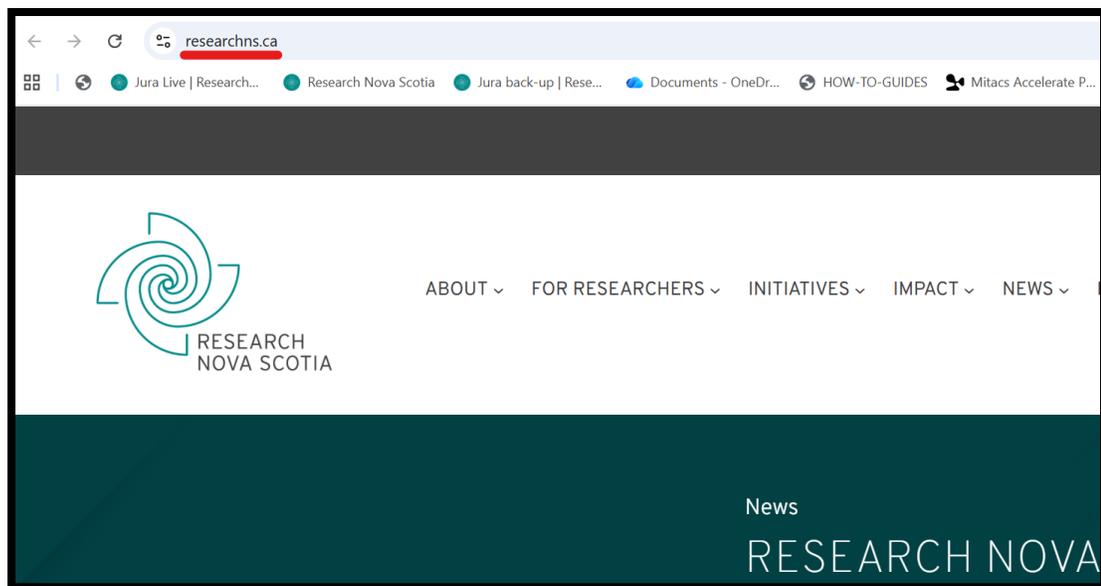


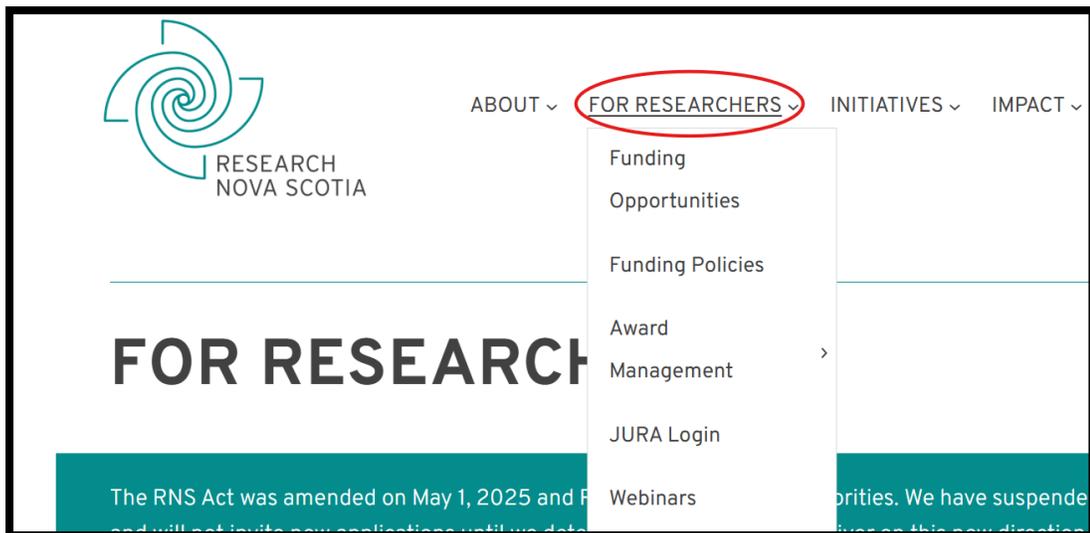
HOW TO CREATE A JURA ACCOUNT

All applications for funding opportunities are completed and submitted through Research Nova Scotia's online portal, **Jura**. Before beginning an application for RNS funding, all applicants must create a Jura account. To complete your account set-up, please follow the steps outlined below.

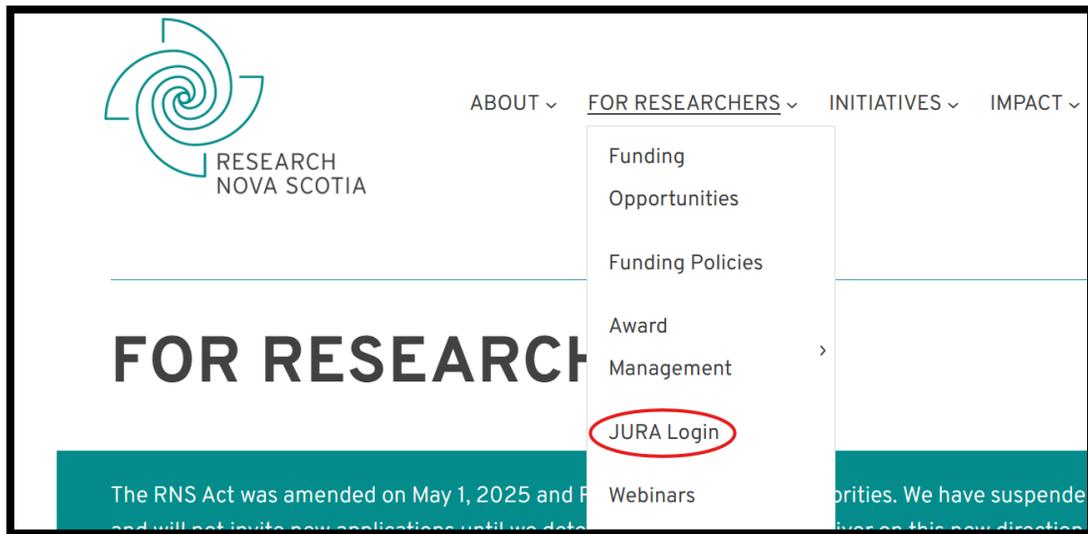
Step 1. Navigate to Research Nova Scotia's website at <https://researchns.ca>.



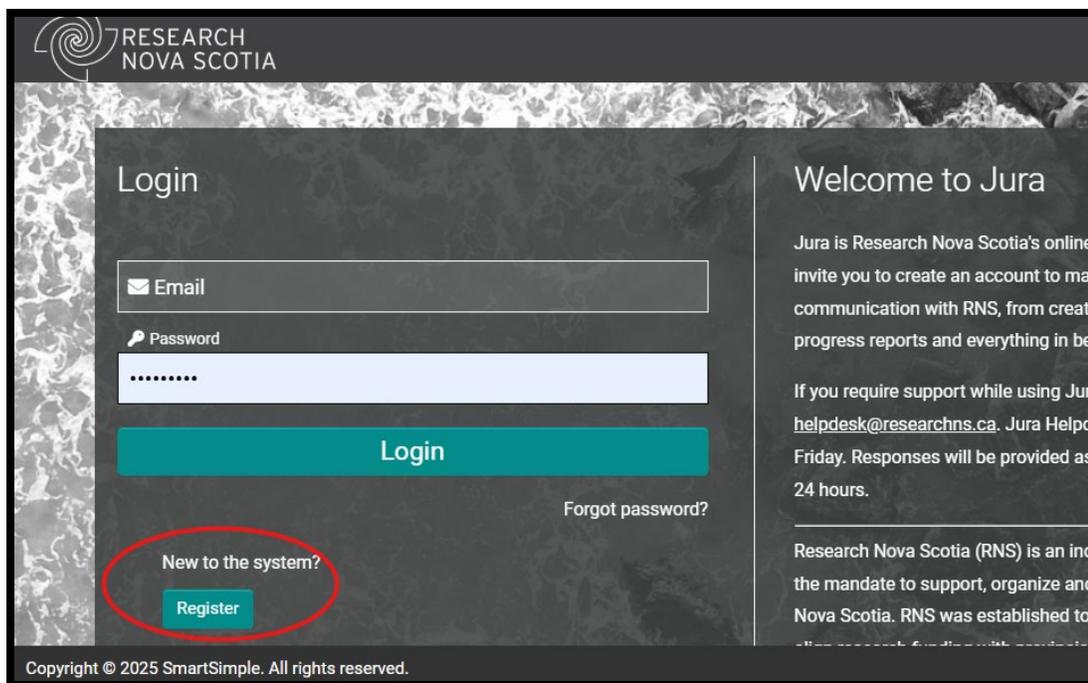
Step 2. Click on the 'For Researchers' tab.



Step 3. From the drop-down menu, click on 'JURA Login'.

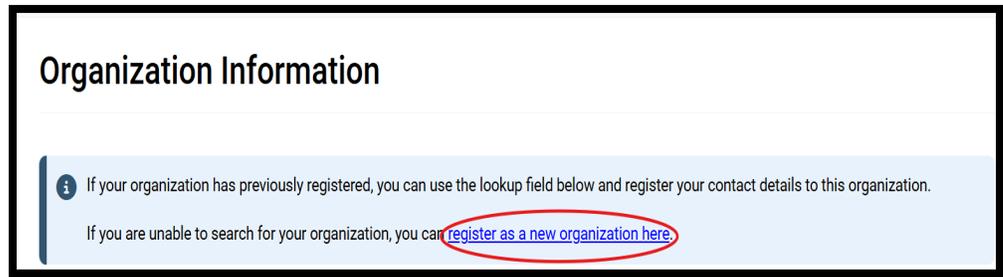


Step 4. Select the 'Register' button to create a new account.



Step 5. Fill in the required information, including providing all the information below.

1. Select your organization from the 'Organization Name' field. Please note that this field will auto-populate organizations that are already registered in the Jura system; be sure to select the organization from the drop-down menu.
2. If your organization does not appear in the search, you must register a new organization by following the steps outlined below:
 - a. Click on the 'register as a new organization here' link.

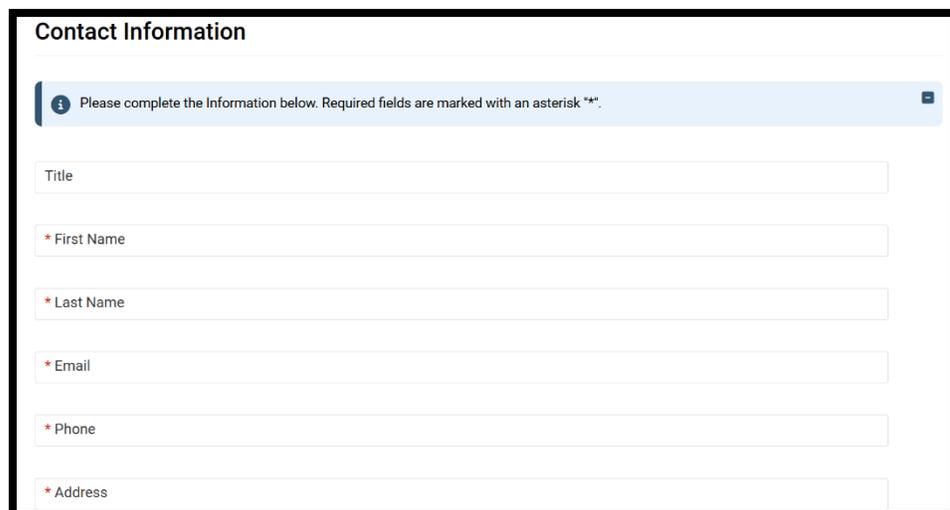


Organization Information

i If your organization has previously registered, you can use the lookup field below and register your contact details to this organization.

If you are unable to search for your organization, you can [register as a new organization here](#).

- b. Complete all information marked with an asterisk "*" to register your new organization. Once complete, hit the 'Submit' button to register your organization.
 - c. Click on the Research Nova Scotia Logo to return to the Jura homepage.
 - d. Click on the 'Register' button; the organization you just entered will now be available in the drop-down list under 'Organization Name.'
3. Enter your contact information. Any questions marked with an asterisk "*" are mandatory. **NOTE:** *Your email address will be used as your Jura username.*



Contact Information

i Please complete the Information below. Required fields are marked with an asterisk "*".

Title

* First Name

* Last Name

* Email

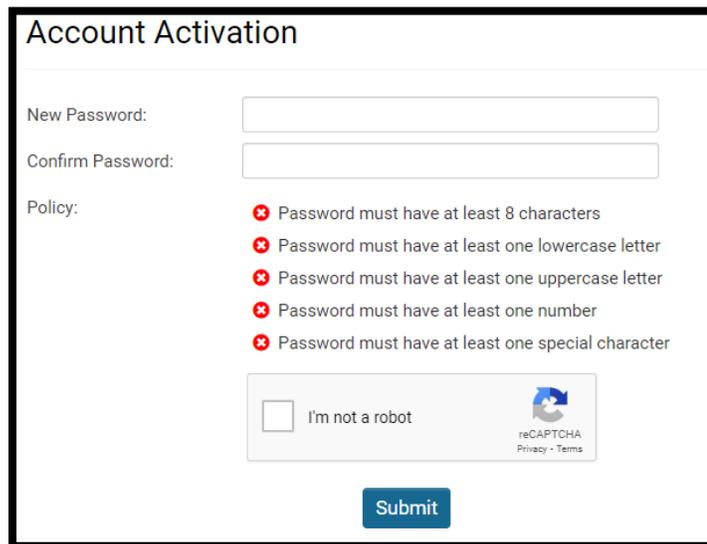
* Phone

* Address

4. Complete the self-declaration for **Equity, Diversity, Inclusion, and Accessibility**.
 - a. If you do not want to self-identify, you have the option to choose “Prefer not to say” for each question. You must select an option and save your responses for your questionnaire to be marked as complete. Doing so fulfills the mandatory requirement for completing the EDIA self-declaration.
 - b. You may change your answers to these questions at any time by following the instructions outlined in the [How to Update your EDIA Declaration](#) guide.

Step 6. After completing the required information fields, click ‘Submit.’

Step 7. Shortly after submitting, you will receive an email from noreply@smartsimple.com, including a link to set your password. Click the link to be redirected to the following page:



Account Activation

New Password:

Confirm Password:

Policy:

- ✘ Password must have at least 8 characters
- ✘ Password must have at least one lowercase letter
- ✘ Password must have at least one uppercase letter
- ✘ Password must have at least one number
- ✘ Password must have at least one special character

I'm not a robot

reCAPTCHA
Privacy • Terms

Submit

Step 8. Use the provided prompts to create a strong and secure password. When all password requirements have been met, click the ‘Submit’ button to proceed. You will receive another email from noreply@smartsimple.com letting you know that your password has been successfully updated.

Step 9. You will be automatically redirected to the Jura Privacy Policy and Terms of Use page after creating your account password. Review the details of this policy and select the ‘Accept’ button to access the system.

Step 10. If you have any questions about how to create a Jura account, contact helpdesk@researchns.ca.