

# ADEP user guide

## *Adding a student*

*ADEP = Agile digitisation of ethics processes*

## Webpage link

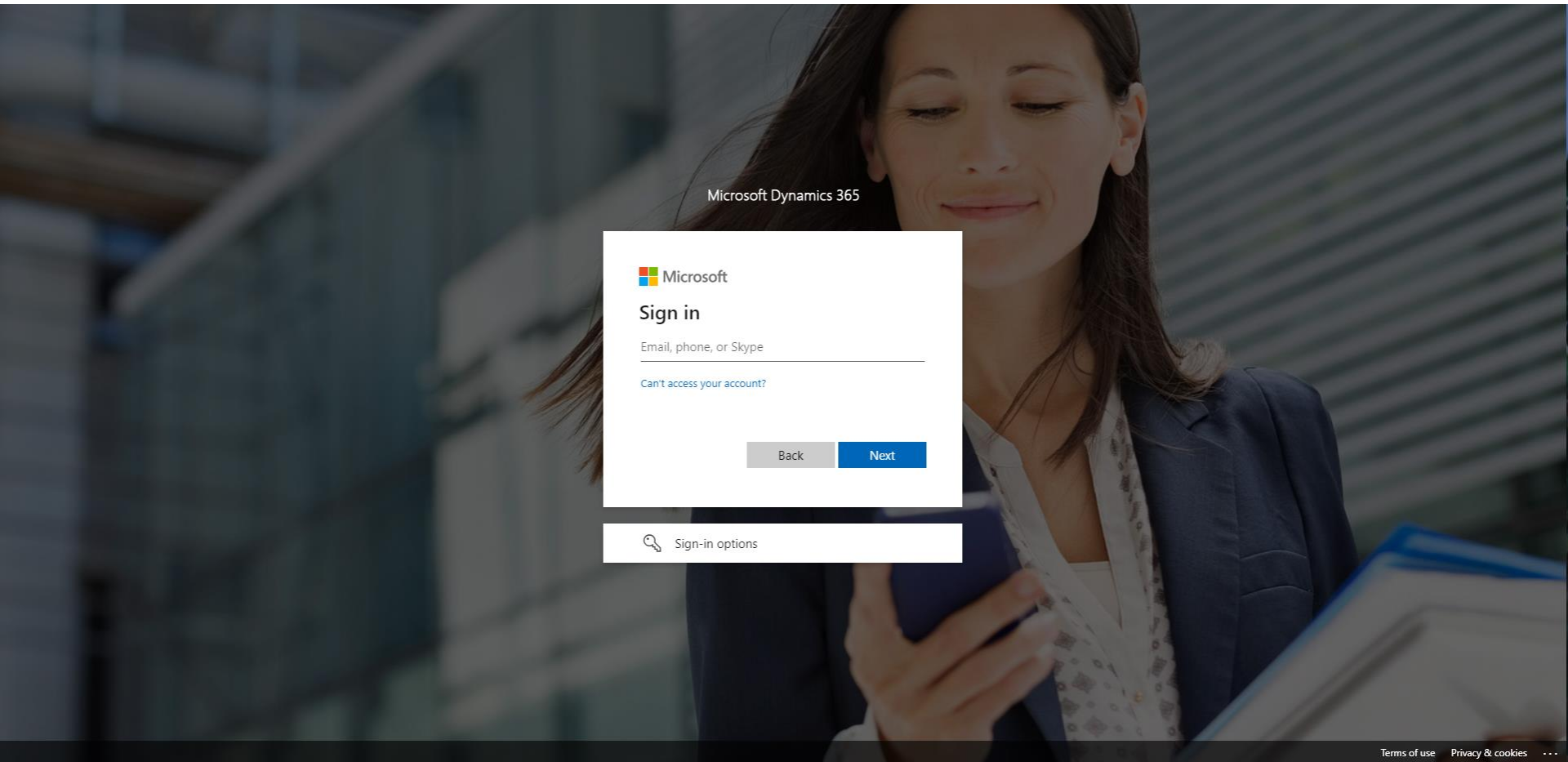
Please click on the following link to go to the ADEP system page:

<https://adep.crm14.dynamics.com>

If possible, please use Google Chrome.

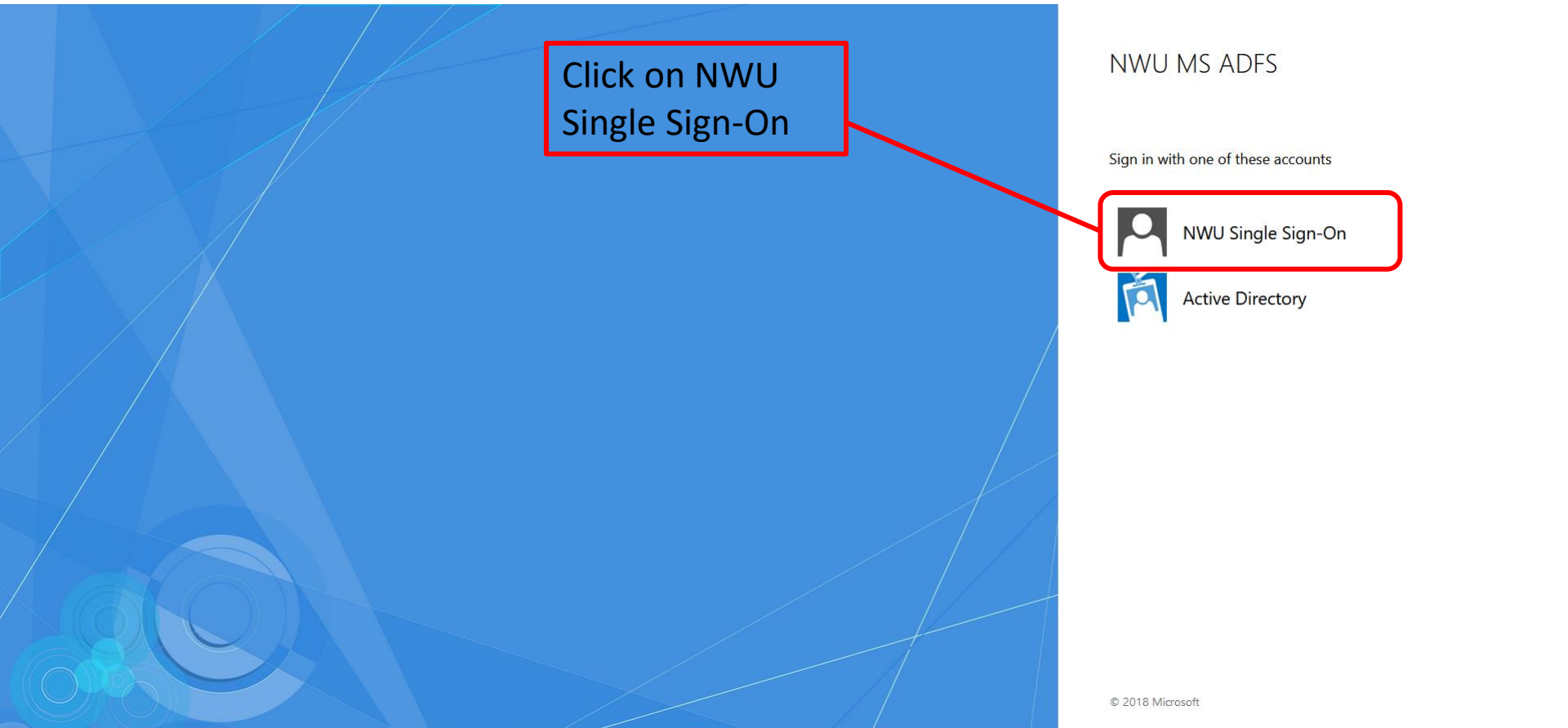
# Sign in

Please sign in using your NWU email: e.g. 12345678@nwu.ac.za



# Sign in

Please sign in using your NWU credentials.



Click on NWU  
Single Sign-On

NWU MS ADFS

Sign in with one of these accounts



NWU Single Sign-On



Active Directory

© 2018 Microsoft

# Sign in

Please sign in using your NWU credentials.



## Central Authentication Service

### Enter your Username and Password

Username:

Password:

Warn me before logging me into other sites.

clear

*Vir sekuriteitsredes, teken asseblief uit en maak die webblaaiër toe wanneer u klaar van al die dienste gebruik gemaak het.*

*For security reasons, please Log Out and Exit your web browser when you are done accessing services that require authentication!*

#### **U is besig om op die NWU privaat netwerk aan te teken.**

U verklaar dat u uself vergewis het van die NWU beleid, reëls en riglyne soos gepubliseer by onderstaande skakels, en u onderneem om dit na te kom.

#### **You are about to log into the NWU private network.**

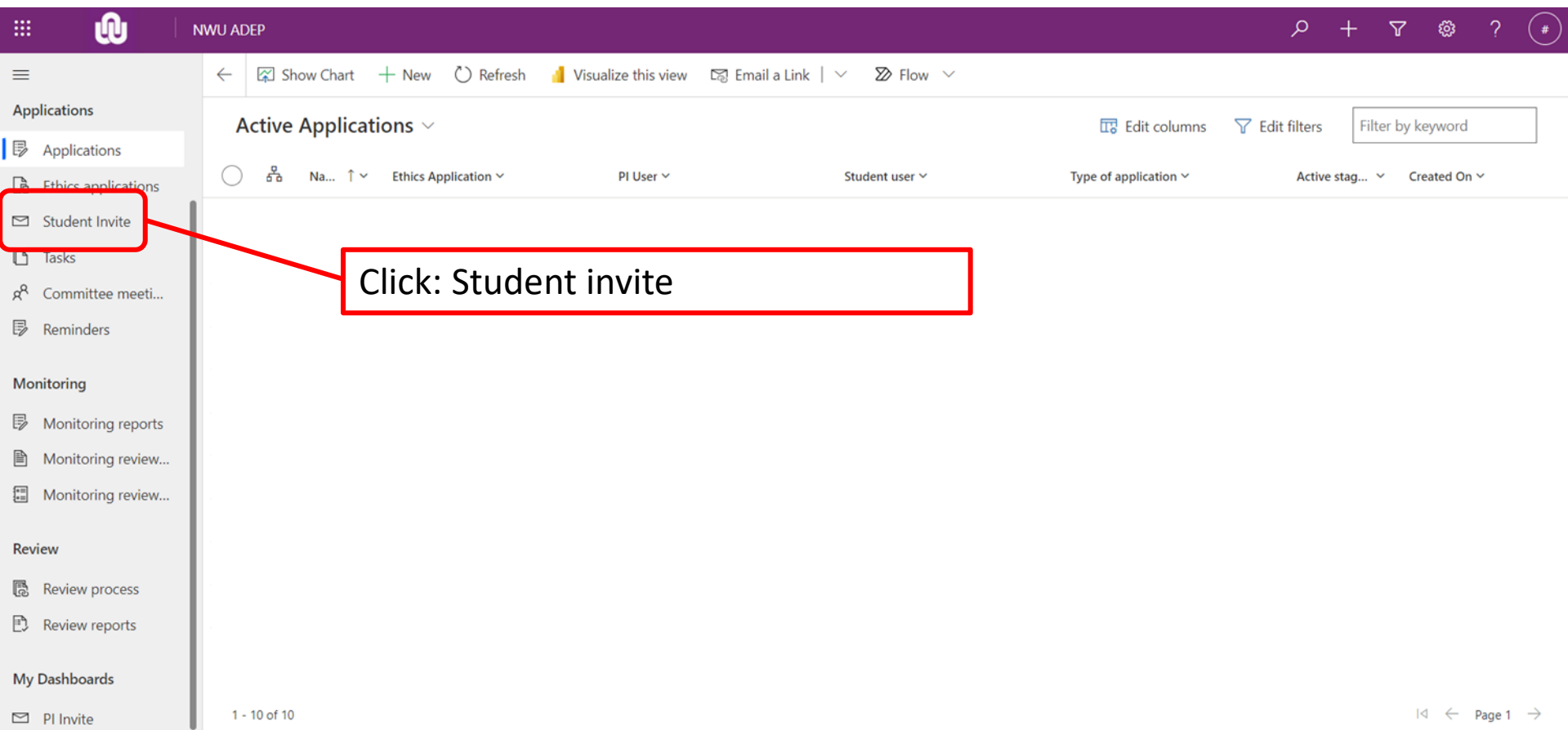
You confirm that you have read and that you understand the NWU policy, rules and regulations as published on the links below and that you agree to subject yourself thereto.

[GOVERNANCE AND MANAGEMENT, Policies & Rules](#)

[Policy, Rules and Guidelines for the responsible use of IT @ NWU](#)

# Adding a student

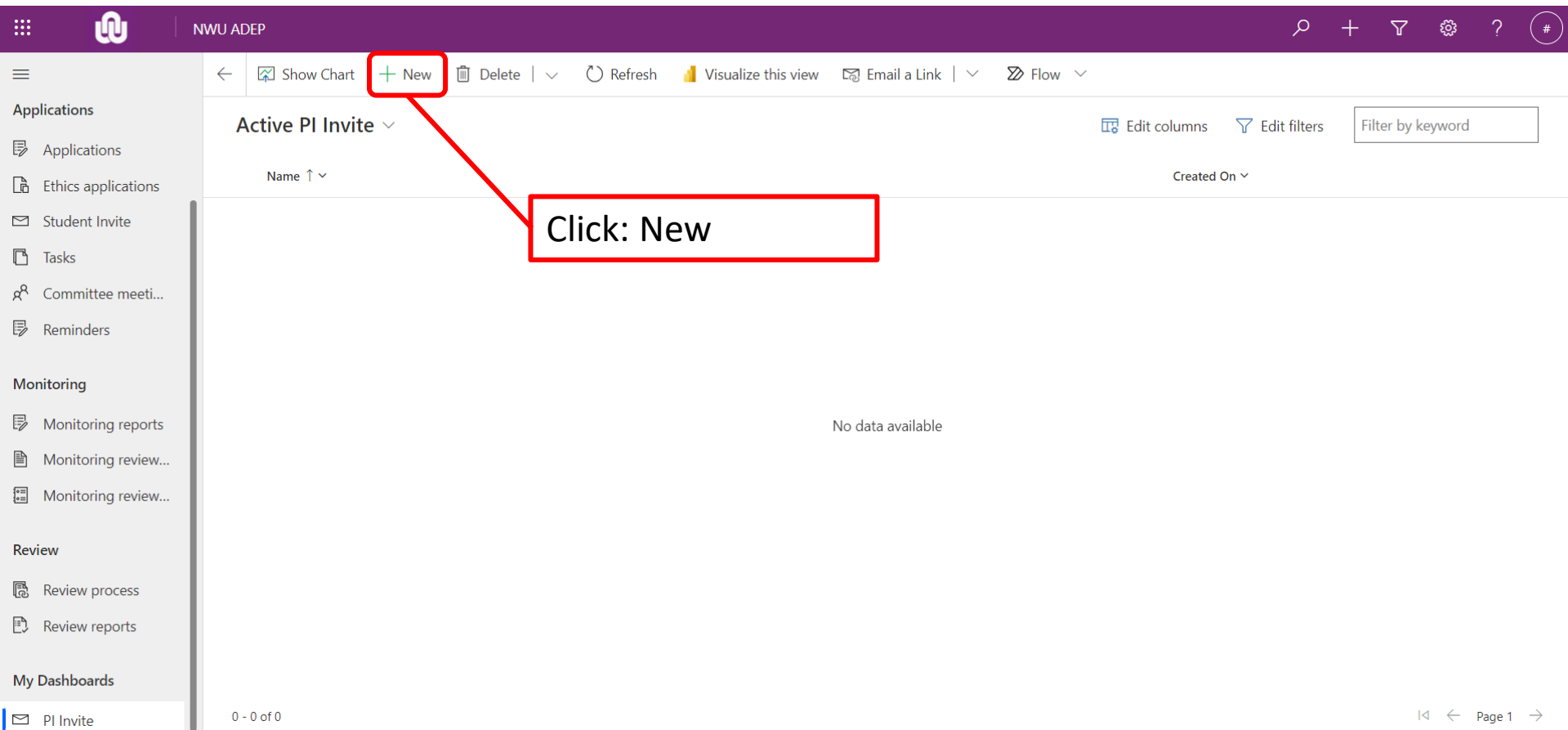
The PI should add a student by clicking on “Student Invite” from their home page.



The screenshot displays the NWU ADEP dashboard interface. The left sidebar contains a navigation menu with the following sections: Applications, Ethics applications, Monitoring, Review, and My Dashboards. The 'Student Invite' option is highlighted with a red box. A red arrow points from this box to a larger red box containing the text 'Click: Student invite'. The main content area shows a table of 'Active Applications' with columns for 'Na...', 'Ethics Application', 'PI User', 'Student user', 'Type of application', 'Active stag...', and 'Created On'. The top navigation bar includes options like 'Show Chart', 'New', 'Refresh', 'Visualize this view', 'Email a Link', and 'Flow'. The bottom right corner shows 'Page 1' with navigation arrows.

# Adding a student

Add a student by clicking “New”.



The screenshot displays the NWU ADEP dashboard interface. The top navigation bar includes the NWU logo, the text 'NWU ADEP', and various utility icons. A left-hand sidebar lists navigation categories: Applications, Monitoring, Review, and My Dashboards. The main content area is titled 'Active PI Invite' and features a table with columns for 'Name' and 'Created On'. The table is currently empty, displaying 'No data available'. A red box highlights the '+ New' button in the top toolbar, with a red arrow pointing to a text box that says 'Click: New'. The bottom status bar shows '0 - 0 of 0' and 'Page 1'.

# Adding a student

Fill in the details of the student.

The screenshot shows the 'New PI Invite' form in the NWU ADEP system. The form is titled 'New PI Invite' and has a 'General' tab selected. The form contains several fields: 'Full Name', 'First name', 'Surname', 'Email address of user', 'Onboarding complete', and 'Owner'. The 'Full Name' field is highlighted with a red box, and a red callout box points to it with the text 'Fill in the student's details.'. The 'Email address of user' field is also highlighted with a red box, and a red callout box points to it with the text 'Please use the student's official NWU email address.'. The 'Onboarding complete' field is set to 'No'. The 'Owner' field is set to 'GK # Germari Kruger'. The left sidebar shows a navigation menu with categories: Applications, Monitoring, and Review. The top navigation bar includes the NWU logo, the text 'NWU ADEP', and various utility icons.

Applications

- Applications
- Ethics applications
- Student Invite
- Tasks
- Committee meeti...
- Reminders

Monitoring

- Monitoring reports
- Monitoring review...
- Monitoring review...

Review

- Review process
- Review reports

My Dashboards

- PI Invite

New PI Invite

General

Full Name \* ---

First name ---

Surname ---

Email address of user

Onboarding complete No

Owner \* GK # Germari Kruger

Fill in the student's details.

Please use the student's official NWU email address.



# Adding a student

Save the application and then close.

The screenshot shows the NWU ADEP interface. The top navigation bar includes the NWU logo, the text 'NWU ADEP', and several utility icons. A sidebar on the left lists various application categories. The main content area displays a 'New PI Invite' form with the following fields:

Field	Value
Full Name *	Germari Kruger
First name	Germari
Surname	Kruger
Email address of user	Germari.Kruger@nwu.ac.za
Onboarding complete	No
Owner *	GK # Germari Kruger

## Adding a student

The student will receive a confirmation email when they have been added to the system.