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
1. Signing up to DMPonline

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

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.

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).
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.
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.

![Account linked](image)

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**

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