**How to set up a Researchfish Account**

This user guide will guide you through the process to sign up for a Researchfish account to allow you to submit outcomes for your grants.

1. **Invite**

You can only create an account if you have received an e-mail invite. If you are a Principal Investigator (PI) this will originate from your research funder. If you a collaborator on a project the invite will be sent from your PI.

All invites will look similar to the one shown below



If you have not received an invite please go to <https://app.researchfish.com/helpwiz> and select ***Invitation Help***. You will then be asked to input your research funder, your first initial and your surname.

1. **Accept Invitation**

Click on the link provided in the e-mail invitation to proceed to the Researchfish website.

The following screen will be presented:



If you have previously set up an account but have forgotten your username and/or password click on ***I already have a Researchfish Account*** to allow you to reset them.

If you are setting an account up for the first time click on ***I do not have a Researchfish Account*** which will take you to the account creation page.

1. **Create an Account**

The following account creation form will then be displayed.



Complete the form as specified and click on ***Create an Account*** to complete the registration process.

On registration you will then be taken to the main ***My Awards*** page. All awards for which you are a Principal Investigator and are required to submit outcomes will be displayed on this page. Additionally any awards on which you are a collaborator will also be displayed on this page.