Ranking Survey Contact Portal

A Step-by-Step Guide to Submitting Contacts

Why This Matters

As part of our ongoing effort to strengthen UC Riverside's position in the QS World University Rankings, we invite you to contribute by sharing your external contacts. These contacts play a crucial role in enhancing our university's reputation and reach on the global stage.

The rankings, conducted by QS Quacquarelli Symonds, are pivotal for our institution. They elevate our global standing, and they help us attract top-tier talent, forge strategic international collaborations, and secure essential funding. Reputation carries more weight than any other single factor in the methodology: the QS Global Academic Survey and the QS Global Employer Survey together account for a substantial share of an institution's overall score. Both ask academics and employers around the world which universities they consider strongest in research and in producing capable graduates.

QS sends those surveys to people that universities nominate — which means the reach of UCR's reputation is shaped directly by the professional networks of our own faculty and staff. Every co-author, conference collaborator, external reviewer, industry partner and hiring manager you know is someone who could be asked to weigh in on higher education worldwide, but only if we tell QS they exist.

The portal described in this guide is how you do that. It takes about two minutes per contact. If each of us contributes even a handful of names, UCR's visibility in the global academic and employer community grows measurably.

The ask

1. **Submit the names.** Log into the portal and enter the contact details of external partners you collaborate with — academic partners, researchers and industry contacts.
2. **Follow up personally.** Send each contact a brief note letting them know the survey is coming and that you would value their taking part. This step matters as much as the first.

Deadline: QS submission windows for each ranking cycle typically close at the end of January. Submitting early means your contacts are surveyed in the first wave.

Your participation is invaluable and greatly appreciated as we work to enhance our ranking and continue elevating the education and research opportunities we provide. Thank you for your assistance in strengthening our university's global presence.

Before You Begin

Quick facts

Direct link: ucr.gomovein.com

Who can use it: Any UC Riverside faculty or staff member.

What you need for each contact: Full name, professional (institutional or corporate) email address, and their organization's country.

Who you should submit

QS applies strict eligibility rules and discards contacts who do not meet them, so a short, well-chosen list beats a long weak one. There are two categories:

Academic contacts	Employer contacts
Who qualifies Academics, researchers and library staff at other higher education institutions who are active in teaching and/or research and can speak to academic excellence. Multiple contacts from the same university are fine.	**Who qualifies** Anyone involved in hiring decisions at a private or public organization — recruiters, hiring managers, HR leads, team directors. Multiple contacts at the same company are explicitly allowed.
Good examples • Co-authors and research collaborators elsewhere • Conference peers and program committee members • External examiners, reviewers and editorial board colleagues • Faculty you met on sabbatical or exchange	**Good examples** • Employers who have hired UCR graduates or interns • Industry partners on sponsored research • Advisory board members and career-fair recruiters • Contacts at government agencies and non-profits
Do not submit • Anyone employed by UC Riverside (they cannot vote for us) • Generic addresses (info@, admin@) • Students, or admin staff with no teaching/research role • Job titles you cannot verify	**Do not submit** • Generic addresses (info@, hr@) • Personal addresses where a work one exists • Job titles you cannot verify

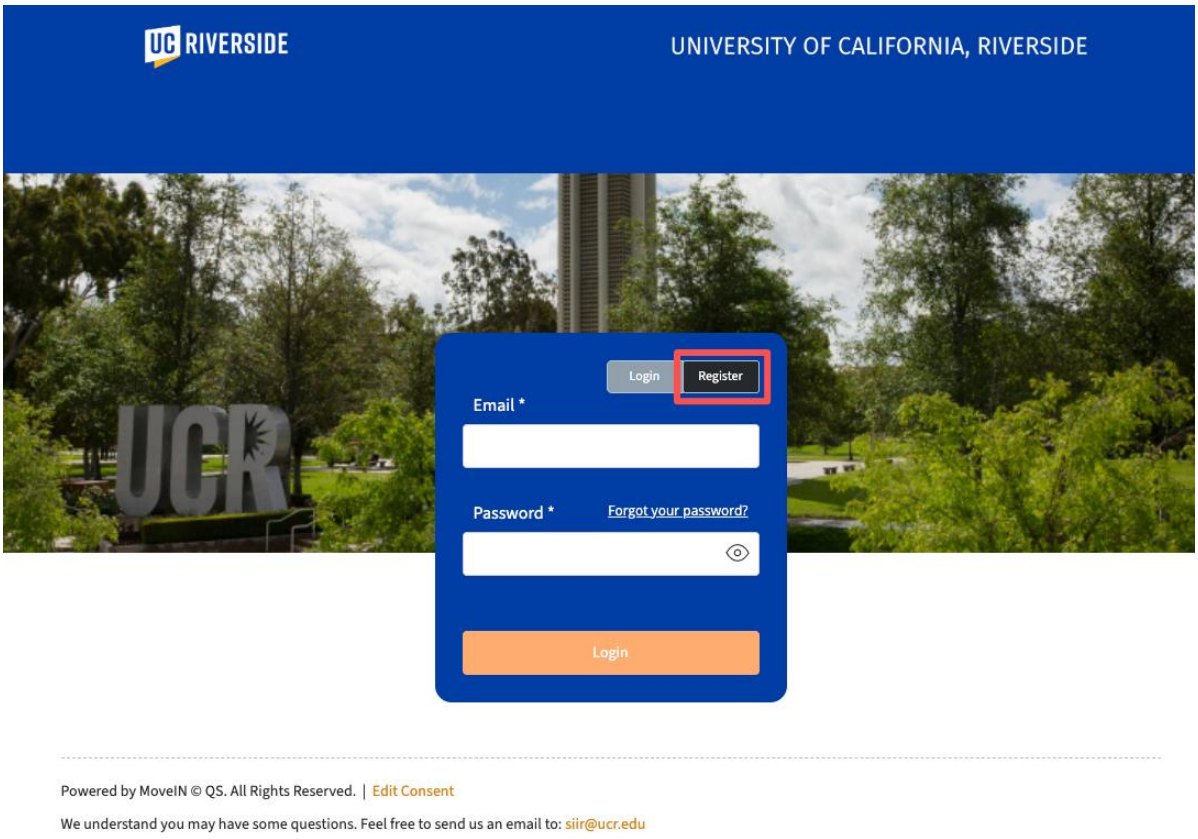
Step 1 Register for an Account

Open the portal in your browser using the direct link:

ucr.gomovein.com

UCR portal sign-in screen shown below.

1. Click the **Register** tab in the top-right corner of the blue sign-in box (highlighted in red below).
2. If you have already created an account, stay on the **Login** tab instead, enter your email and password, and click **Login** — then skip ahead to Step 3.



The portal sign-in screen. Click Register to create your account for the first time.

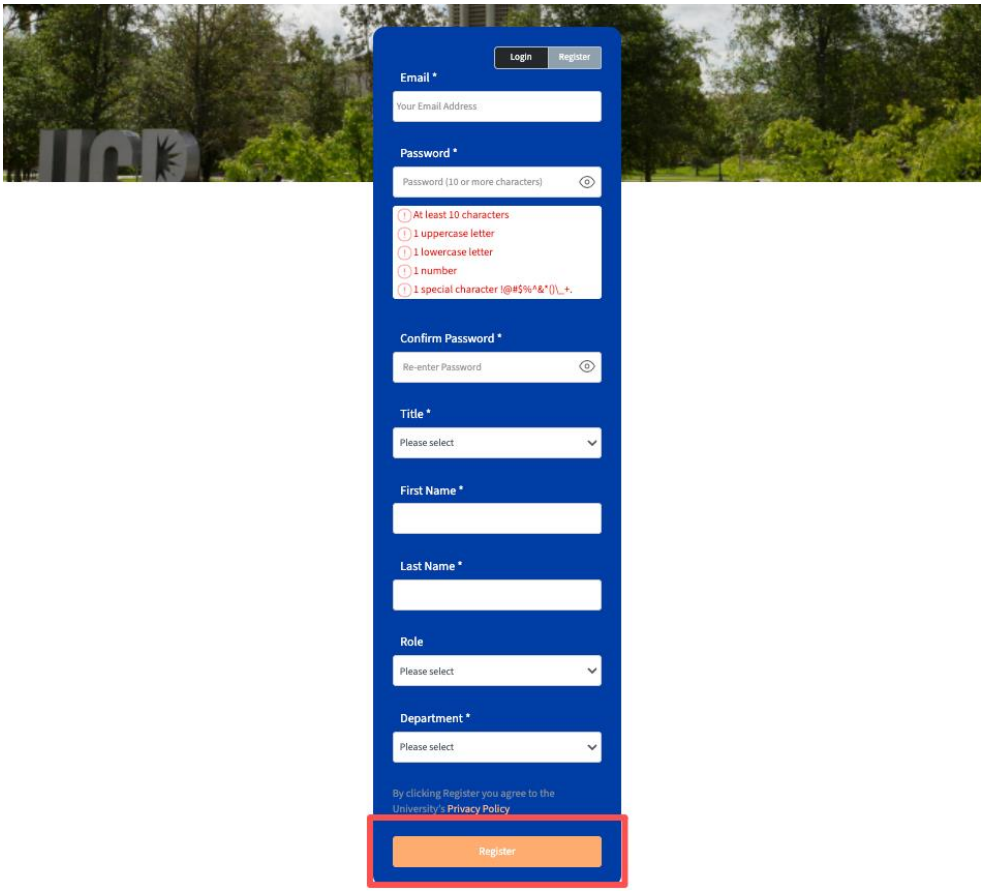
> **Tip**
>
> **Forgotten your password?** Use the **Forgot your password?** link next to the password field and follow the emailed reset instructions.

Step 2 Enter Your Details and Set a Password

The registration form appears. Fields marked with an asterisk (*) are required. Complete them from top to bottom:

- **Email *** — use your UCR email address (@ucr.edu).
- **Password *** — must be at least 10 characters and include one uppercase letter, one lowercase letter, one number, and one special character. The checklist beneath the field ticks off each requirement as you type.
- **Confirm Password *** — re-enter exactly the same password.
- **Title *** — choose from the dropdown (Dr, Prof, Mr, Ms, and so on).
- **First Name * and Last Name *** — your own name, not the contact's.
- **Role** — select the option that best describes your position at UCR.
- **Department *** — select your school, college or unit from the dropdown.

Then click **Register** at the bottom of the form. Clicking Register confirms that you accept the University's Privacy Policy, which is linked directly above the button.



The registration form. Complete every field marked with an asterisk, then click Register.

Tips

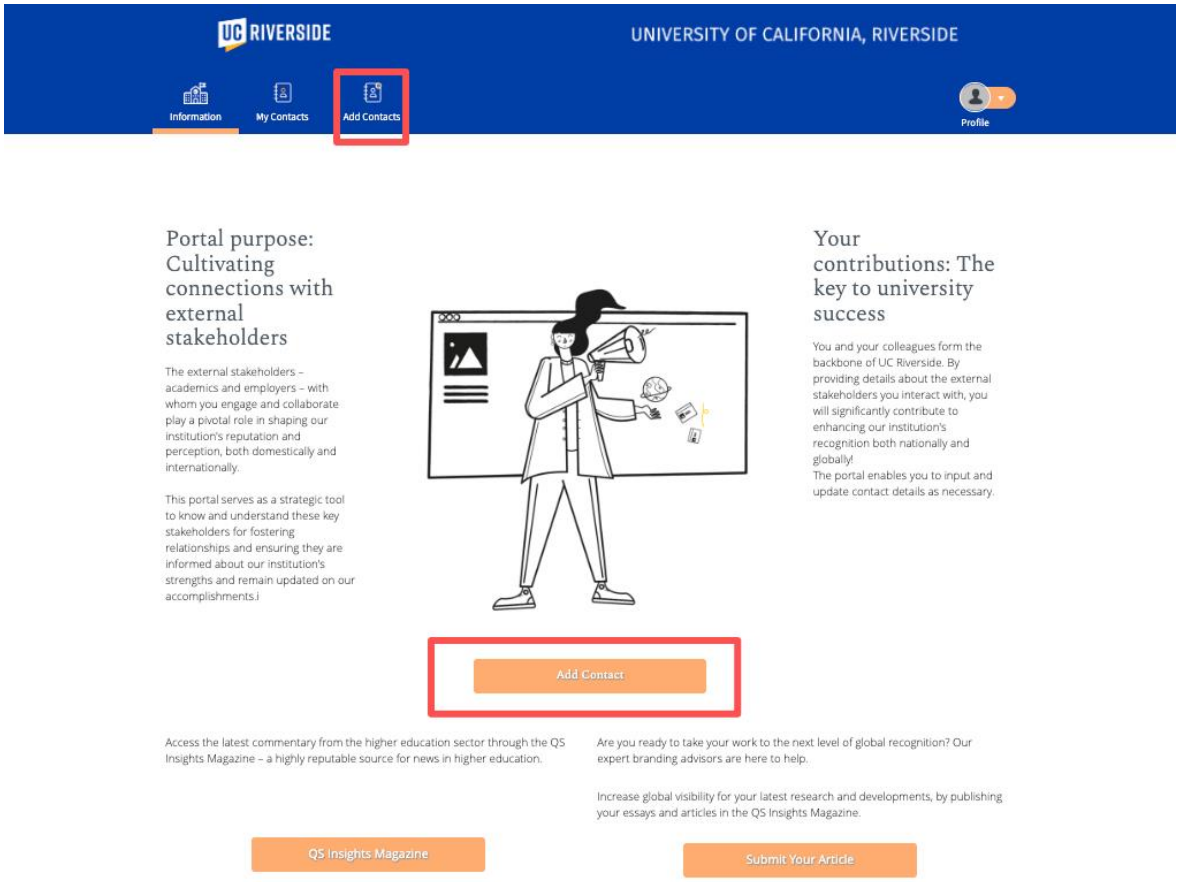
The eye icon reveals what you have typed. If the form will not submit, scroll up and look for a field outlined in red — a required entry is missing, or the passwords do not match.

Step 3 Start Adding Contacts

Once you are registered and signed in, you arrive at the Information page. This page explains the purpose of the portal and gives you two equivalent ways to begin adding a contact:

1. Click **Add Contacts** in the blue navigation bar at the top of the page (highlighted top-left below); or
2. Click the orange **Add Contact** button in the middle of the page (highlighted below).

Both take you to the same form. Use whichever is closer to hand.



The Information page. Either highlighted control opens the contact form.

The three tabs in the navigation bar

Information — background on why the portal exists and what your contribution does.

My Contacts — everything you have already submitted (see Step 5).

Add Contacts — the form for entering a new name.

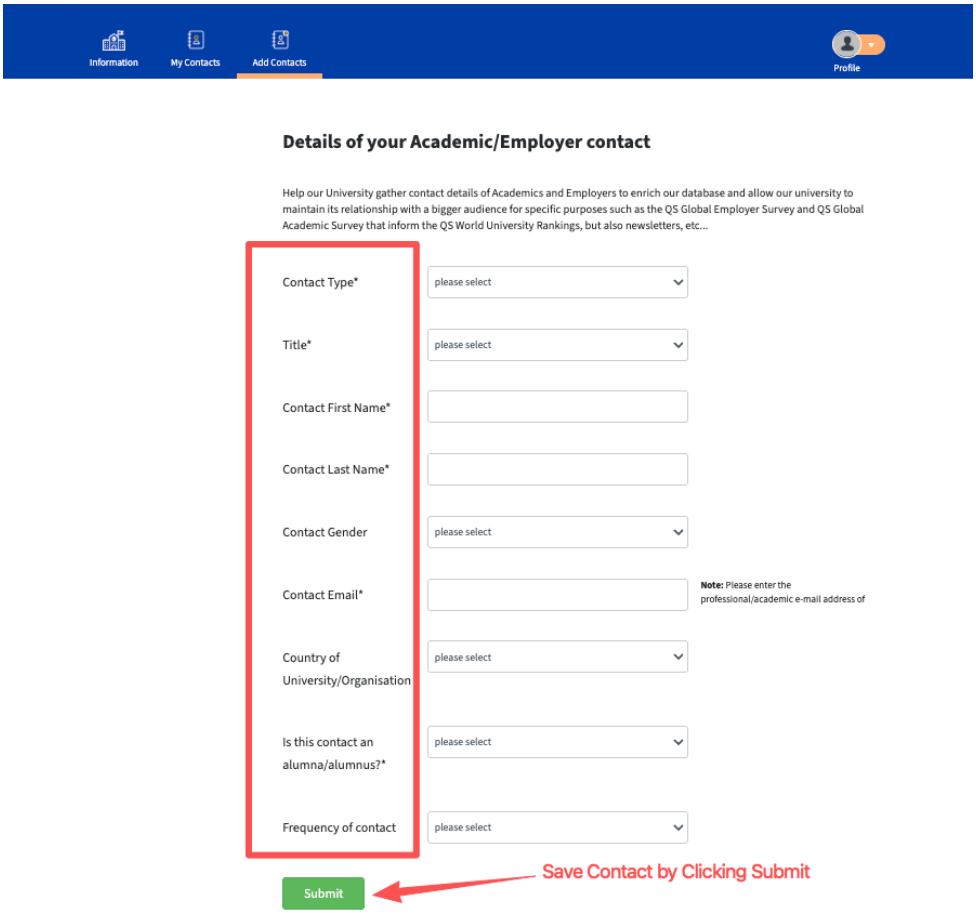
Profile — the icon at the far right, where you can update your own details or sign out.

Step 4 Enter the Contact's Details and Submit

The form headed "Details of your Academic/Employer contact" appears. Work down the highlighted block of fields — those marked with an asterisk (*) are required:

- **Contact Type *** — choose **Academic** or **Employer**. The most important choice on the form — see the eligibility table on page 2 if unsure.
- **Title *** — the contact's title, from the dropdown.
- **Contact First Name * and Contact Last Name *** — spell exactly as the contact writes them professionally.
- **Contact Gender** — optional
- **Contact Email *** — their professional address. Personal and generic inboxes (info@) are rejected by QS. English characters only.
- **Country of University/Organization** — where their institution or employer is based.
- **Is this contact an alumna/alumnus? *** — did they graduate from UCR?
- **Frequency of contact** — roughly how often you are in touch.

Scroll down to check for further fields — depending on contact type, the form may also ask for the organization name and subject area or industry. Then click the green **Submit** button at the bottom to save the contact.

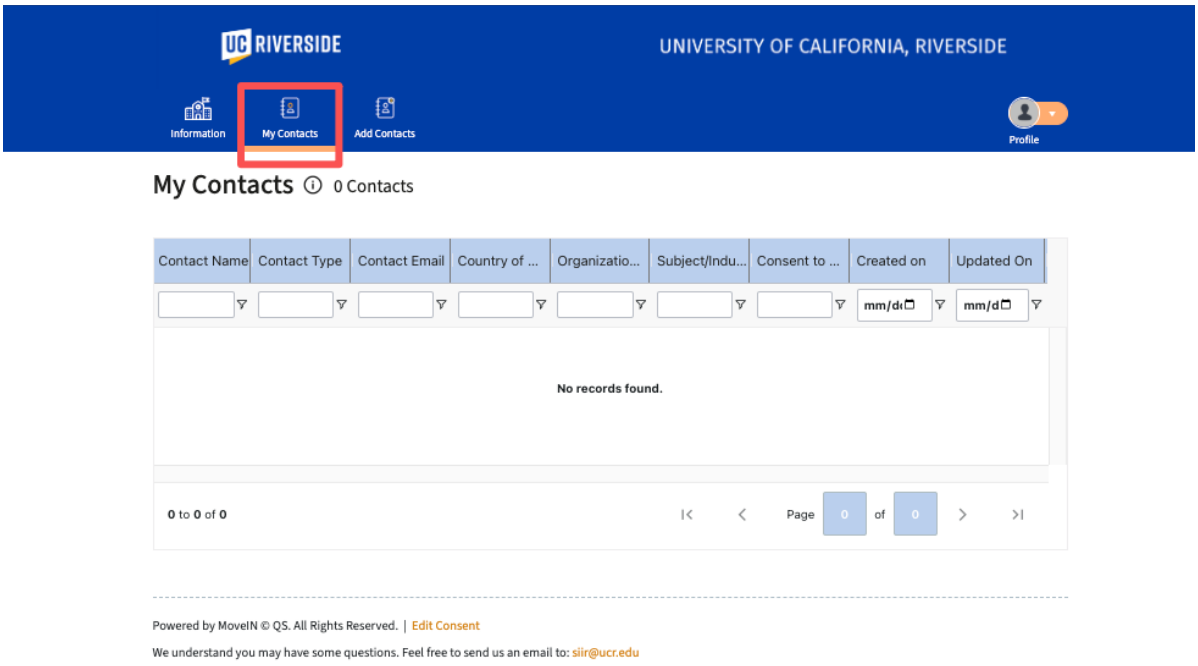


The contact details form. Complete the highlighted fields, then click Submit to save.

Step 5 Review and Manage Your Contacts

Click **My Contacts** in the top navigation bar (highlighted below) to see everything you have submitted. The counter beside the heading shows your running total.

The table lists each contact with their name, type, email, country, organization, subject or industry, consent status, and the dates the record was created and last updated. Use the filter boxes directly beneath the column headings to search — type a few letters of a name, for instance, to find one record among many — and the arrows at the bottom right to move between pages.



The My Contacts page. A new account shows "No records found" until you add your first contact.

Check this page after your first few submissions to confirm the details saved correctly, particularly the email addresses. If you spot an error or need to update the contact, click directly on the contract from the list to edit and resubmit.

Adding several contacts

After you click Submit the form clears, ready for the next name, so you can add contacts one after another without navigating away. **Accuracy matters more than volume:** a misspelled email address means that contact is never surveyed, and the nomination is wasted.

Frequently Asked Questions

I have not received a confirmation or reset email. What now?

Check your junk and quarantine folders first — messages from the portal occasionally land there. If nothing arrives within a few minutes, email the contact listed at the end of this guide and we will check the account.

How many contacts should I submit?

There is no individual quota. QS caps UC Riverside at 400 contacts for the academic survey and 400 for the employer survey, so campus-wide totals are managed centrally. Submit everyone who genuinely qualifies — quality and eligibility matter far more than quantity.

What if someone else has already submitted the same person?

Submit them anyway. Duplicates are identified and merged during central review before the list goes to QS, so nothing is double-counted and nothing is lost.

Do I need my contact's permission before I add them?

You do not need to obtain consent yourself. Consent is collected centrally using QS's prescribed email templates before any contact is submitted for a survey.

When should I send my personal note?

Shortly after you submit the name, so it arrives around the same time as the consent email rather than months later.

Can I submit a colleague at another UC campus?

Yes. Other UC campuses are separate institutions for QS purposes. The only exclusion is people employed by UC Riverside itself.

I made a mistake in a contact's details. How do I fix it?

Open the My Contacts page to confirm what was saved, then click on the contact to make correction and update. Records are updated centrally.

Do I need to resubmit contacts I provided last year?

No. QS retains submitted contacts for two ranking cycles — the year of submission and the following year — so previously submitted names do not need to be entered again.

Questions?

Who to contact

International Affairs Office — **siir@ucr.edu**

Please get in touch for help with registration, corrections to submitted contacts, bulk submissions, or any question about whether a particular person is eligible.

Thank you for contributing. Every name you submit extends the reach of UC Riverside's reputation.