

Updating a Username and Password

What is a Research GEMS User Account?

Similar to other systems entered via password, a Research GEMS User Account is your unique 'key' to access areas of the system you need, based on your role.

You may have created your own user account or a user account may have been created during the data migration from Online Forms to GEMS.

You have the ability to manage your own User Account including updating your preferred email address, updating your username or password.

To update your user account, you will first have to log in to GEMS with your current username and password.

If required, you can 'Reset your password' from the login page. Follow the instructions in the system generated email.

If you believe you have multiple user accounts and want to merge the accounts, please contact your local research office.

How to update your User Account

Step 1

Once logged in, look on the top right of the purple menu bar.



Click on the Profile icon to manage your profile details.

Step 2

Select the area to update

	Personal details
	Address details
	Email details
	Phone details
	Social media contacts
	Appointments
	Educations
	Publications
	Funding
	Account settings

Step 3

Email details

Email details – change to your preferred email address, as all GEMS email notifications and correspondence will be sent to there. Select '+Add new email address' and select it as your 'Preferred' address.

This is recommended if you are changing your user name at account settings.

Step 4

Account settings

Account settings (username & password) – change your username by using the 'change username' button.

A user name must be in an email format and must be unique. If another account already exists in GEMS you may have to merge the accounts.

You can change your password by using the 'change password' button.

The password must be a minimum of eight (8) characters in length, containing at least one of each of the following: an uppercase letter, a lowercase letter, a number and a non-alphanumeric character e.g. *!@#%&* _?~

