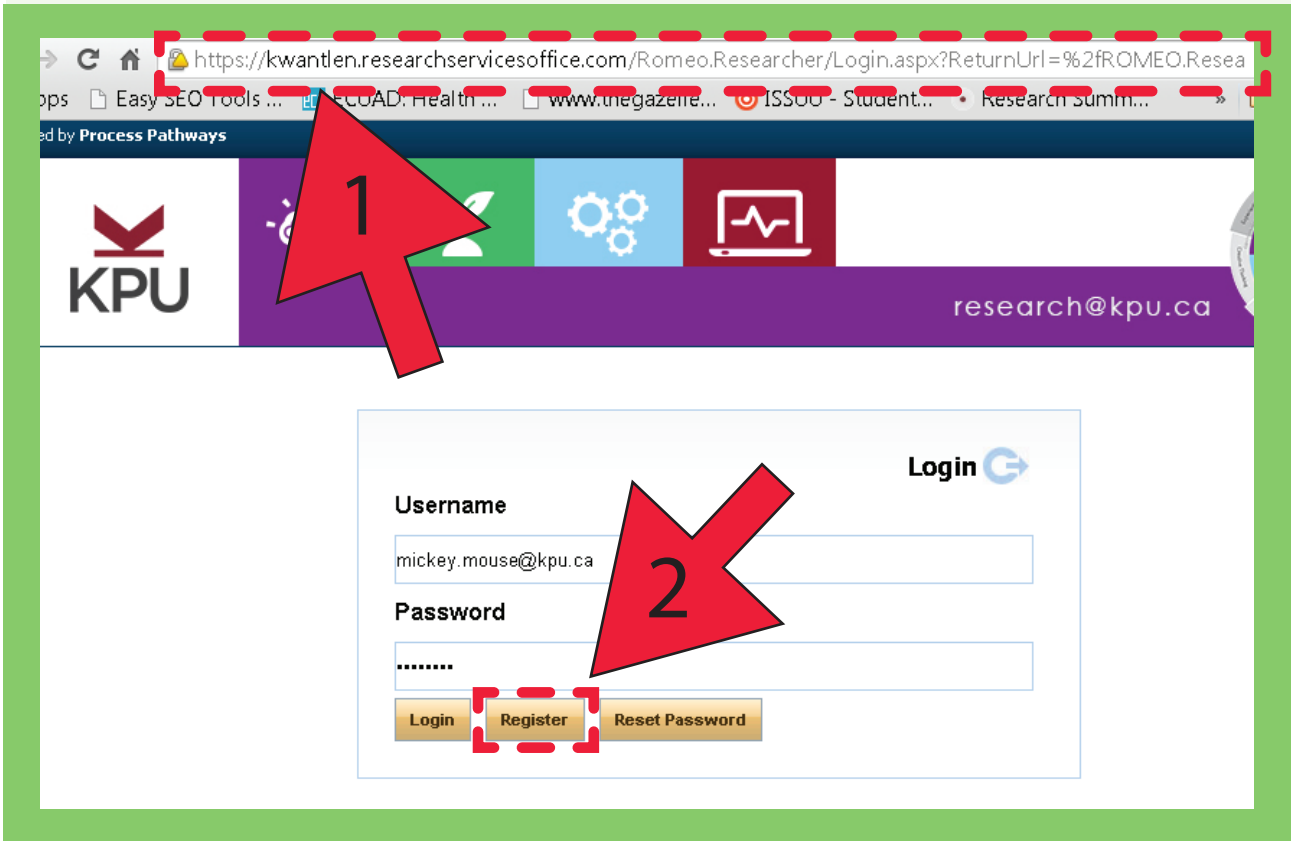


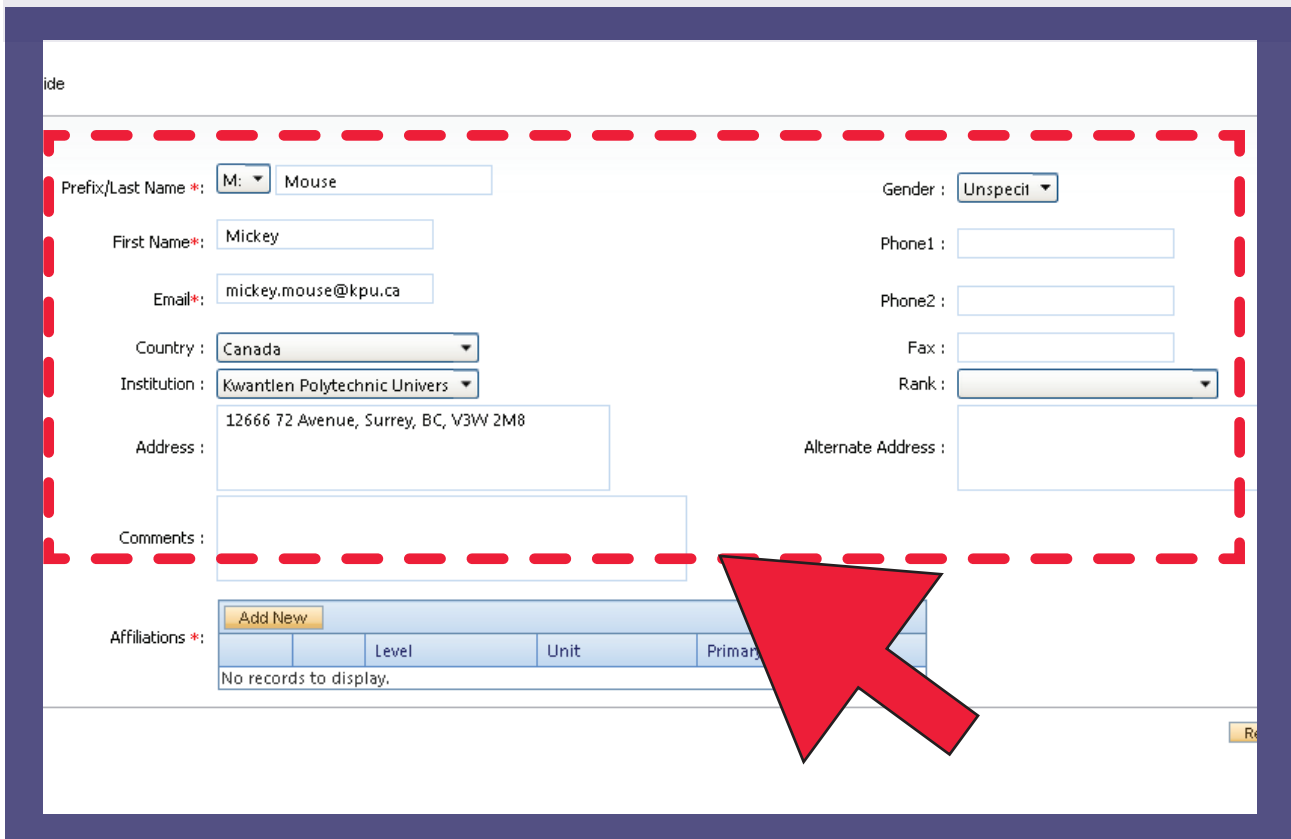
Step 1/4 - Log-in

Using a Firefox or Chrome browser, log onto the ROMEO Researcher Portal website and click the 'Register' button. *(ROMEO website: <http://ow.ly/VB6FN>)



The screenshot shows the login page of the ROMEO Researcher Portal. The browser address bar shows the URL: <https://kwantlen.researchservicesoffice.com/Romeo.Researcher/Login.aspx?ReturnUrl=%2fROMEO.Resea>. The page features the KPU logo and the email address research@kpu.ca. The login form includes fields for Username (mickey.mouse@kpu.ca) and Password (masked with dots). Below the form are three buttons: Login, Register, and Reset Password. A red dashed box highlights the browser address bar and the top navigation bar. A red arrow labeled '1' points to the KPU logo, and another red arrow labeled '2' points to the Register button.

Step 2/4 - Enter your information



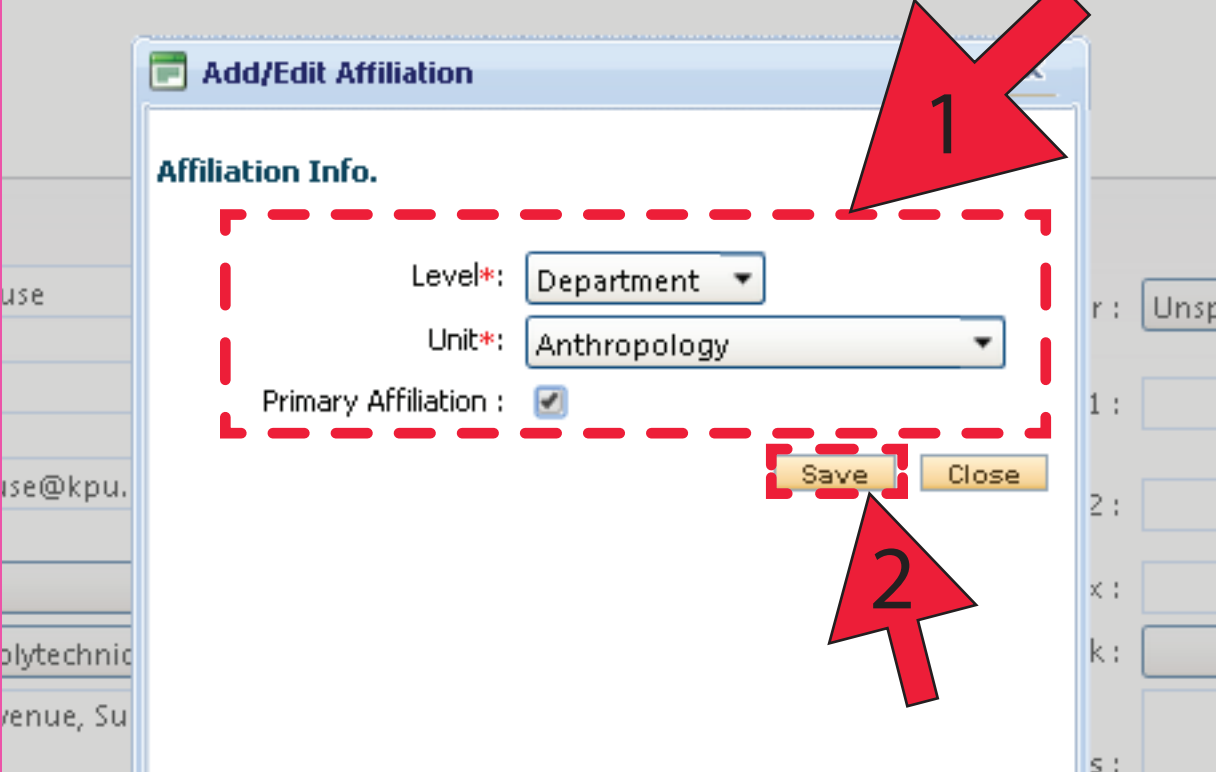
The screenshot shows the registration form. The form fields are as follows:

- Prefix/Last Name *: M: Mouse
- Gender : Unspecit
- First Name*: Mickey
- Phone1 :
- Email*: mickey.mouse@kpu.ca
- Phone2 :
- Country : Canada
- Fax :
- Institution : Kwantlen Polytechnic Univer
- Rank :
- Address : 12666 72 Avenue, Surrey, BC, V3W 2M8
- Alternate Address :
- Comments :
- Affiliations *: Add New

The Affiliations section shows a table with columns: Level, Unit, Primary. Below the table, it says "No records to display." A red dashed box highlights the form fields. A red arrow points to the 'Add New' button.

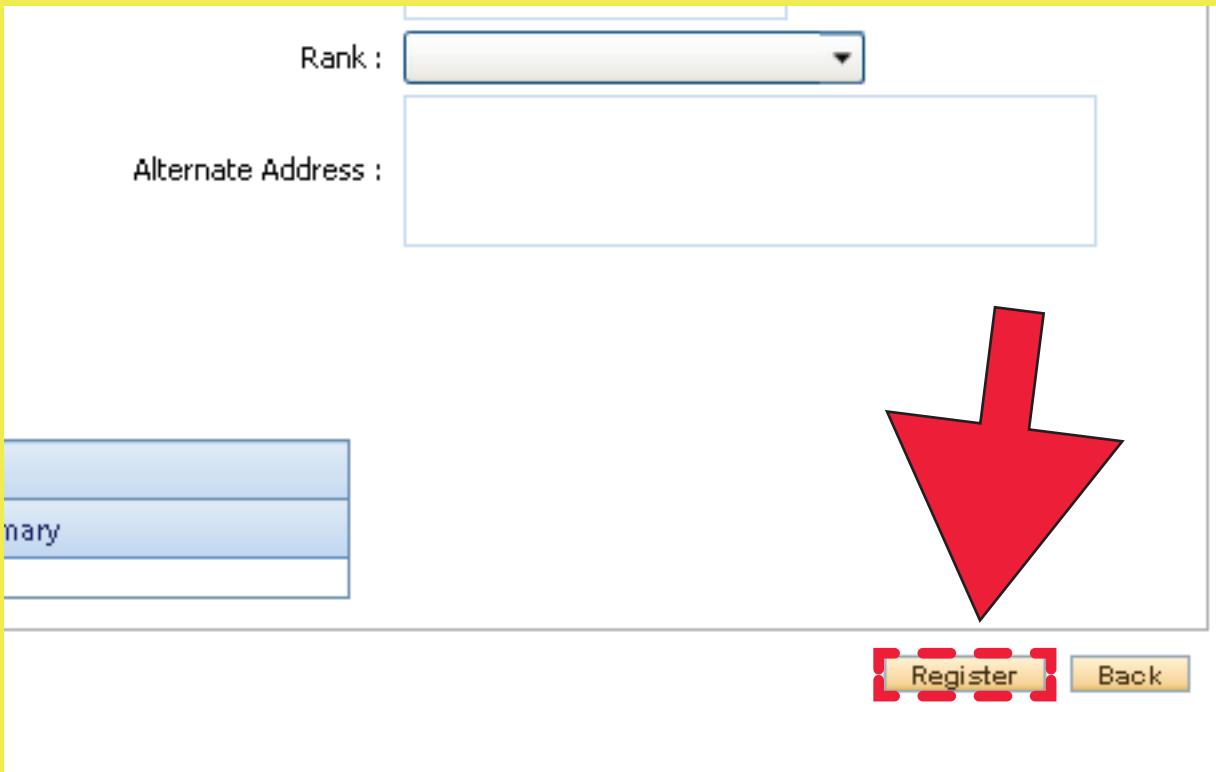
Step 3/4 - Select your department

Under 'Affiliations,' select your department and check the 'Primary Affiliation' check box. Then, click 'Save.'



The screenshot shows a web form titled "Add/Edit Affiliation". Under the "Affiliation Info." section, there are three fields: "Level*" with a dropdown menu set to "Department", "Unit*" with a dropdown menu set to "Anthropology", and "Primary Affiliation:" with a checked checkbox. At the bottom right of the form are two buttons: "Save" and "Close". A red dashed box highlights the "Level*", "Unit*", and "Primary Affiliation:" fields. A red arrow with the number "1" points to the "Level*" dropdown. Another red arrow with the number "2" points to the "Save" button.

Step 4/4 - Click Register to complete



The screenshot shows a web form with a "Rank:" dropdown menu and an "Alternate Address:" text input field. At the bottom right of the form are two buttons: "Register" and "Back". A red dashed box highlights the "Register" button, and a large red arrow points down towards it.

For a video demonstration visit: <http://ow.ly/VB6RI>