1 Log in to eRA with your UCT credentials using the following link: **http://eraonline.uct.ac.za** Click **Login** which can be found at the top right of the screen.

2 After logging in ensure you switch the default role from **Researcher** to **Supervisor** and check the list below of **Things to do** for the application sent by the student
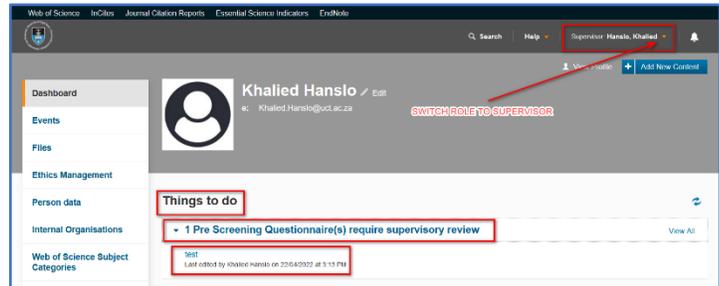
3 The Supervisor adds the Departmental Authority, by clicking on the blue plus sign, then inserting the name of the designated **Departmental Authority**, who will review the application after.
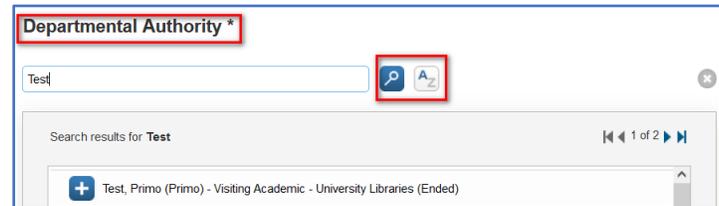
4 The **Supervisor** will review the form and the relevance of the respective fields. Once the form is reviewed, the Supervisor will navigate to the **Declarations** tab, and complete the relevant Declaration check box.

5 Once complete, the Supervisor will click Save & close. A popup box will appear. From this, the Supervisor can return the form to the applicant if clarity is required, by selecting the workflow step, **Returned for clarification.** Should the Supervisor wish to return to the form at another stage, the form can remain on the workflow step **Supervisor Review (all student applications).** If satisfied, the Supervisor can select the workflow step, **Departmental Authority review**.

Then, click **Done**.

More information on eRA is available via the Research SupportHub.
If you require assistance or additional support, please log a call via ServiceNow.