# 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](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.