Infonetica Ethics RM – Onboarding for external users


1. Introduction

Non-University of Auckland applicants can get access to Infonetica Ethics RM by applying to the University of Auckland for a username. The username and password allocated will give them automatic access to the system.

2. Applying for an Auckland University username

Go to the University of Auckland website – www.auckland.ac.nz

A. Click on **About us**
B. Click on **Identity and access management**
C. Click on **Creating a user account**
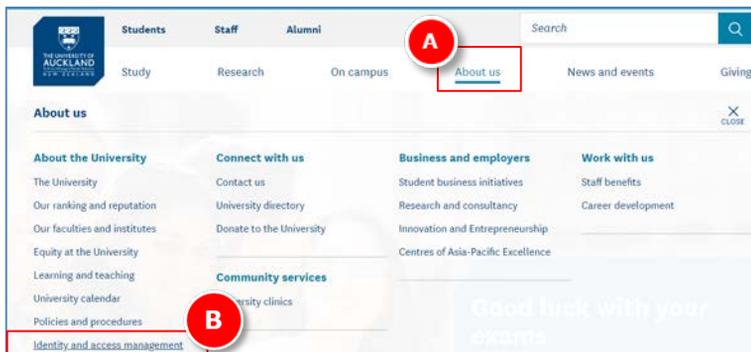
Tip

To speed up the following processes, please ensure you provide your legal name and date of birth so that a formal identity record will be established almost immediately and an email will be sent to you confirming your new username.

D. Click on **Previously registered at the University** if you have previously registered with the University i.e. -
➢ Submitted an application for admission to a programme,
➢ Applied for a scholarship or accommodation,
➢ Enrolled as a student
➢ Worked, or applied to work, for the University or UniServices
➢ Had Associate Membership at a University Library
➢ Contacted the University for marketing material such as a prospectus;
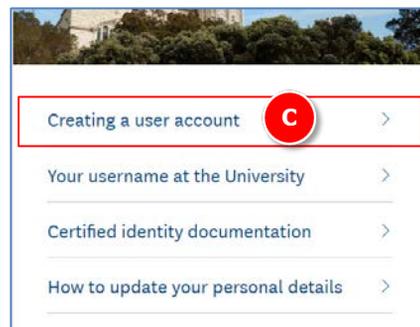
or

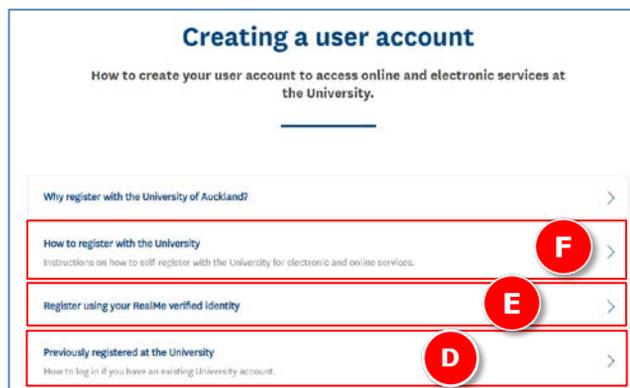E. Click on **Register using your RealMe verified identity** if you have a RealMe login;

or

F. Click on **How to register with the University** if neither D or E applies to you

NB Contact the University Staff Service Centre if you have ever had a University username in the past, they will reactivate it for you or if you are having issues obtaining a username and password – 09 923 6000

3. Ensuring notifications come to you via email

Infonetica Ethics RM will send notifications to whatever work email has been set up. Follow these steps to set up a work email (or check to see if one has already been set up). From the University website:

A. Click on **About us** (see screen shot **(A)** on previous page)
B. Click on **Identity and access management** (see screen shot **(B)** on previous page)

Creating a user account >
Your username at the University >
Certified identity documentation >
How to update your personal details >
When do I get access to online services? >
Access the identity management system > **C**

Access the identity management system

Identities are managed in the Enterprise Person Registry (EPR). This is an application designed for managing identity information, and access to resources, within an educational setting.

Manage your identity

Access your University of Auckland identity details and update your information. **D**

C. Click on **Access the Identity Management System**
D. Click on **update your information** link
E. Click on **Email and phone** tab
F. Click on **Add/update email addresses**
G. Type in a **Work** email address
H. Click **Save**

Personal details	Addresses	Email & Phone	Emergency Contacts	Photos	Social Media Profiles	

E

Email address

Email address		Types	
anne.richards@auckland.ac.nz		University	🔒
anne.richards13@gmail.com		Other	
aric562@aucklanduni.ac.nz		Student	🔒

Send mail to all | Add/update email addresses **F**

		Type	Email address	
1.	▼	University	anne.richards@auckland.ac.nz	🔒
2.	↕	Other	anne.richards13@gmail.com	Remove
3.	↕	Student	aric562@aucklanduni.ac.nz	🔒
4.	↕	Work		Remove
5.	▲	Personal		Remove

G

Cancel | Save **H**

4. Accessing Infonetica Ethics RM

Once a University of Auckland username has been received via email and password created, follow these steps to access the system.

➢ Call SSC on 09 923 6000
➢ Let SSC know that you're an external user requesting access to Infonetica Ethics RM

NB There will be a 15 minute delay before you can access Ethics RM following the request

➢ Follow steps I – L to login to Ethics RM via the Auckland University website

I. Click on **Research** within the University website
J. Click on **Human Ethics** link
K. Click on **The Auckland Health Research Ethics Committee (AHREC)**
L. Scroll down and click on **Link to Infonetica Ethics RM online system**

Students | Staff

THE UNIVERSITY OF AUCKLAND NEW ZEALAND

Study | Research **I**

The Auckland Health Research Ethics Committee (AHREC) **K**

Ethical oversight and approval of clinical research not eligible for review by a Health and Disability Ethics Committee (HDEC). >

Research

About our research
Human Ethics **J**
Research support contacts

Link to online system

Link to Infonetica Ethics RM online system > **L**

NB External users will not be able to request access outside of standard business hours/days (7.30am-6.00pm)

NB Other colleagues will not be able to search for your email address within Infonetica until you login for the first time

5. Updating your Personal Details within Infonetica

Once you have access to Infonetica, you must update your personal information to record your Department details.

A. Click on your **own name** to display the drop down menu
B. Click on **Personal Details**
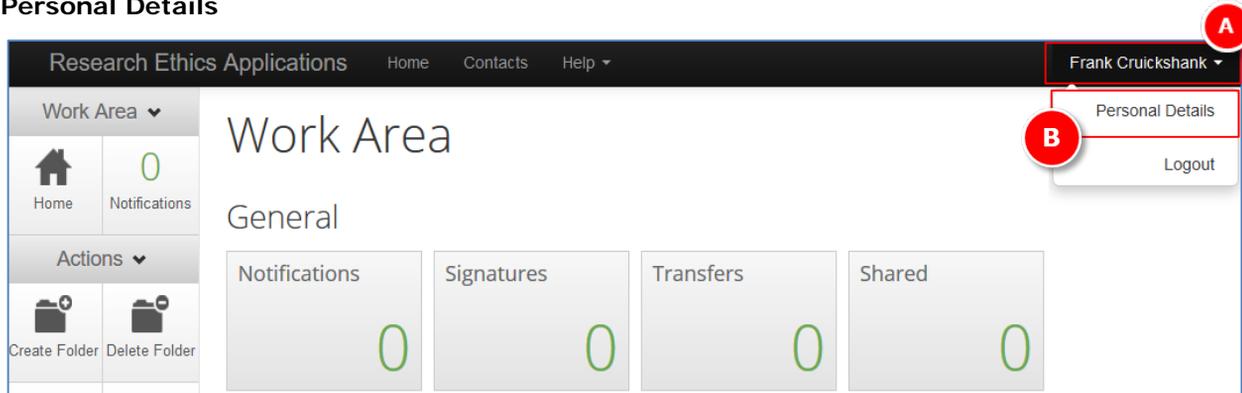
C. Enter your **Department name**
D. Scroll to the bottom and click on **Change Details**
E. The message '**Your personal details have been changed**' is displayed

Change Personal Details

Title

First Name
Frank

Last Name
Cruickshank

Organisation

Department

Faculty

Postcode

Country

☐ Unavailable

Change Details

Personal Details

Your personal details have been changed.