1. **Login to RMENET**


Click on **Login** to RMENET (Figure 1).

Enter your Deakin user name and password, then click login (Figure 2).

![Figure 1 RMS website](image1.png)

![Figure 2 Login to RMNET](image2.png)

2. **Select Candidature Milestones from HDR module**

Click on the **HDR module** and then click on the Candidature Milestones sub-menu (Figure 3).

![Figure 2 Candidature Milestones menu in HDR module](image3.png)

3. **Review**

Click on **For Review** (Figure 4).

![Figure 3 For Review](image4.png)
HEAD of SCHOOL DECLARATION

4. **Select relevant report**
   
   Click on the Candidature Agreement for the student under the **Report Name** column (Figure 5).

   Make sure Workflow Status is Head of School Review (Figure 6.)

5. **Complete the Declaration**
   
   You may now complete the declaration in the online form (Figure 7).

   Please proceed to nominate the PVC or Nominee and submit the form (see the pages below).
Nominate and Submit the form to PVC or Nominee for review

1. **Complete your Declaration.**
   Complete your Declaration. (Figure 1)

2. **REVIEW Tab**
   Go to the “REVIEW” tab in the left hand side of the page (top menu). (Figure 2)

3. **Select the PVC/Nominee to review**
   Type in Part name or full name and click the magnifying glass to select the reviewer. (Figure 3)

4. **Confirm the PVC/Nominee to review**
   Once selected, click on the PVC or Nominee. (Figure 4)

For help:
HDR Administrator +61 3 924 46977 or 925 17768, Technical issue +61 3 522 72558 or 522 72184
Email: research-hdr@deakin.edu.au
Candidature Agreement Quick Reference Card

Nominate and Submit the form to PVC or Nominee for review

5. Deadline for Review (optional)

Select the Review by date.

Generally one or two weeks. (Figure 5)

![Figure 5 Selecting the Review due date](image)

6. Forwarding the form.

Go to the “ACTION” tab on the left hand top menu. (Figure 6)

![Figure 6 ACTION tab in the left hand menu](image)

7. Submitting the form.

Click the SUBMIT button in the action tab to submit it to the nominated PVC or Nominee. (Figure 7)

![Figure 7 SUBMIT button in the ACTION tab](image)