



How to Create an Account

To create a Je-S account please go to the Je-S Login page at <https://je-s.rcuk.ac.uk/Jes2WebLoginSite/Login.aspx> and select the 'Create an Account' link:

Existing Users
User Name:
Password:

[Retrieve User Name / Password](#)

About Je-S
Je-S is used by [AHRC](#), [BBSRC](#), [EPSRC](#), [ESRC](#), [MRC](#), [NERC](#) and [STFC](#) (formerly CCLRC and PPARC), as well as the [Technology Strategy Board \(TSB\)](#) and [Energy Technologies Institute \(ETI\)](#), to provide their communities with electronic grant services.
If you are a new user and wish to gain access to the Je-S system, please [Create an Account](#).
To be able to submit an application through Je-S the Organisation being applied through will need to have registered with Je-S. A list of [Je-S Registered Organisations](#) is available.

Je-S Grants Newsletter
For more news about Je-S and the RCUK SSC Grants service, you can now sign up for the quarterly [Je-S Grants Newsletter](#)

New Users
In order to gain access to the Je-S System, [Create an Account](#)

Help
[Contact Us](#)
[Terms and Conditions](#)
[System Help](#)

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Please read the terms and conditions and select 'Accept' or 'Not Accept' at the bottom of the page (you must accept the terms and conditions in order to continue with the account creation):

Enter your email address to check that you do not already have a Je-S account and select 'Account Check':

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Existing Account Check
In order to check that you do not already have a Je-S account, please enter your email address in the box below and click 'Account Check'

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If your email address already exists on an account in the system you will receive the following message, and you can retrieve your login details:

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Existing Account
The email address you have entered () already exists in an account on the system.
You can use your email address to [retrieve your login details](#)

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If your email address already exists in a database record on the system you will receive the following message:

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Existing Account
The email address you have entered () already exists in a record on the system.
Please click the "Account Setup" button below to generate an e-mail which will include a link enabling you to complete the account setup process based on this record held.

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If your email address is not found you can then select the level of account that you require by putting a tick in the relevant checkbox then selecting 'Next step':

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Account Type
Users of the Je-S System require different levels of account. To ensure that we give you the correct level of access please indicate below how you expect to use the System (select as many options as necessary):

Research Proposals

- An Applicant on a Standard or Outline Proposal (Principal/Co/Researcher Co-Investigator). This account type requires verification from the nominated organisation and is not applicable to Students (please see below).
- An Applicant on a Fellowship Proposal

Studentship Forms

- The Student (on a Student Nomination or Studentship Proposal Document, this is the only account type that applies for students).**
- The Supervisor
- Head of Department
- A Contact
 - AHRC BQP
 - BBSRC Industrial CASE

Administration

- To Prepare Documents, but not be named on it eg. Departmental Administrator
- To Approve and/or Submit Research Proposals, Student Nomination/Proposal Forms or Ten Day Turnaround
- To Complete/Approve and/or Submit Financial Forms eg. Expenditure Statements/Intent and Offer Acceptances/Start Confirmation/Annual Statements on behalf of the Organisation
- DTG Co-ordinators
- DTG Administrators
- None of the above eg Peer Reviewer/College Member/Named Researcher

- If you are an applicant on a Standard or Outline proposal, please select the first option
- If you are a student, please select 'The Student' under Studentship forms (including applicants on AHRC/ESRC Nomination and Proposal forms)
- If you are applying for a Fellowship, please select 'An Applicant on a Fellowship proposal'
- If you are an administrator, please select the relevant option under 'Administration'



Enter your personal details and select 'Next step':

Je-S Create Account - Personal Details [Help](#) [Report Problem](#)

Help **Personal Details**
Please enter your personal details and click 'Next Step' - mandatory fields are marked with *

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Title: Professor *
Forenames: A *
N *
Surname: Other *
Former Surname: *
Telephone number: 01234 567890 *
Date of birth: 01 January 1950 *
 Not Disclosed
Post: My current job *
Post start date: 01 January 1995 *

Equal Opportunities Data [Why do we ask for this information?](#)
Ethnic origin: Not Disclosed *
Country of nationality: Not Disclosed *
Gender: Not Disclosed *
Disabled: No Yes Not disclosed *
[What is a "Disability"?](#)
Disability: *
1 If you have had any previous interactions with the research councils, e.g. as a council funded student, and have changed your surname please provide your former surname

Enter your Qualifications (optional) by selecting the 'Add Qualification' button:

Je-S Create Account - Qualifications [Help](#) [Report Problem](#)

Help **Qualifications**
This section is optional.
If you do wish to record your qualifications, please click 'Add Qualification'.
When you have finished, please click 'Next Step'.

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(Please note: - this section is compulsory if you selected a Student Account)

Please select your organisation and complete the fields, then 'Save':

Je-S Create Account - Add Qualifications [Help](#) [Report Problem](#)

Help **Edit qualification details**
Note: organisation search will appear in a new window

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Awarding Organisation: [Select Organisation](#)

Year awarded: 2010

Qualification level: Undergraduate
 Postgraduate/Masters
 Higher/Doctorate

Qualification type: BA

Qualification subject: Search:

Qualification class: First class honours

Qualification description:

255 character(s) remaining (maximum 255), including spaces and returns
To check character counts, or edit longer text to the character limit, use the [character count test page](#) (opens in a new window)



Next, you are required to select your organisation and department. Please select the link 'Select Organisation':

Another window will pop up for you to enter the name of your organisation, select 'Search.' Repeat this step for the department search. ***(If you have selected a Fellowship or Student account, it is not a mandatory requirement to select an organisation and department – select next step to continue with account setup)***

Please choose a user name and password, and enter a password hint to remind you of your password:

(Please note: - passwords must be at least 6 characters in length, are case sensitive and cannot be the same as a password previously used for Je-S).



You will then be asked to check your details before selecting the 'Create Account' button:

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Confirm details
Please check your details and click 'Create Account'

New Account Details

User Name:	abc1		
Name:	Professor A N Other		
Email address:		Country of Nationality:	United Kingdom
Telephone:	01234 567890	Date of Birth:	01 January 1950
Post:	My current job	Post Start Date:	01 January 1995
Ethnic Origin:	Not Disclosed	Disabled:	Undisclosed

Organisation

Organisation:	Zorg Testing Organisation for JeS 1
Department:	Testing Department SH1

Once you have successfully created your account, you will receive an email containing an activation link which you will need to select to activate your Je-S account.

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Account Created

User account successfully Created. You will shortly receive an email which will enable account activation. As you selected the option to be an Applicant on a Standard or Outline Proposal (Principal/Co-Researcher Co-Investigator) your request is now being verified with your nominated organisation's central administration. In the meantime you may continue to use the Je-S System to prepare proposals but will not be able to submit the proposal until you receive an email confirming that the verification process has been completed.

[Close the window.](#)