# Infonetica Ethics RM – Onboarding for external users

## 1. Introduction

Non-University of Auckland applicants from the partner DHBs can get access to Infonetica Ethics RM by either applying to the University of Auckland for a username, or using a previously issued username

- A University username consists of four letters and three digits, e.g., smar078.

## 2. Already have a username?

Please do not apply for a new username in this case.

- You will still need to be added to Ethics RM if you already have a username

- Please call the Staff Service Centre on 09 923 6000 (select 2) to re-activate the username, and let them know that you're an external user requesting access to Ethics RM.

## 3. Applying for an University of Auckland username for the first time

- Click on Creating a user account, select **How to register with the University**, and complete the required information

- **Please add your work email address when registering**

- You need to be added to Ethics RM once the registration process has been completed

- Please call the Staff Service Centre on 09 923 6000 (select 2), and let them know that you're an external user requesting access to Ethics RM.

## 4. General information

- There will be at least a 15 minute delay before you can access Ethics RM following the request for access

- Other colleagues will not be able to search for your email address within Ethics RM until you login for the first time

- More information about submitting an application to AHREC (including submission dates and the AHREC Applicants' Manual) are available from the Ethics team (ahrec@auckland.ac.nz).

## 5. Accessing Ethics RM

- Link to access Ethics RM: https://apply.ethics.research.auckland.ac.nz

## 6. Updating your Department and Faculty in Ethics RM

- Once you have access to Ethics RM, please review your Department and Faculty in Ethics RM to ensure these are correct. Follow the steps shown below.

- DHB Staff: Please add your DHB Department and your DHB name for Faculty.
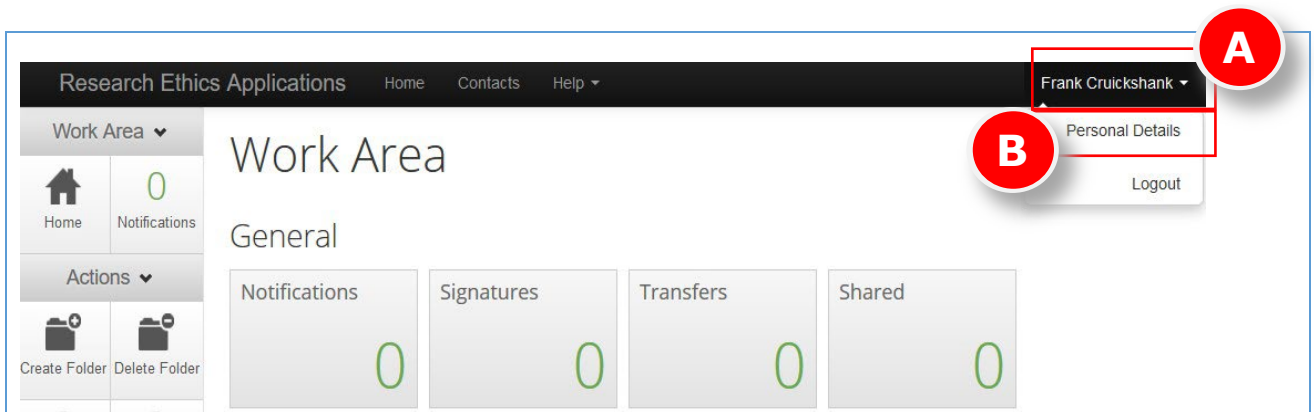
A. Find your **own name** displayed on the Ethics RM ribbon, click on the drop down menu
B. Click on **Personal Details**
C. Enter your **Department** (i.e., your DHB Department)
D. Enter your **Faculty** (i.e., DHB name)
E. Scroll to the bottom and click on **Change Details**
F. The message '**Your personal details have been changed**' is displayed
G. **(Re)select** your name in the Personnel section of the form to refresh the information.