

# DkIT Smart simple Research Management System (RMS)

## Registering as a New User

Welcome to Dundalk Institute of Technology

Welcome to the external proposal management system which is employed by Dundalk Institute of Technology to register and track all external funding proposals submitted by Institute staff. All enquirers should be directed to the Institutes Research Office.

**Research Group**

- EMERGE

**Research Centres**

- Netwell Casala
- SMRC
- CFES
- RSRC
- Creative Arts
- CREDIT

**New to the system?**

[Register here](#)

**Login**

Email:

Password:

[Login](#)

[Forgot Password?](#)

Register:  
[Register here](#)

To learn more about us [click here](#)

[Privacy & Security](#)

1: Register as a new user; please select the “Register Here” link

Welcome to the DkIT sign up page.

**Instruction**  
This is the first step of the registration process. We will review your registration details and will be in contact via email with your login details. To register, please provide the following information. Fields marked with \* are mandatory.

\* **Register As**  
Researcher

\* **First Name**  
Joe

\* **Last Name**  
Blongs

\* **Email**  
studentnumber@dkit.com

\* **Title**  
Ms.

\* **School**  
Health and Science

\* **Department**  
Applied Sciences

\* **Staff Position**  
Postgraduate Researcher

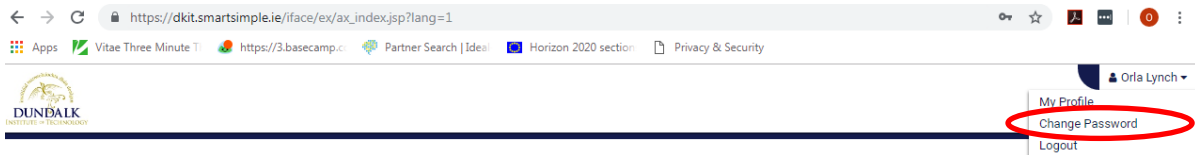
\* **HEA Field of Study**  
Science

\* **Research Centre / Group**  
Not applicable

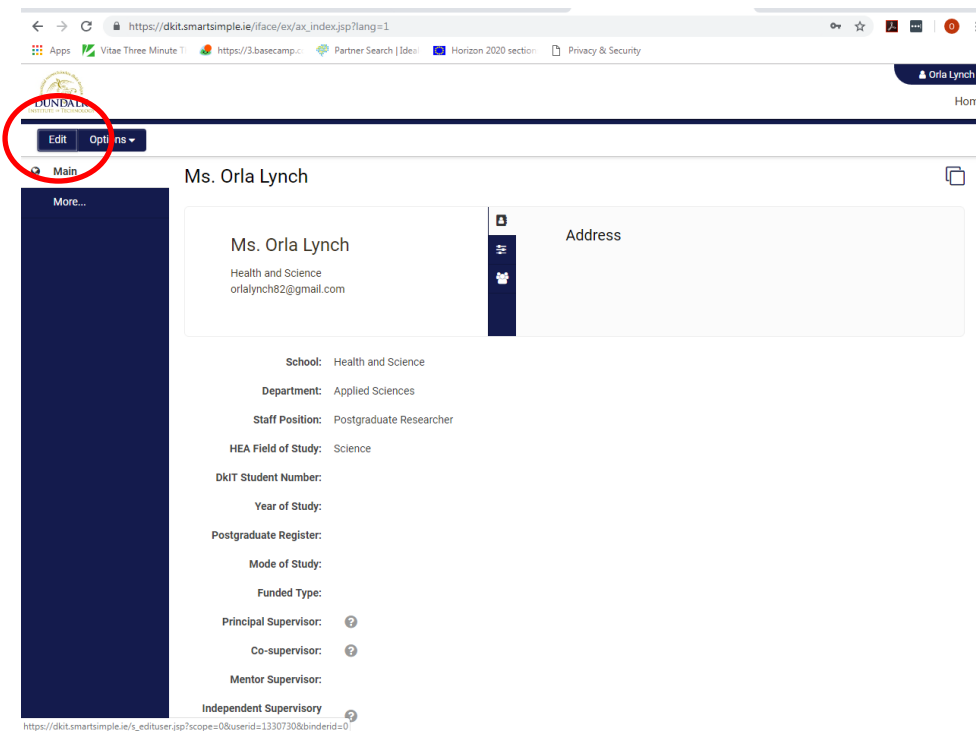
2: Please complete all required sections

3: If you are a Postgraduate Researcher, please ensure you select Postgraduate. Failure to do so will result in future issues in completing your Annual Progress Monitoring

4: Once you have completed the registration form and have clicked submit, please email [researchoffice@dkit.ie](mailto:researchoffice@dkit.ie) to inform staff that you have registered. They will grant you access to the system and generate a password email for you



5: Once you have received your temporary password email, please login and select the “Change Password” Tab to personalise your password



6: Once logged in, please select the Edit Tab on the top right hand corner and complete your Researcher Profile. All fields must be completed