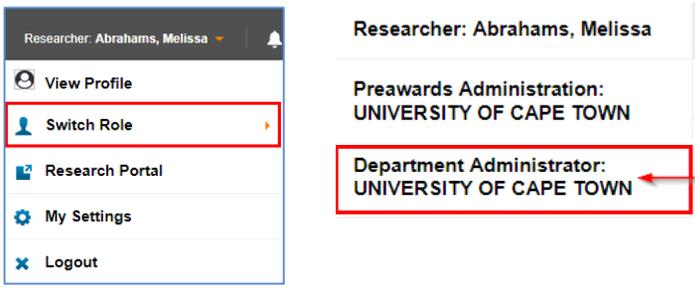


1 Log in to eRA with your UCT credentials using the following link: <http://eraonline.uct.ac.za>
Click **Login** which can be found at the top right of the screen.



2 You should be logged in your **Researcher** or **Departmental Administrator** role. If not, please use the **Switch Role** function, using the orange arrow to drop down, and select the applicable role.

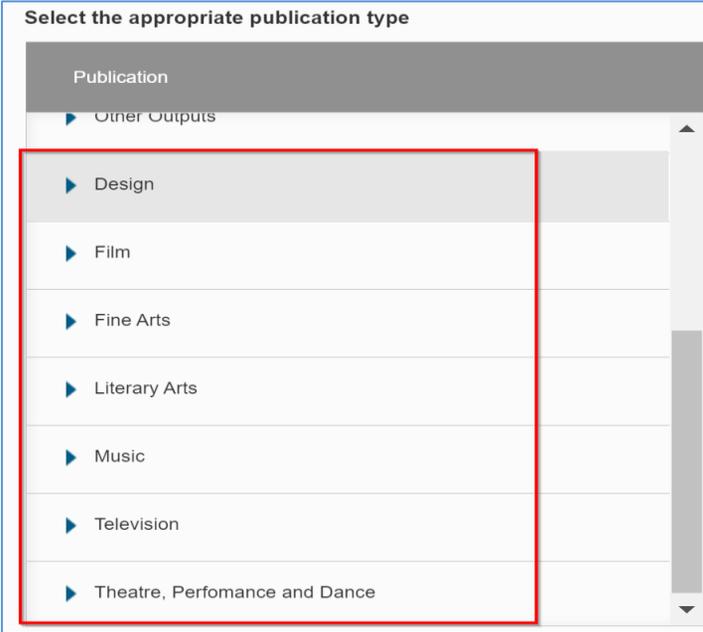


3 Once you've logged in, click on **Add New Content**, then click **Publication**.



4 From the list, select the applicable creative research output type.

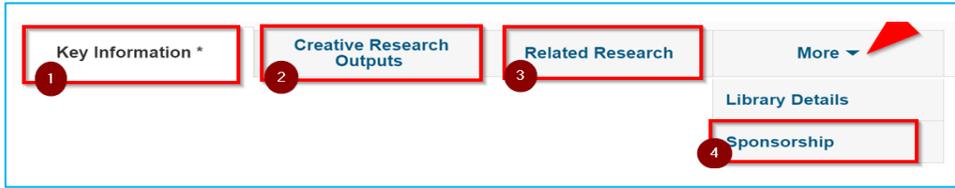
There are a total of 42 Creative Research output template types, categorised under the following: **Design, Fine Art, Film, Literary Arts, Music, Television and Theatre, Performance and Dance**



5

- Fill all the required information in the **Key Information** tab
- Complete the fields in the **Creative Research Outputs** tab **only** if you are claiming the Creative Research Output for DHET subsidy

Steps 3 & 4 are optional tabs that can be completed, but the more information linked to the record, the easier it will be to tie these publications back to projects and funding sources.



6 Once you have completed filling the form, click **Save & Close** and select the **PubCount Check by Research Office** workflow step. Click **Done**

