



University of
St Andrews

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DMPonline: signing in for the first time

Using DMPonline

Version 1.0 Feb 2017



Website: <https://www.st-andrews.ac.uk/library/services/researchsupport/researchdata/>

Email: research-data@st-andrews.ac.uk

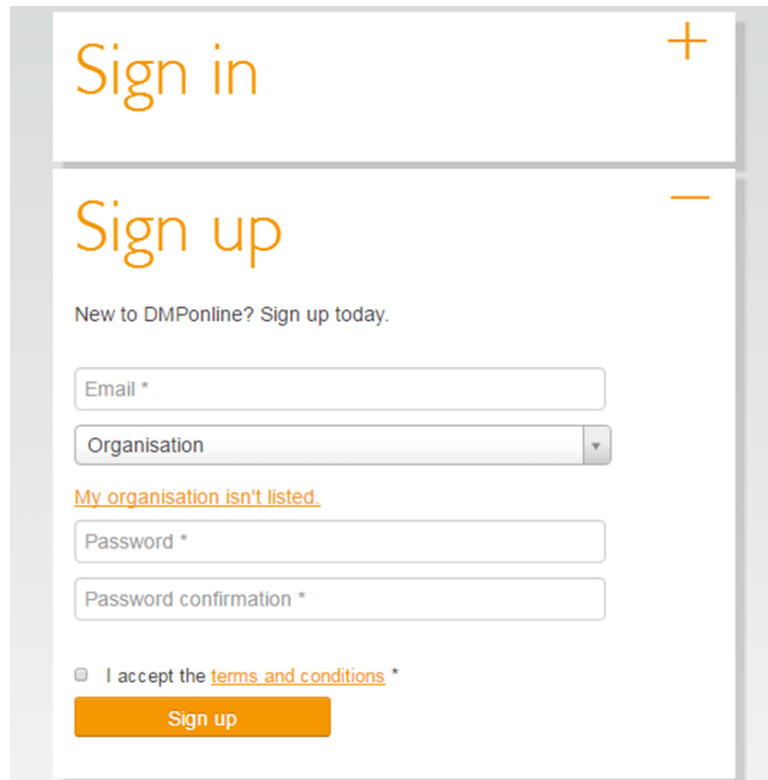
Phone: 01334 462343

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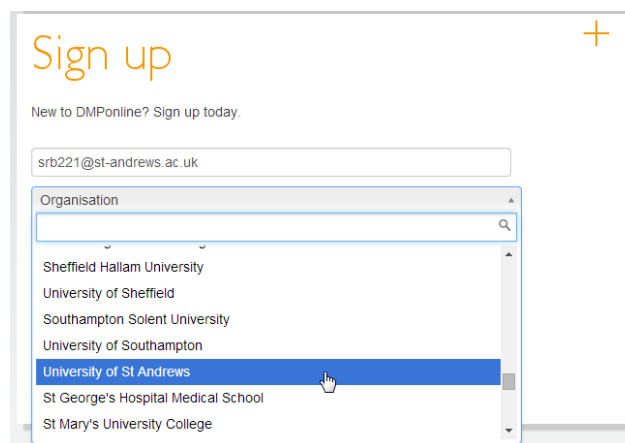
1. Signing up to DMPonline

- 1) If you haven't signed into DMPonline before, you will need to Sign up.



The screenshot shows the 'Sign up' page of DMPonline. At the top, there is a 'Sign in' link with a plus icon and a 'Sign up' link with a minus icon. Below the 'Sign up' link, it says 'New to DMPonline? Sign up today.' The form includes an 'Email *' field, an 'Organisation' dropdown menu, a link for 'My organisation isn't listed.', a 'Password *' field, and a 'Password confirmation *' field. At the bottom, there is a checkbox for 'I accept the terms and conditions *' and a blue 'Sign up' button.

- 2) Enter your university email address and select the "University of St Andrews" under *Organisation*. You can start typing the name of the University to reduce the size of the list.



The screenshot shows the 'Sign up' page with the 'Organisation' dropdown menu open. The email field contains 'srb221@st-andrews.ac.uk'. The dropdown menu lists several universities, with 'University of St Andrews' highlighted in blue. A mouse cursor is pointing at the highlighted option. The list includes: Sheffield Hallam University, University of Sheffield, Southampton Solent University, University of Southampton, University of St Andrews, St George's Hospital Medical School, and St Mary's University College.

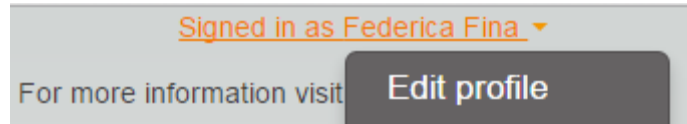
- 3) Create a new password for DMPonline. You will be able to link your account to your University credentials, but you need to create a normal password first. Read and accept the terms and conditions. You will be sent a confirmation email. Please close the page and click on the link which will activate your account (check your spam).

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Using DMPonline

2. Signing in for the first time

- 1) When you are signed in, click the drop-down menu at the top right corner of the page to edit your profile



- 2) Link your DMPonline account to your University credentials.

- 3) Start typing in the name of the University, select the University, then press **Continue**.



DMP Online is a data management planning tool provided by the Digital Curation Centre.

Which organisation would you like to sign in with?

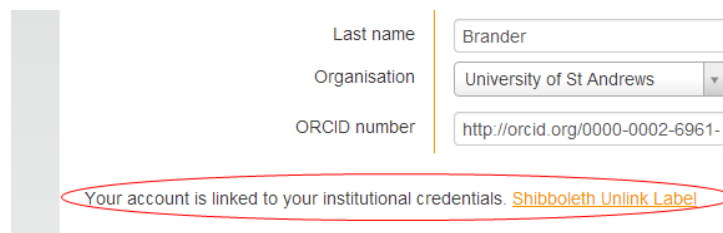
Start typing the name of your organisation (e.g. Anywhere College) in the search box, and options will appear below:

Search over [All Sites](#)

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- 4) You will then be asked for your University credentials and will then see that your account is linked (please ignore the information related to changing your password once your account has been linked). Click **Save** and you will be able to sign in with your University credentials thereafter.



Last name

Organisation

ORCID number

Your account is linked to your institutional credentials. [Shibboleth Unlink Label](#)

3. Where to get help and further information

A single point of contact at the University is available for any queries related to RDM – including assisting with the creation of a Data Management Plan. Contact the Research Data Management team by emailing research-data@st-andrews.ac.uk

DMPonline Help	https://dmponline.dcc.ac.uk/help#DMPonlinehelp
DCC links to help on Data Management Planning	https://dmponline.dcc.ac.uk/help#DMPhelp
University RDM website	https://www.st-andrews.ac.uk/library/services/researchsupport/researchdata/