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)

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**

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**

**NB**

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