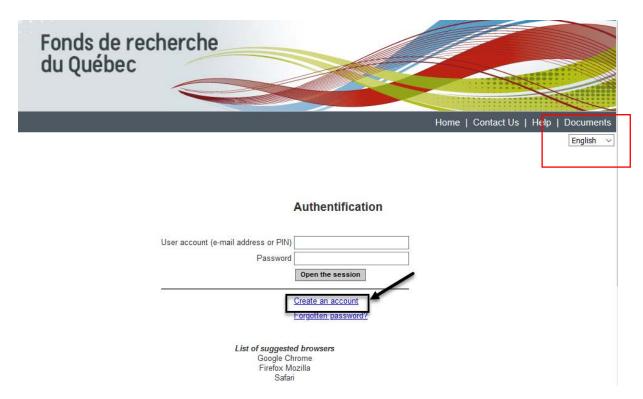# How to create an FRQnet user account (step by step)

1. To access the FRQnet login page, follow this link :
   https://frqnet.frq.gouv.qc.ca/portfolio/
2. Once on the login page, click on the "Create an account" link available under the *Authentification section.*

All FRQnet users must create a profile using their e-mail address as their primary identifier (user account). You must ensure that all the mandatory fields are completed.

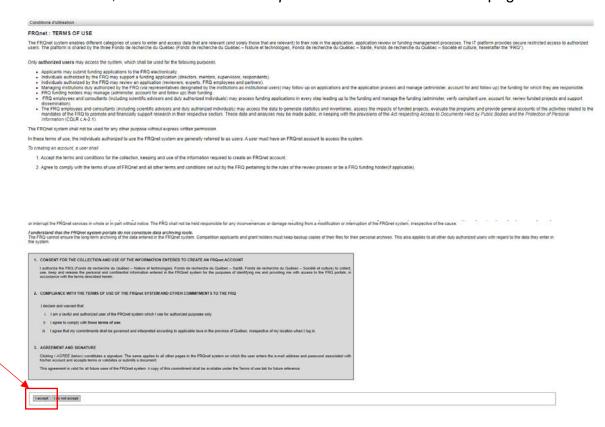To set your E-portfolio in English, please change the language at the right top of the main page.

List of suggested browsers: Google Chrome, **Firefox Mozilla**, Safari

You can contact the FRQ online help center at the following email address:
centre.assistance@frq.gouv.qc.ca

3. You will be redirected to the *Terms of use* page. Please, carefully read the system terms of use, and click on the *I accept* button at the bottom of the page.
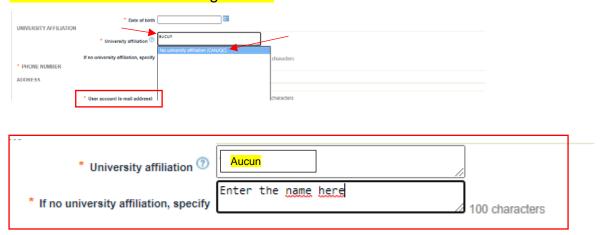
4. Once the Terms of use have been accepted, you will access to "Create your user account" section. Please, be sure to complete all fields that are marked with an asterisk (* mandatory field).

Note: To update your *University affiliation*, enter the five first characters of the establishment and the system will suggest a list of choices based on the characters you entered. **If you are unable to find your establishment, type the word "*aucun*" and select "No university affiliation".** Then write the name of your establishment in the following section.

5. When all mandatory fields are completed, click on the *Add* button at the bottom of the page. All your information will be saved, your account will be created, and a confirmation email will be sent to the email address you provided in the account section. <u>You can immediately use your account</u>.

Enter your email address in the user account field, your password in the password field, and click on *"Open the session".*
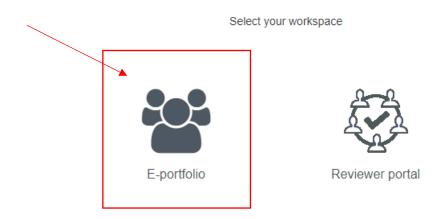
How to find the LOI application form (step by step)

1. To access to FRQnet login page, follow this link :
   https://frqnet.frq.gouv.qc.ca/portfolio/
2. Once on the login page, enter your email address in the user account field, your password in the password field, and click on "Open the session".
3. On the *Select your workspace* page, click on "E-portfolio".
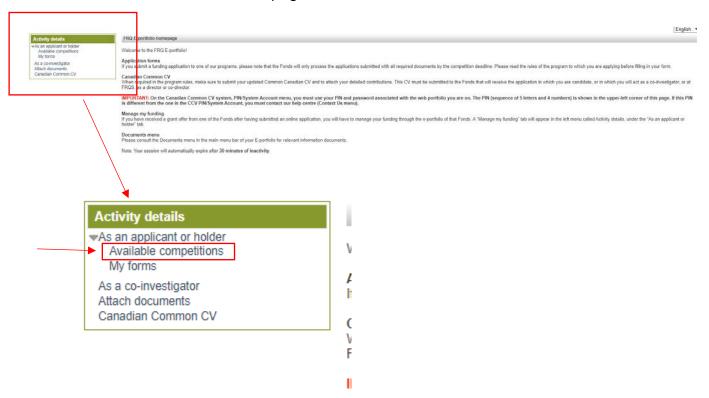

4. And then on "Nature et technologies".

5. You will be redirected to the **FRQ E-portfolio homepage**. Please, take some time to read the information on the page.

6. In the **Activity details** board at left of the page, click on "Available competitions".
7. You will be redirected to the **Program** section. Click on "Research grants". The system will suggest a list of choices.

8. Please, search **Appel à projets sur la recherche arctique Royaume Uni - Canada - ARC : 2021-2022**. Click on "Access date" listed in column Notice/Letter of intent.

Note: The dates shown in the screenshot above are for information only. Refer to the program rules to know the exact deadlines. In this section, the name of the program will be appear only in French but if your E-portfolio is setting in English, all the form will be in English.

9. You will be redirected to the **Registration** application page, carefully read all the information and click on "Create an application". Congratulation! Your LOI application form is now create. You can immediately work on your application.

OR

10. To consult or modify later your LOI application form, return to the **Activity details** board on **FRQ E-portfolio homepage** and click on "My form".

How to find the Full Proposal form (step by step)

1. <mark>Full Proposal forms will only be available to those Research Teams who have received an invitation.</mark>
2. Follow steps 1 to 7 from the previous section (How to find the LOI application form).
3. Please, search **Appel à projets sur la recherche arctique Royaume Uni - Canada - ARC : 2021-2022**. Click on "Access date" listed in column **Funding application (Full Proposal)**.

4. Follow steps 9 and 10 from the previous section.

Reminder: To create a **Funding application form**, you need to have an admissible LOI application form (on invitation only).