

How to Obtain Access to RISE

STEP #1: Apply for a UBC CWL (Campus-Wide Login) Account

If you already have a UBC CWL (Campus-Wide Login) account you may skip this step.

If you do not have a UBC CWL account you will need to obtain one to access RISE.

It is best to apply for this account from your work computer. Your computer firewalls will be tested to ensure that you will not encounter connection problems. Once you have a CWL login account, it should work from your home and other outside computers that have internet access.

To apply for the CWL account

1. Go to <http://www.it.ubc.ca/cwl/homelink.shtml>
2. Select "Create an Account" and choose the appropriate account;
Basic Account – for Non UBC employees
Standard Account – for UBC employees should sign up as either Faculty, Staff, or Student.
3. Follow the instructions and choose your own CWL username and password
4. Keep a record of your CWL username and password for future access to the RISE system.
5. Once your account has been created, you will be prompted to check your email for a confirmation message from UBC whereupon you are expected to validate your email address. You will have 72 hours to activate your CWL account or you will need to reapply.

CWL Help: If you encounter problems applying or connecting to the CWL, please do not contact the REB. CWL accounts and passwords are managed by UBC IT, please contact them directly at: http://it.ubc.ca/contact/contact_accounts.html

STEP #2: Activate your RISE Account

Depending on the nature of your account, for the initial login to RISE (<https://rise.ubc.ca>), you may be prompted to enter 'your researcher number' If you do not have, or do not know your **Researcher Account Number** please send an email to the BCCA REB Administration at: reb@bccancer.bc.ca and provide the information below. The BCCA REB will check the system and if you are already registered in the system, will reply by email with your researcher number, otherwise the BCCA REB will submit the request on your behalf to the UBC Office of Research Services who will send you an email once they register you, which may take up 1 – 2 business days).

- Name
- Email Address
- Business Telephone Number
- BCCA Department and Position
- UBC Rank (if applicable)
- UBC Employee ID (If applicable)

Step 3: Accessing Rise

Go to <https://rise.ubc.ca> Once the above steps are completed, on subsequent logins you will only be asked for your CWL username and password and you can access RISE from any location that has internet access.

Update Your Profile: Once you have access to RISE, you can check or update your profile by clicking on your name located in the top blue bar on the right hand side, then correct or add any missing information and click "Apply" at the bottom of the page.