

RMENET Online Forms Quick Reference Card

Scholarship Application – Current Student

1. Login to RMENET

Visit the RMS website using the link <http://www.deakin.edu.au/research-services/rms/>.

Click **LOGIN TO RMENET** (Figure 1).

Enter your Deakin student username and password, then click **Log In** (Figure 2).

2. Select HDR eForms from HDR module

Click the **HDR** from main menu and then click the **HDR eForms** from the sub-menu (Figure 3).

3. Create HDR eForm

Click **Create an HDR eForm** to create new application. (Figure 4).

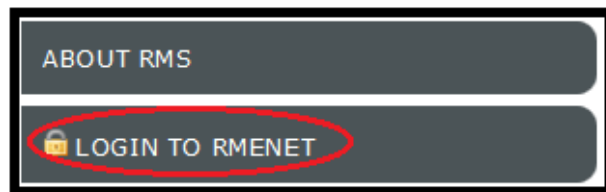


Figure 1 RMS website



Figure 2 Log In to RMENET



Figure 3 HDR eForms in HDR menu

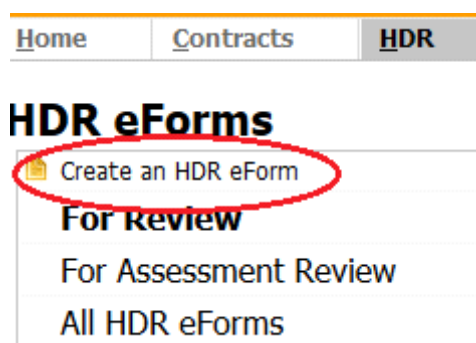


Figure 4 Create new application

For help:

Contact Scholarship officer at ph.: 522 72564, email: research-scholarships@deakin.edu.au

For technical issues ph. +61 3 522 72558

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4. Complete the application

A new form is created. You can see the pages by clicking **Expand** (Figure 5).

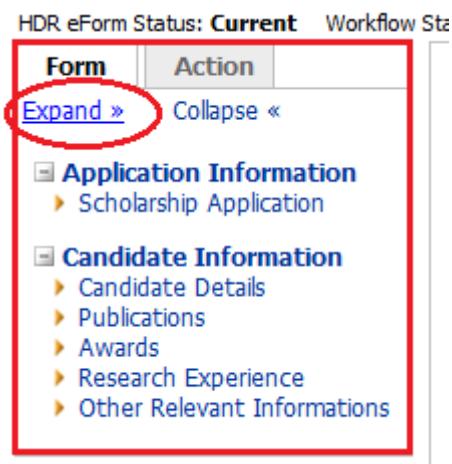


Figure 5 Scholarship application

5. Completing existing application

If you have already created your application, you do **NOT** need to create another one. Simply click on the existing form under "eForm Template Name" (Figure 6).

eForm Template Name	Workflow Stage
Current Student Scholarship Form	Candidate Details

Figure 6 Existing Scholarship application

Note: Once submitted, you can only modify or withdraw the form by notifying the Scholarship officer who can revert or delete the form.

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