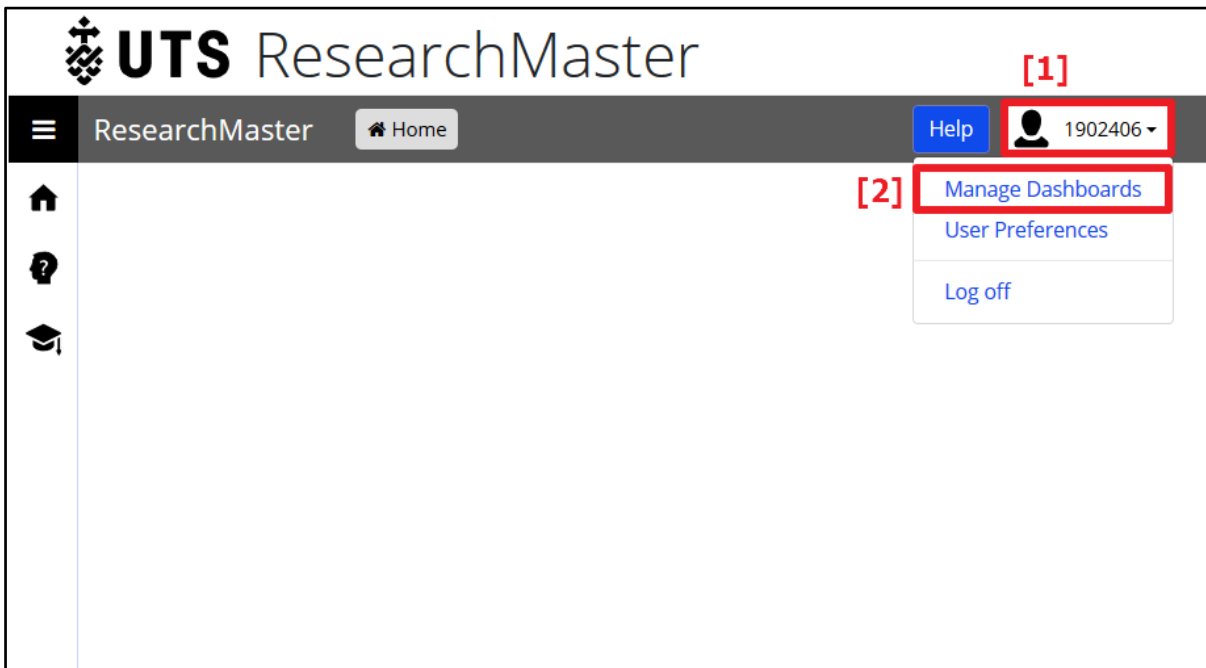




Help guide **Introduction to Research Master**

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

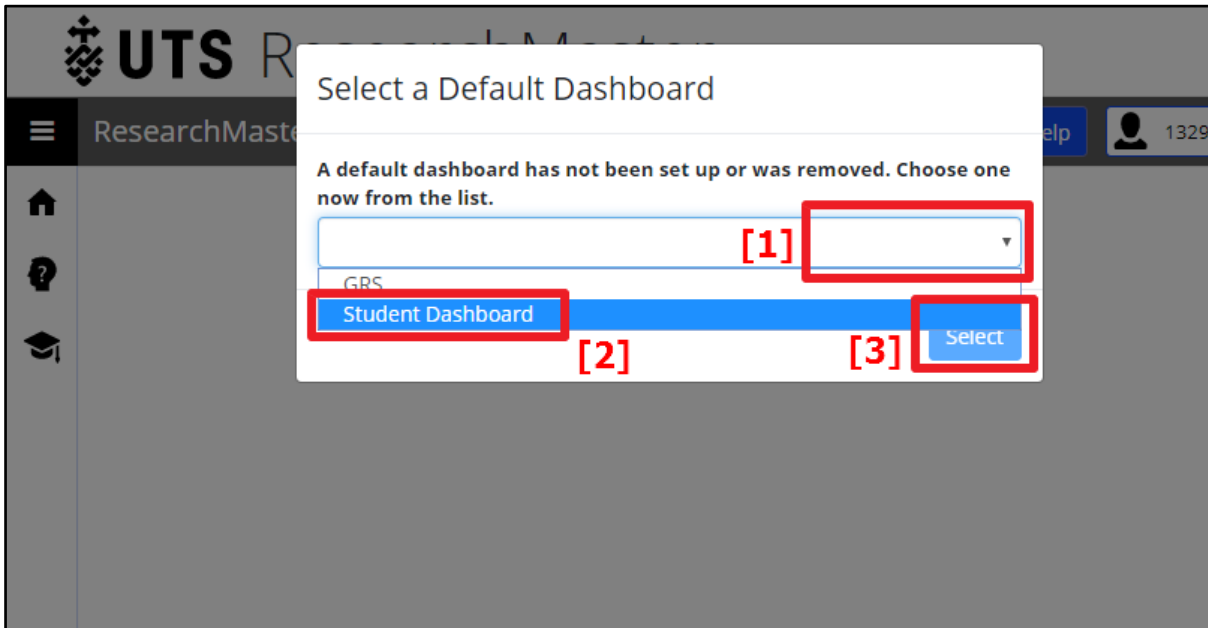
ResearchMaster allows you to find out information about your candidature, and submit research forms online.

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

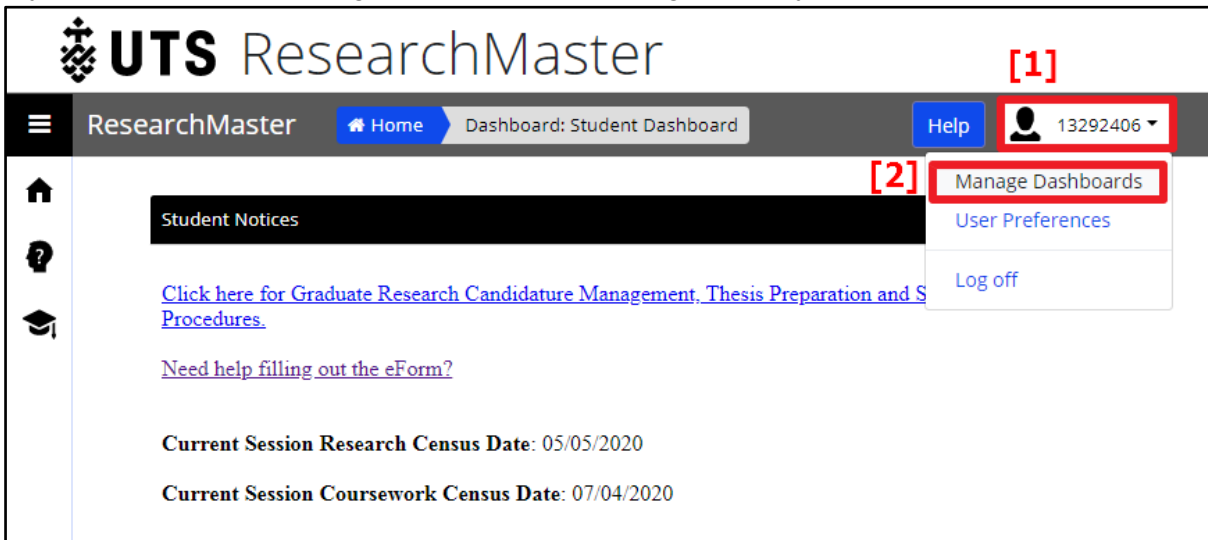


The first time you log in to ResearchMaster as a student will be prompted to set this default Dashboard:

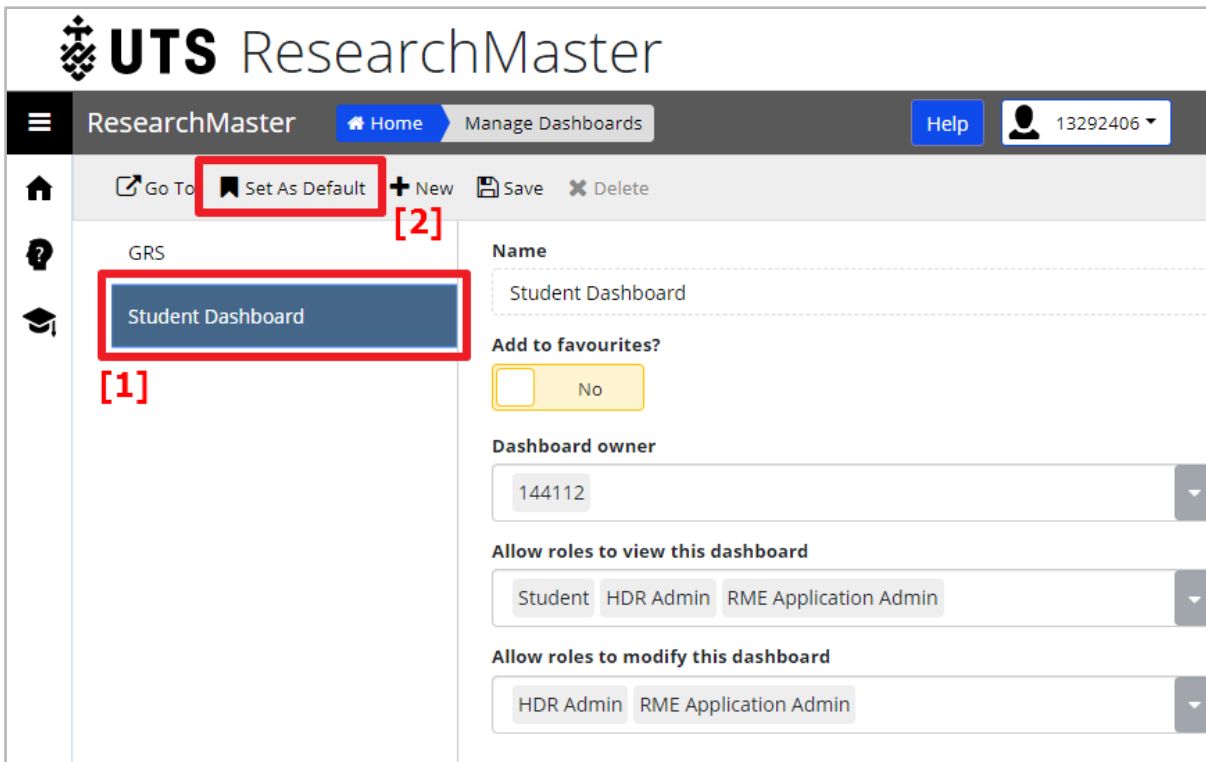


Click anywhere on the dropdown bar [1], choose 'Student Dashboard' [2], then 'Select' [3].

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].



The screenshot shows the UTS ResearchMaster interface for managing dashboards. At the top, the header includes the UTS logo, the text "ResearchMaster", navigation buttons for "Home" and "Manage Dashboards", a "Help" button, and a user profile dropdown showing "13292406". Below the header is a toolbar with icons for "Go To", "Set As Default" (highlighted with a red box and labeled [2]), "New", "Save", and "Delete". The main content area is split into two columns. The left column, labeled "GRS", contains a list of dashboards with "Student Dashboard" highlighted by a red box and labeled [1]. The right column shows the configuration for the selected "Student Dashboard", including its name, an "Add to favourites?" checkbox (set to "No"), a "Dashboard owner" dropdown (set to "144112"), and two dropdowns for "Allow roles to view this dashboard" (set to "Student", "HDR Admin", "RME Application Admin") and "Allow roles to modify this dashboard" (set to "HDR Admin", "RME Application Admin").

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