Requesting access to K2

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Requesting Access to K2

Access to K2 is required before being able to submit an application. If you do not already have an account, these instructions will guide you through the process to create one.

AgriFutures Australia has moved towards a self-service model which allows users to request access to K2. Once submitted, your request will go through an approval process and then you will receive an email to validate your account and create your password.

Once you have received your login credentials, type the following URL in to your internet browser – we recommend that you use Chrome or Microsoft Edge - https://agrifutures.onk2.com/Runtime/Runtime/Form/Researcher.Dashboard/

User Registration Form

The form can be accessed on the AgriFutures website at https://www.agrifutures.com.au/researchers/k2-guides or by selecting the following link: https://agrifutures.onk2.com/Runtime/Runtime/Form/PMIS.UserRegistration/

The user must read AgriFutures Australia privacy and collection statement before creating their request.

You can choose from three types of registration:

1. New user
2. New company/user
3. Change of admin contact
New user request

The first step is searching to see if your company exists in K2. If it does not, you will need to switch to the new company/user form.

If it does, you can select the company and then click **Add New User**
A screen will pop up with the form you need to complete. Required fields are marked with an asterisk.

Once the form is completed, select Save to close the window and return to the main form.

You can request multiple users on the same form, simply click +Add New User to add additional users.

**Please note:** At this stage, only one user can submit against a single application or project. Additional users will not have access to applications or projects started by colleagues. One person needs to collate the submission and submit on behalf of all parties.

Once you have completed all required new users, select Submit.

On submission, AgriFutures will be notified and your request will be reviewed and approved/rejected.

If your user account is approved by AgriFutures, you will receive a system-generated email asking you to validate your account and the Administrative Contact for your organisation will be notified that your account has been created.
Dear Future Taster,

Please verify your account detail and supply a new password by clicking on the link below:
Click here

Please contact helpdesk@agrifutures.com.au for further assistance.

Kind regards,
AgriFutures Australia Helpdesk

02 6923 8900
helpdesk@agrifutures.com.au

Building 007, Tooma Way
Charles Sturt University
Locked Bag 598, Wagga Wagga NSW 2650
agrifutures.com.au

AgriFutures Australia is the trading name for Rural Industries Research & Development Corporation (RIRDC).

Clicking the link in the email above will open the verification form as below. Please check your details are correct and set your password.

Once this is completed, you will be taken to the login screen so that you can login using your email as your username and the password you have just created.
Creating a new company/user

If your company does not exist in K2, you will need to create a new company account. You can add any required users at the same time.

The first part of the form contains the company information.

Required fields are indicated by an asterisk.

In the Organisation Type field, please select the list item that most closely aligns with your business.

If you are an international company and do not have an ABN, please enter dummy figures in this field to progress your submission.

Once the company information has been completed, you will need to nominate the Administrative Contact for your organisation.

The Role Administrative Contact (Admin Contact)

The Admin Contact will need to approve an application that requires approval on behalf of the research organisation. This cannot be set on an application-by-application basis – it is set at the organisation level. For smaller organisations or consulting firms, the Administrative Contact and the Project Lead are often the same person – that is fine. In those cases, the approval step will be skipped as there is no need to approve your own application.
Required fields are indicated by an asterisk.

Once the admin contact is complete, you can then choose to add additional new users by clicking + Add New User.

This will open the new user registration form. After each form is completed it can be saved and additional users added. Once all users have been added, click on Submit.

Once this has been submitted, AgriFutures will be notified and your request will be internally reviewed and approved/rejected.

If your user account is approved by AgriFutures, all users will receive a system-generated email asking you to validate your account and set your password.

Dear Future User,

Please verify your account detail and supply a new password by clicking on the link below: [Click here]

Please contact helpdesk@agrifutures.com.au for further assistance.

Kind regards,

AgriFutures Australia Helpdesk

02 6923 6900
helpdesk@agrifutures.com.au

Building 007, Tooma Way
Charles Sturt University
Locked Bag 585, Wagga Wagga NSW 2650
agrifutures.com.au
**Please note:** The Admin Contact will need to validate their account before any subsequent users can validate their accounts. This is part of the company record creation so please ensure your Admin Contact does this promptly to avoid delaying other users who may wish to start an application.

Clicking the link in the email above will open the verification form as below. Please check your details are correct and set your password.

Once this is completed, you will be taken to the login screen so that you can login using your email as your username and the password you have just created.
Change of Admin Contact

Each organisation can currently only have one Administrative Contact. Their role is to approve applications on behalf of the organisation, when required. This cannot be set on an application-by-application basis – it is set at the organisation level.

**Please note:** requesting to change the administrative contact will impact any current projects underway within the system. This should only be done if the Admin Contact has left or has moved roles within your organisation.

The first step is to look up your company to ensure it exists. Then you have two choices:

1. The person wishing to be made the admin contact already has a login
2. The person wishing to be made the admin contact doesn’t have a login.

**User has a login**

If your new admin contact already has a user account in the system, you will be presented with a simple form to complete.

Once you have completed the form fields, you need to acknowledge that you understand that by requesting this change, the new admin contact will be responsible for all projects currently underway for this research organisation. You will also need to provide a reason for the change.

Once this has been submitted, AgriFutures will be notified and your request will be internally reviewed and approved/rejected.
User does not have a login

If you do not have a login, the system will present a slightly longer form for completion.

Once you have completed the form fields, you will need to acknowledge that you understand that by requesting this change, the new admin contact will be responsible for all projects currently underway for this research organisation. You will also need to provide a reason for the change.

Once this has been submitted, AgriFutures will be notified and your request will be internally reviewed and approved/rejected.
Resetting your password and updating your details

At login

At login you can select the forgotten password link. Please ensure you enter your login email address into the User Name field and then select **Forgot your Password?**

This will open a new screen.

Please enter your username (email address) into the field and select **Submit**. Once you submit, you will receive an email to reset your password.

**Note:** The link in the email to reset your password will only be active for 15 minutes.
Already logged in

Once logged in, you can change your password via the Settings tab. You can also update your details.

Please note: You cannot update your research organisation as yet (as it could impact existing contracts) or your email address (as it is your login).
My Details

User Details

TITLE: 
FIRST NAME: 
LAST NAME: 
COMPANY: 
COUNTRY: 
ADDRESS LINE 1: 
ADDRESS LINE 2: 
ADDRESS LINE 3: 
STATE: 
CITY: 
POSTCODE: 
PHONE NUMBER: 
ABN: 
MOBILE NUMBER: 
FAX NUMBER: 
USER NAME [YOUR E-MAIL ADDRESS]:

☑ Active

PERSON TYPE
[ ] Consultant [ ] Contractor [ ] Employee
[ ] Panel Chair [ ] Panel Member [ ] Researcher

Back Update