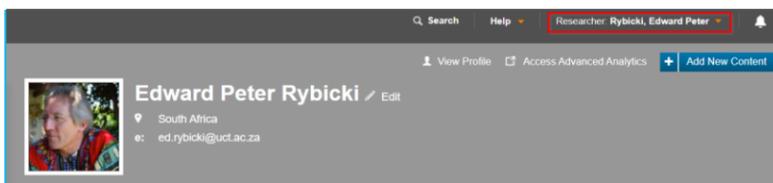


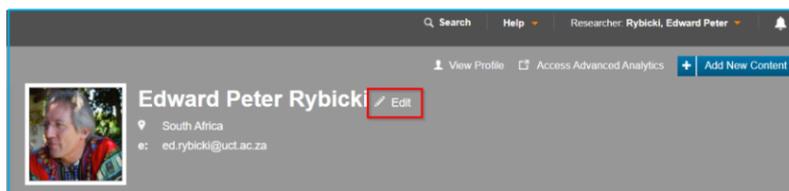
**1** Log in to eRA with your UCT credentials using the following link: <http://eraonline.uct.ac.za>  
Click **Login** which can be found at the top right of the screen.



**2** Ensure that you are signed in on your **Researcher** role.



**3** From the dashboard, you can open up your Researcher Profile by clicking on the **Edit** button next to your name.



**4** To find the research classification information, navigate to the **Research Profile** tab.



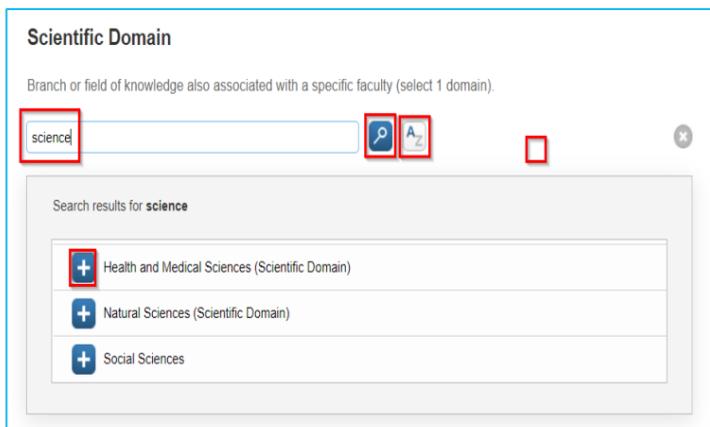
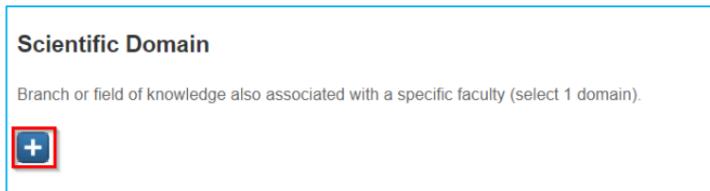
**5** The first four research classification fields, related to the NRF, can be completed in the following way:

Click on the **plus icon**. You can type in the keyword you are searching for, then click search and a list of results should be returned. To select the applicable option, click on the **plus icon** to add the item. You can click on the **AZ button** to search through a predefined list of research areas.

The same process can be followed for the **Scientific Domain, Primary Research Field, Secondary Research Field and Specialisation**.

Please ensure that you read the hint text for a guideline on the number of categories/areas allowed for each of the fields.

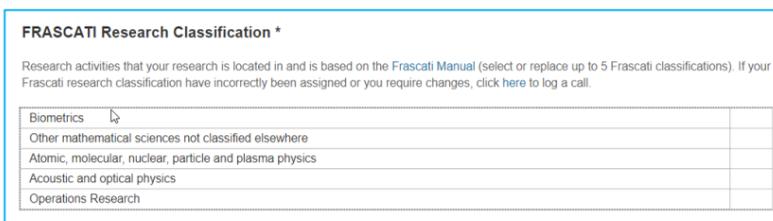
These classifications are internally visible, with the option of being visible on the Research Portal.



**6** The  **Frascati Research Classifications** will be extracted from the HEMIS annual submission and uploaded onto your Researcher Profile.

Please review these classification, and if an update is required, please log a call on the [ServiceNow](#) platform.

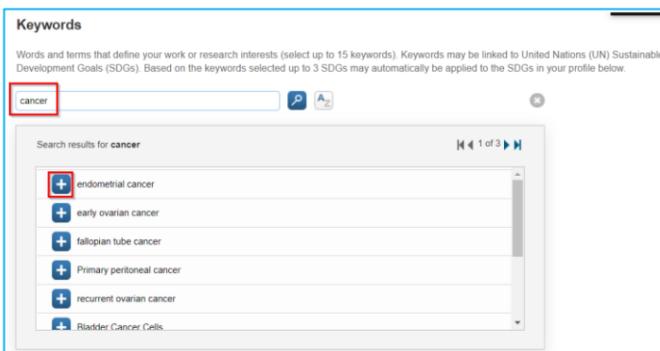
These classifications are only internally visible on the system.



**7** **Keywords** are linked to the **UN SDGs**, and can be captured by clicking on the **plus icon**, typing in and searching for the words or terms that define your work or research interests.

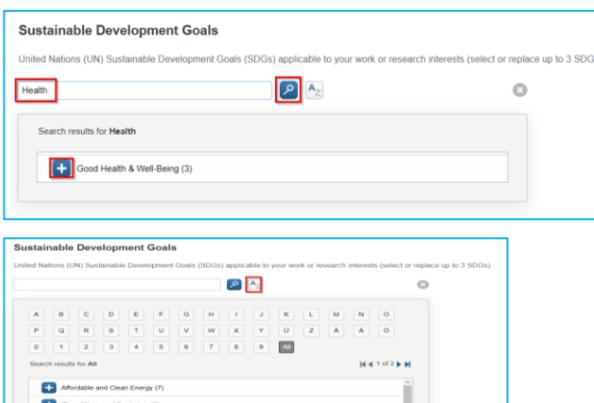
Once you have done so, select the applicable option by clicking the **plus icon** to add the keywords.

These classifications are internally visible, with the option of being made visible on the Research Portal.



**8** **Sustainable Development Goals (SDGs)** can be captured by searching for specific words using the search function, or the **AZ button** to select an area specific to your research interests

These classifications are internally visible, with the option of being visible on the Research Portal.



**9** Once this information has been captured, click **Save and close**. A popup box will appear.

From the **popup box**, select the applicable workflow step. Then, click **Done**. You will be returned to the **dashboard**.

