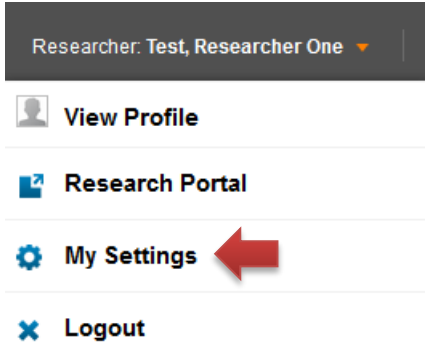




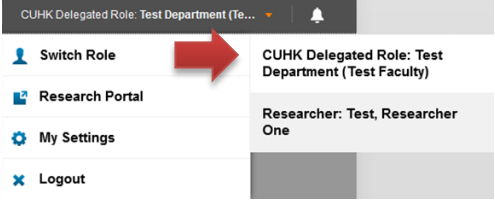


AIMS - User Guide for Delegation of Researcher Account

Step	User Role in AIMS	
	Delegation Recipient	Researcher
1	<p>Apply for a “CUHK Delegated Role” account in AIMS by submitting an application form to aims.info@cuhk.edu.hk.</p> <p style="text-align: center;">↓</p>	-
2	<p>Login AIMS with OnePass login ID and password after receiving the notification of account setup; to activate the account for receiving delegation.</p> <p>Inform the Researcher the CUHK email address registered for the “CU Delegation” account.</p> <p style="text-align: center;">↓</p>	-
3	→	<p>In the Dashboard of AIMS, select “My Settings” on the top right-hand corner.</p>  <p style="text-align: center;">↓</p>
4	-	<p>In My Settings, click “New delegation” under User delegation.</p>  <p style="text-align: center;">↓</p>

Step	User Role in AIMS	
	Delegation Recipient	Researcher
5		<p>Search the staff with first name or last name. (Please check the email address to avoid a wrong delegation)</p>  <p>Click  and  to add the delegation.</p> <p style="text-align: center;">↓</p>
6	<p>On the top right-hand corner of the Dashboard, select from the menu for the delegated Researcher account, to assist in the handling of publication records.</p> 	<p style="text-align: center;">←</p>
<p>Note: The delegated staff will have the same user functions and data access as the Researcher who made the delegation.</p>		