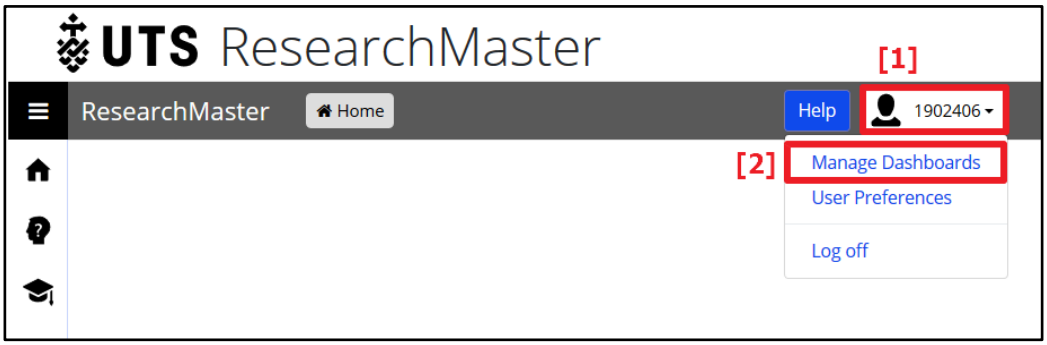
Help guide **Introduction to Research Master**

The first time you log in as a student your view will be empty. Your first step is to add a student Dashboard - you'll only need to add this once:



Click on your student number in the top right corner [1], then select Manage Dashboards [2].

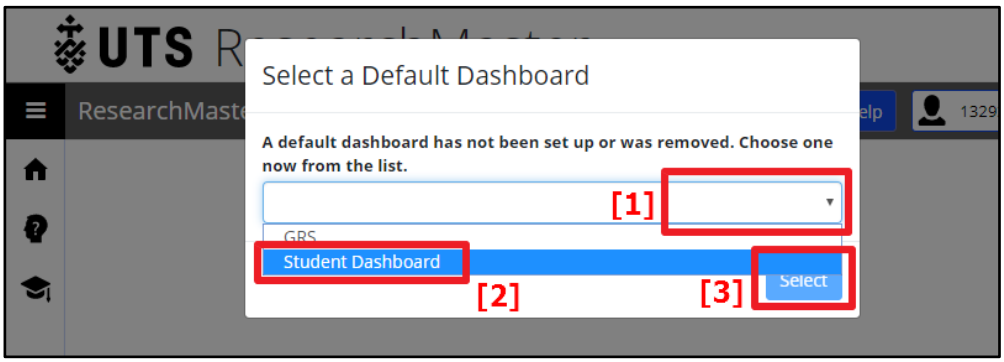
First time login? Selecting (or changing) a Default Dashboard

ResearchMaster allows you to find out information about your candidature, and submit research forms online.

When you log in, your Student Dashboard will display shortcuts to:

- Student Notices - information from the Graduate Research Office
- Student Details - your own enrollment details
- My Forms - view the progress of your submitted forms and take further actions
- Forms Available - create a new form to submit
- Calendar

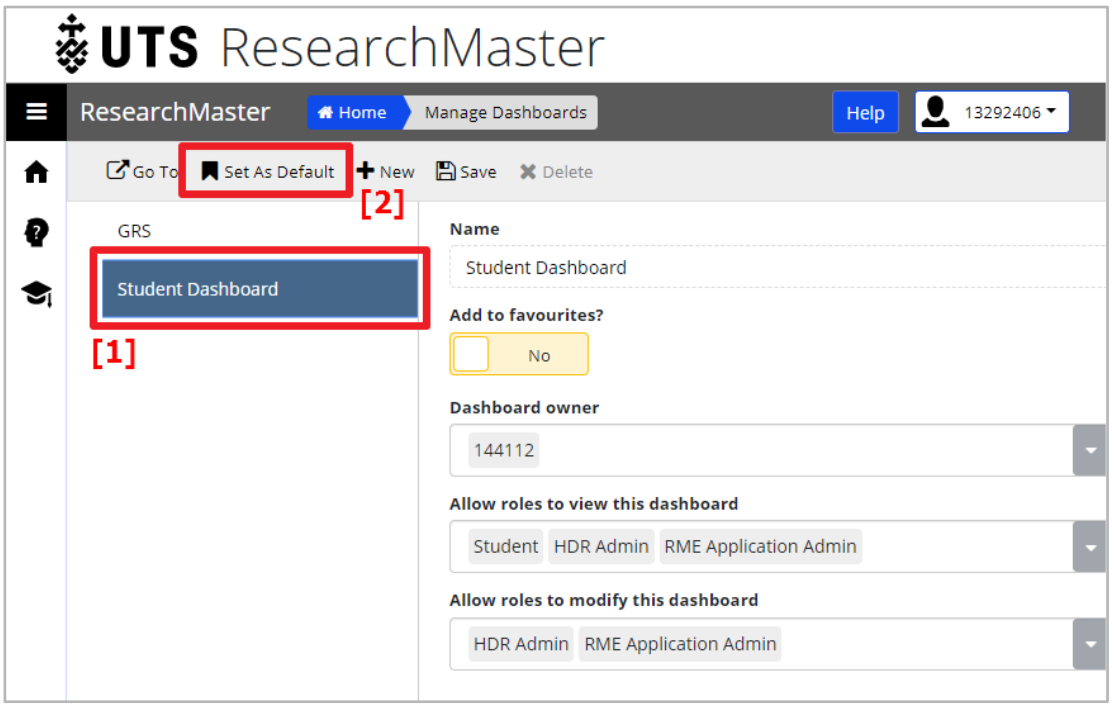
The first time you log in to ResearchMaster as a student will be prompted to set this default Dashboard:



Click anywhere on the dropdown bar [1], choose 'Student Dashboard' [2], then 'Select' [3].

If you've selected the wrong Dashboard, or to change it at any time:

Click on your student number [1] in the top right corner, and select 'Manage Dashboards' [2].



'Student Dashboard' [1] should appear in your list. Select it, then 'Set as Default' [2]