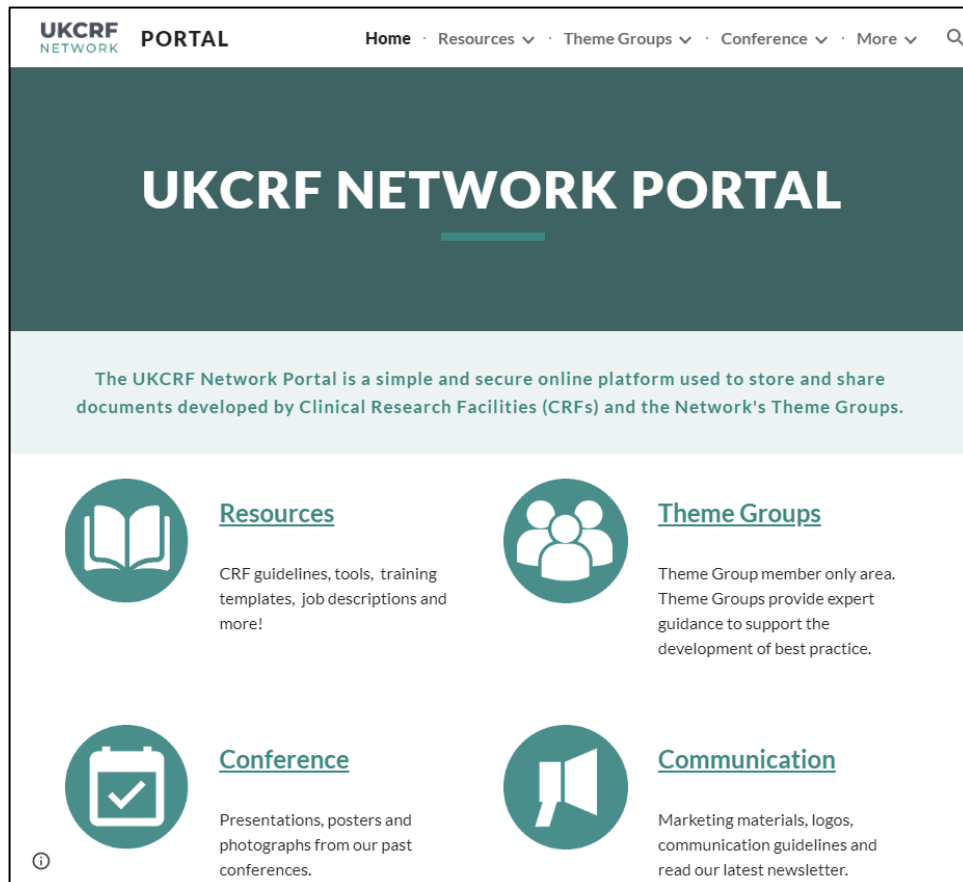
If you are instead taken to the NIHR Hub, first check the top right hand corner to make sure you are logged into the Hub (please login again if you are not).



Then copy and paste the below web address into your browser:

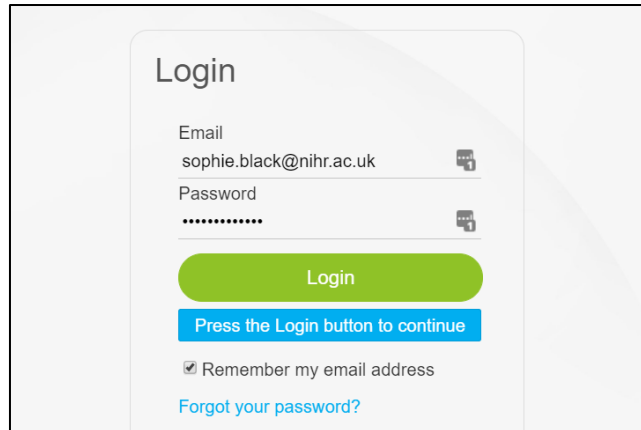
<https://sites.google.com/a/nihr.ac.uk/ukcrfn/>

To revisit the Portal with ease, create a shortcut on your Browser (see step 13)



Step 10: If you see a **404 error** when trying to access the UKCRF Network Portal, there is a simple solution. First click this link to the NIHR Hub: <https://hub.nihr.ac.uk/>

Step11: Input your NIHR email and password, then click “login”.
If you are asked for verification, click “continue”.



If this is your first time logging into the Hub you may be asked to enter your ‘Organisation’. If you are funded by the NIHR, please first look for your organisation on the list provided. If you are not directly funded by the NIHR, or cannot find your organisation, please select the option “UKCRF Network”.

You will now be logged into the NIHR Hub (which hosts the UKCRF Portal). You will either see your NIHR profile or the NIHR Hub homepage.

Step 12: Now that you are logged into the NIHR Hub, your browser will be able to locate the UKCRF Portal without showing an error. Click the portal link again, either from your email or using the link below:

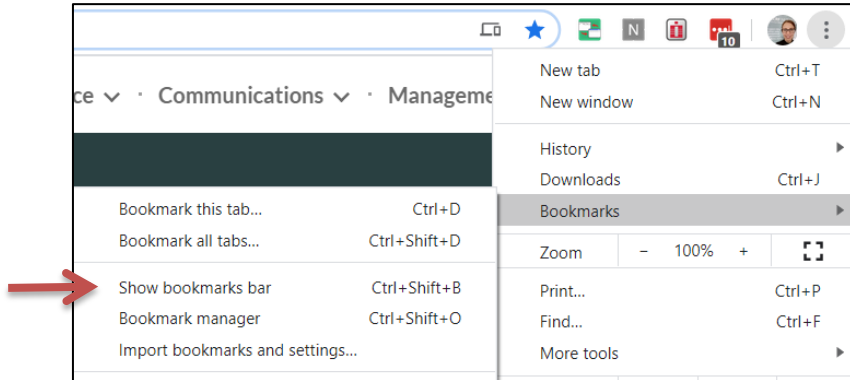
<https://sites.google.com/a/nihr.ac.uk/ukcrfn/home>

If you are still having trouble logging in, please email ukcrf.network@nihr.ac.uk

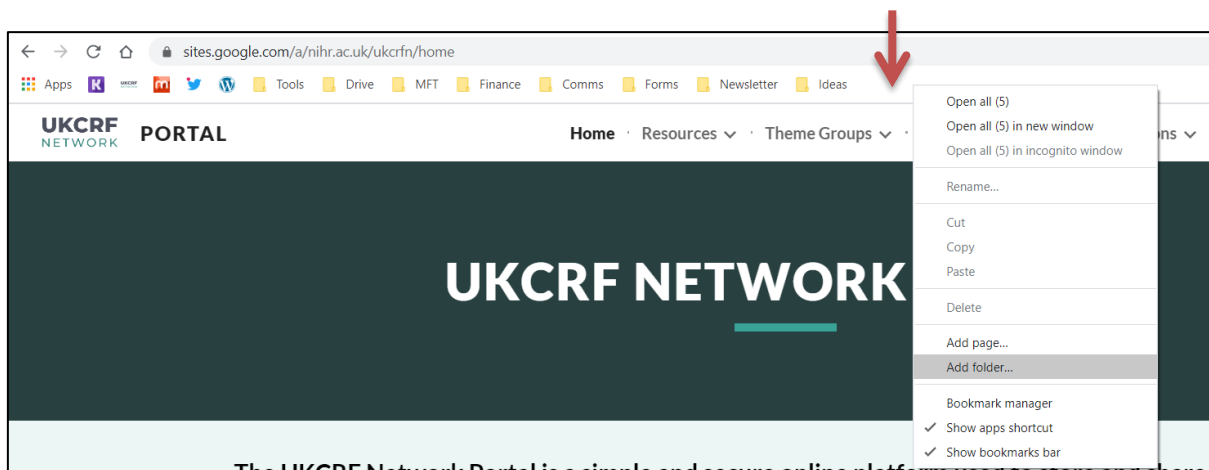
Step 13: To revisit the Portal with ease, create a shortcut on your Brower by following the steps on the next page.

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Step 14: First you need to activate your bookmark bar. Click the three dots in the top right-hand corner of your browser, click 'bookmarks' and then select 'show bookmarks bar'.



Step 15: You can then 'right click' on part of the bookmark bar, and select "Add folder..." to create a folder that you can title "CRF" or "UKCRF" (optional step).



Step 16: Click the portal website address, so that it is highlighted in grey. Click (and hold the click down) the highlighted address to 'drag and drop' the link into the folder. If you need a video guide for this see the end of our [video here](#).

