**External Person:**

-Click on this link <https://www.up.ac.za/en/department-enrolment-and-student-administration/article/2718641/forms>

-Download the “**Ethics Application access form**” and complete.

-Send this form with a copy of your **National ID or Passport** to your Ethics Administrator.

**Ethics Administrator:**

-Register the External Person as a Sponsored Guest with the 'Ethics Affiliation'.

-Write the newly created EMPLID of the External Person on the Ethics Application access form and complete the bottom part of the form.

-Send the **Ethics Application access form** to [academicadmin@up.ac.za](mailto:academicadmin@up.ac.za) for access to the Peoplesoft Ethics Application and Approval system.

**External Person:**

-Logged on to the UP Portal ([www.up.ac.za](http://www.up.ac.za/))

-Click on MyTUKS Login at the top left hand corner.

-Login with your newly Guest username (u + EMPLID) and password

-The system may prompt you for a new password.

-Click on the link of “Research Grands and Ethics” link.

-Click on the “Ethics Application and Approval” tile.

-Go to the My Ethics Application, Add, choose “Myself”.

-Complete your personal details, Open Form.

-Please add yourself as the Principle Investigator under the Research Team.