User Guide

Registration in H.F.R.I. Portal

(https://portal.hfri.gr)

v2.1 – September 2022

© Hellenic Foundation for Research and Innovation (H.F.R.I.)
## Contents

1. Introduction .................................................................................................................................................. 3
2. General ......................................................................................................................................................... 3
3. Registration in H.F.R.I. portal ...................................................................................................................... 3
4. Addition of personal data ............................................................................................................................. 5
5. Change of email and/or password .................................................................................................................. 8
6. Contact......................................................................................................................................................... 8
1 Introduction
This document is a brief guide on how to register in the portal of the Hellenic Foundation for Research and Innovation (H.F.R.I) – https://portal.hfri.gr

2 General
The portal of the Hellenic Foundation for Research and Innovation, referred from now on as “H.F.R.I. portal”, is the only gateway to H.F.R.I.’s activities related with submission and evaluation of proposals and implementation of research projects. Thus, individuals are invited to register in the portal either for submitting a proposal as Principal Investigators or as experts for the evaluation and monitoring of the proposals and the projects, respectively.

3 Registration in H.F.R.I. portal
To register in the H.F.R.I. portal please visit the link https://portal.hfri.gr and press "Entry" (see Figure below):

- When entering the portal for the first time, please choose the “Register” button (see Figure below):
• Create your account following the instructions presented in the Figure below:

- Email
- Password
- Confirm password

Next

• Accept the “Terms and Conditions” by pressing the respected buttons marked with the black arrow (see Figures below):
To activate your account please click the link sent to your email (see Figure below):

Once you activate your account, you will receive the confirmation email (as the one presented in the Figure below), where your unique H.F.R.I. – ID number is given:

Addition of personal data

Once you are successfully registered in the H.F.R.I. portal, please login in the portal using the email and password that you used for your registration (see Figure below).

A “password reminder” is available, if necessary.
• Once you log in, you will be asked to select the desired organization. Please press the respected logo from the list (see Figure below):

![Organization Selection](image)

• Once you select the desired organization logo, you will enter in the respected organization interface. For HFRI you will see the interface of the Figure below. Prior to any other action add your personal data in the tab “Personal Info” at the up right side of the portal.

![HFRI Portal](image)
Complete the fields with all the available data. Please pay attention to the mandatory fields marked with "*" (see Figure below):
• You can update your personal info at anytime by visiting this tab and clicking “Apply changes” after adding your new data.

5 Change of email and/or password

If you would like to change your email or password, please visit the tab “My Account” at the up right side of the portal and follow the instructions (see Figures below):

6 Contact

For any inquiry regarding technical issues, please contact the Helpdesk team, through the tab “Help” of the portal.

For any other inquiry please send an email to researchdepartment@elidek.gr