



## How to Self-Register in TRAQ as a NEW External User

1. Go to TRAQ Log in website: <http://www.queensu.ca/traq/signon.html/>
2. LOG IN- Students and External Users
3. -

4. Complete mandatory fields and optional information.
5. Ensure you enter an email address that you use regularly, as all ethics communication will be sent to the listed email address in TRAQ.
6. Ensure you enter a telephone number you can be reached at in the event of ethics related questions.
7. Ensure you complete the RANK section correctly (**\*\*\*If this step is not completed correctly registration in TRAQ may be delayed\*\*\***).
8. -
9. Unde **\*\*\*If this step is not completed correctly registration in TRAQ may be delayed\*\*\***.
10. -
11. -
12. -
13. Enter the name of your External Affiliation in the Comments Section (e.g., University of Ottawa).
14. Review all information for accuracy and completion.
15. -
16. An email confirmation with instructions on how to create your password and how to log in will be generated shortly after you register.
17. If you have any questions or comments about the Research Portal, contact the TRAQ Help Desk using the following methods:

[Helpdesk Web Form](#)

Email: [traq@quee9T/F4](mailto:traq@quee9T/F4) 1 179. E /P (low)-18(i079. E70.66 166 187.46 Tm0 0 1 rgh)-0 g0 G( )JT&T-m