MyResearch Access

This guide shows staff how to grant access to the MyResearch Web application by creating a relevant **Significant Date** item the **Personnel Module** of ResearchMaster (RM). Access to MyResearch is granted at the School of Graduate Research (SGR).

Guidelines and rules

MyResearch is a web-based application for research supervisors and administrators to view records of research students at RMIT. It's Web address is http://www.rmit.edu.au/staff/research/myresearch. Different levels of access are provided for supervisors and research administrators/managers. This application has the following key functions and benefits:

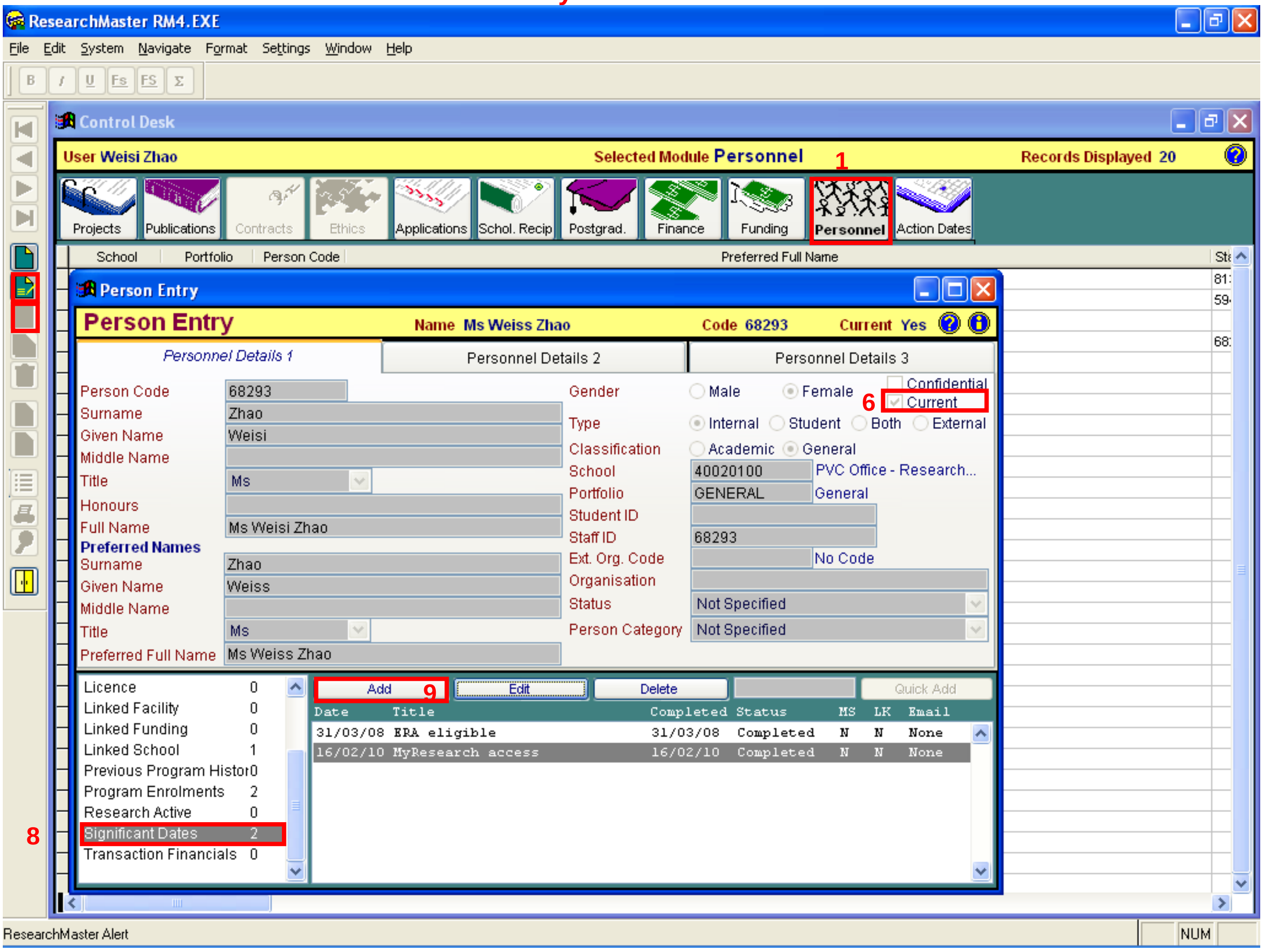
Functions

- Online access to records of research candidature
- Easy to read summary of candidature progress
- Detailed information on each research student
- Performance monitoring of candidature progress at University, College and School levels

Benefits

- Information available 24 hour a day, 7 days a week
- No special software required- just a standard web browser
- Intuitive – no formal training required
- Uses existing NDS (Novell) username and password
- Performance monitoring at University, College and School levels
- Developed in-house at low cost

To check if active or inactive access already exists



1 Click the **Personnel** button to open the **Personnel Module Control Desk**. The **Personnel Selection Criteria** screen pops up.

2 In the **Standard Criteria** tab, type in the staff ID in the **Person Code** field (do not include the prefix ‘e’).

3 Select “All” for the **Current Record?** Field.

4 Click the **Find Records** button. (If no record is found, check in Groupwise to see if the staff is current. If current, create a new personnel record for the staff using the staff ID as the Person Code, tick the ‘Current’ box and add key details as necessary: e.g. Surname, Given Name, Internal, email and Linked School. If the staff is not found in Groupwise, ask the staff to contact helpdesk to resolve any Groupwise problem first.)

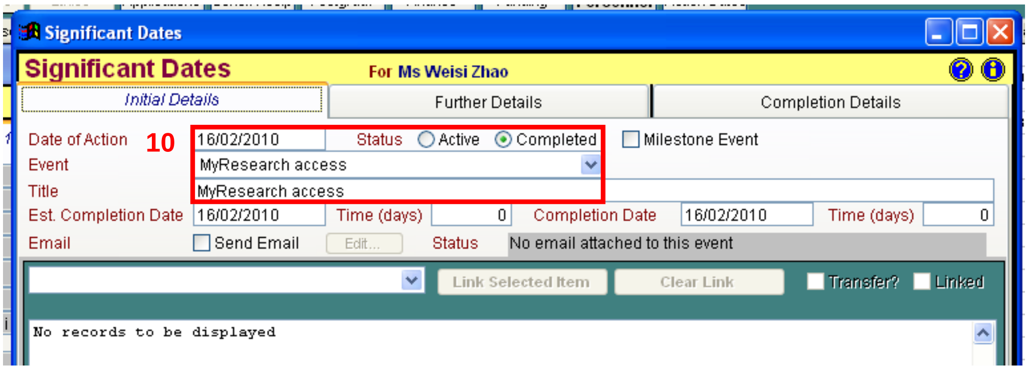
5 If a corresponding record is found, click to display the **Person Entry** screen with the **Personnel Details** screen open.

6 Make sure the staff record is ticked as ‘Current’. Only current staff members are allowed access to MyResearch data at the appropriate level.

7 Click to display the **Person Entry** screen for the selected staff record, with the related data entry section available.

8 Select ‘**Significant Dates**’ item.

9 Click Add.



10 Complete the following details on the **Initial Details** tab:

Field	**Action**
Date of Action	Enter the date the access is granted.
Status	Leave as 'Active'.
Event	Select 'MyResearch access'.
Title	Defaults to the title of the Event. Change or add text as necessary. **Note: If the event in the previous event type field is changed, the title does not change**.
Est. Completion Date	Leave blank.
Time (days)	Leave blank.
Completion Date	Leave blank.
Time (days)	Leave blank.

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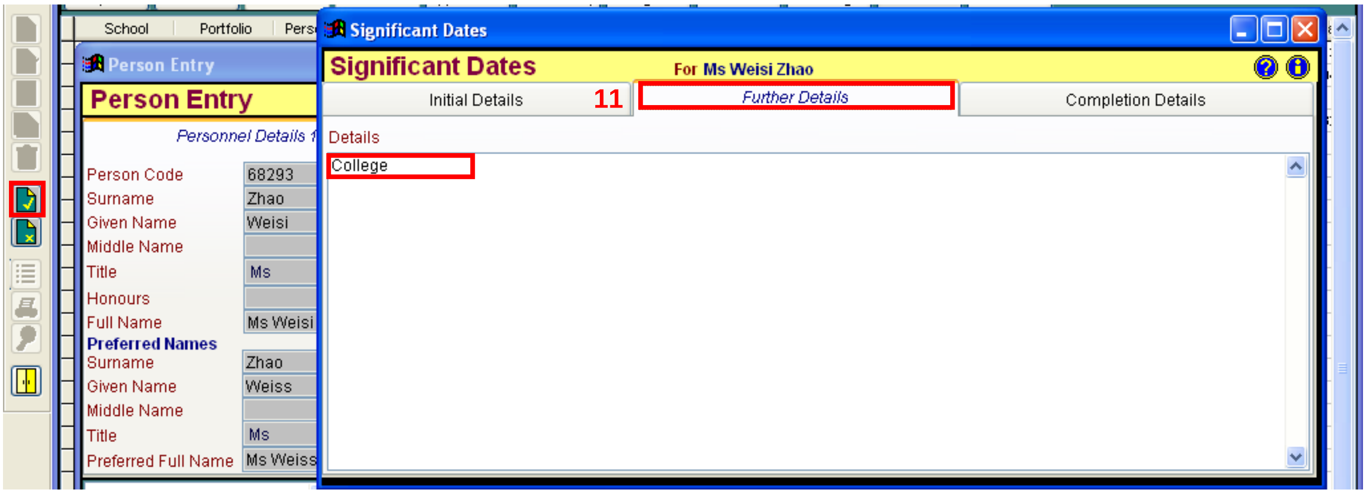
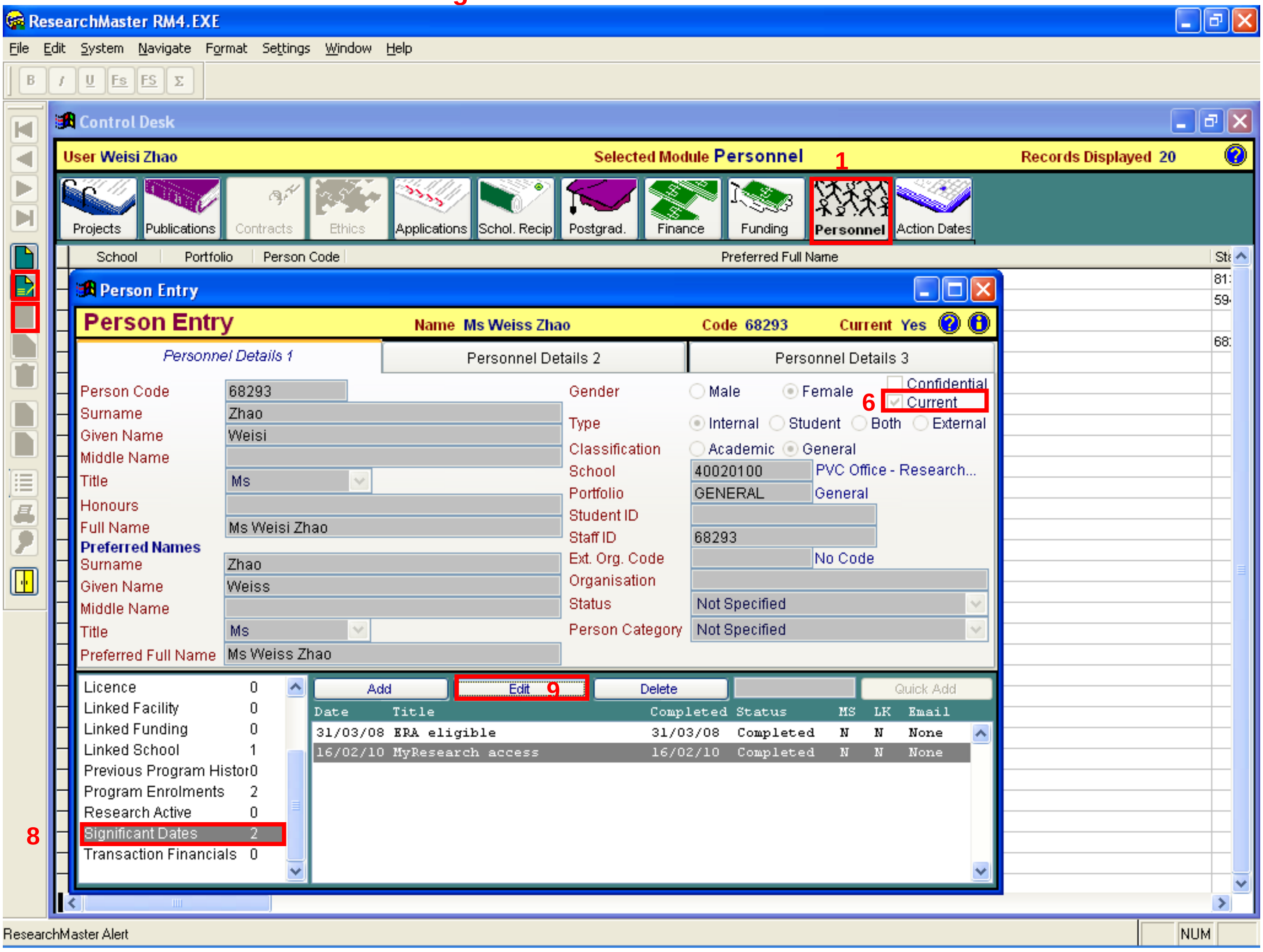


11 In the **Further Details** tab, enter the level of access as 'All_RMIT', 'College', or 'School' as applicable. Make sure the exact words are typed in with the correct case.

12 Click  to save.

Close the Personnel record.

To remove the access of an existing user



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2 In the **Standard Criteria** tab, type in the staff ID in the **Person Code** field (do not include the prefix 'e').

3 Select "All" for the **Current Record?** Field.

4 Click the **Find Records** button.

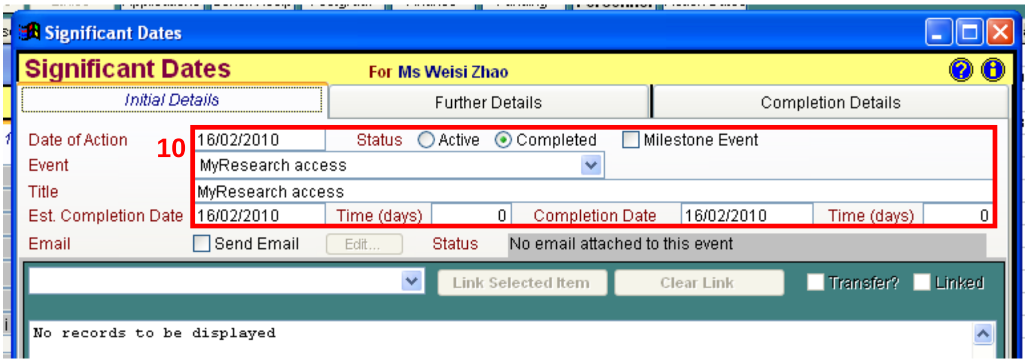
5 Click  to display the **Person Entry** screen with the **Personnel Details** screen open.

6 Untick the 'Current' box if the staff has left RMIT. Otherwise, leave it ticked.

7 Click  to display the selected staff record, with the related data entry section available.

8 Select the '**Significant Dates**' item titled 'MyResearch Access'.

9 Click Edit



10 Complete the details on the **Initial Details** tab as follows

Field	**Action**
Status	Mark as 'Completed'.
Est. Completion Date	Enter the date the access was no longer required.
Time (days)	Displays the total days the access was held for when the field is **[Tab]** through.
Completion Date	Enter the date the access was no longer required.
Time (days)	Displays the total days the access was held for when the field is **[Tab]** through.

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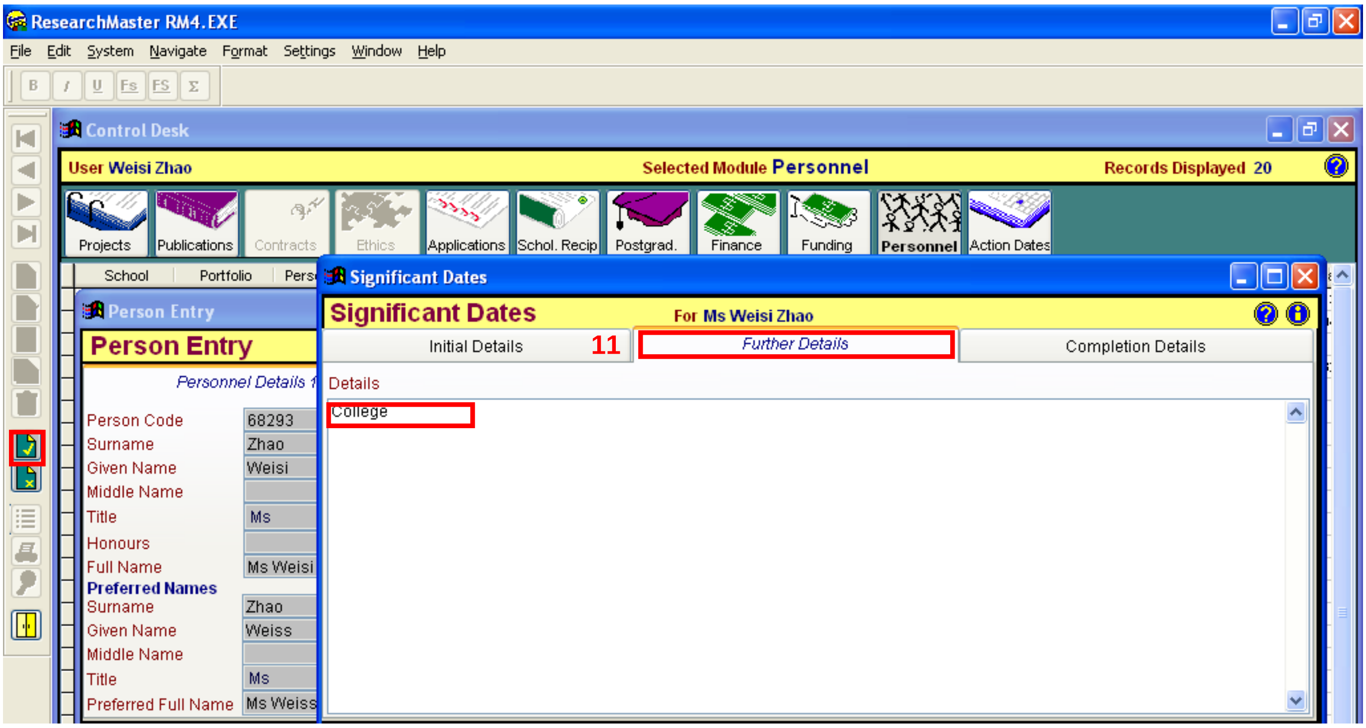

11 In the **Further Details** tab, remove the level of access, 'All_RMIT', 'College', or 'School'.

12 Click **Mark as Complete**. If a completion date for the event has been entered and the **Status** has not been ticked as **Completed**, a prompt will display.

13 The summary line in the **significant** related data section will be updated.

14 Click  to save.

Close the Personnel record.