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1. How to Login

1. Go to https://rms.ucd.ie/ufrs/W_RMS_SECURITY.LOGIN

2. Type in your username and password and click the login button.

   Username = your UCD staff email address
   Password = your UCD Personnel no. (e.g. P12345678)

3. The system will notify you when the password has been changed successfully and will request you to login again using your new password.
2. How to Edit your Profile

When you first login you will be brought to the homepage.

Click on the Edit Profile tab in navigation bar to begin editing.

You can select the section of your profile to edit using the navigation bar on the left-hand side of the page.

Tips for updating your Profile:

Help specific to each individual page is available by clicking on the question mark icon on the top right of the page.

When copying and pasting text, use the “paste-as-text” icon on the text editor menu. This removes unwanted formatting.
Before entering any peer reviewed journals, check, if applicable, whether they are available from the Web of Science (WOS) list by clicking the “claim from WOS” link.
3. How to Add Publications

1. Choose ‘Publications’ from the left-hand navigation

2. Go to Publications then select “Add New Publication”

3. Under “CREATE new publication record”, select the correct publication type
Enter a peer-reviewed journal article:

Enter Author Names with Last Name first followed by first name. Separate each author with semi-colon. E.g. Smith, John; Bloggs, Joe

When entering a peer-reviewed Journal title. Click on to choose the title from a pre-selected list. If the journal title does not appear on the list contact rmssupport@ucd.ie
Entering a book chapter:

When entering a book chapter, only the actual title of the book should be entered in the book title field. e.g. How to Increase your citations

When entering a book chapter, the names of the editor(s) of the book should be entered into the ‘Editor(s)’ field. e.g. Bloggs, Joe; Smith, John

NB: Do not include the abbreviation ‘Ed’ or ‘Eds’, or any other variation - this will be automatically added in your published profile
When you want to enter another publication, ensure that you repeat steps 1, 2 and 3 above.

Enter as much information as you can and click on “Save Changes”
4. How to Upload Documents to Research Repository UCD

It is a straightforward process to upload the final accepted peer-reviewed drafts (or final drafts where not peer-reviewed) of the following:

- Journal articles
- Conference publications
- Technical reports
- Patents
- Book chapters
- Government publications written by UCD authors
- Reviews
- Scholarly contributions to newspaper/magazine
- Working papers

1. Click the ‘upload’ icon () beside the appropriate title.
2. Click the Browse button to browse the directory on your PC.

3. Select the file that you want to upload and click “Upload File”

4. Upload your selected file. If you need to load more than one file (i.e. a separate document containing tables) click on browse, select a new file and upload.
5. Click on “Send to Repository” to load the file into the Institutional Repository

6. Select answer for “Have you checked copyright?”
   Add any extra comments you might have e.g. name of an additional School/Research Centre you would like the item to appear in

7. Indicate the version you are submitting
Research Repository UCD is managed by UCD Library. If you have any queries please email: research.repository@ucd.ie
5. How to link an RMS publication to an existing paper in Research Repository UCD

**Brief Instructions**

1. Get the paper’s **permanent link** from Research Repository UCD.
2. Add the permanent link to the paper’s **URL field** in your RMS profile.

**Detailed Instructions**

1. Locate the paper in Research Repository UCD ([http://researchrepository.ucd.ie](http://researchrepository.ucd.ie))
   - Search or browse by author or title in the left hand column
   - Click on the correct title in the search results.

2. Copy and store the Permanent link, found just below the list of authors in the item’s record
   - This link is similar to a DOI. Using it will prevent links to publications from being broken should the repository move in future.
3. Locate the paper in your RMS profile
   • Log in to the RMS at https://rms.ucd.ie/ufrs/w_rms_security.login
   • Go to ‘Edit Profile’ from blue navigation bar at the top of the screen
   • Click ‘Publications’ in the left hand column
   • Select the item type (Peer Reviewed Journals, Book Chapters, etc.) in the left hand column

4. Click the 'Edit' icon ( ) beside the appropriate title.
5. At the bottom of the input form, enter the permanent link to the paper (from above) to the URL field.
6. Click on the ‘Save Changes’ button at bottom.

Research Repository UCD is managed by UCD Library. If you have any queries please email: research.repository@ucd.ie
6. How to Publish your Profile

Click on the Publish Profile tab in navigation bar to begin publishing.

Step 1: Select Content

Select the content you want to include from each section of your profile using the checkboxes and click on ‘save’.

Step 2: Order and Preview

Rank and Order the content in each section using the arrows to move items up or down the list.

Step 3: Publish or Export

Select one of the publishing or export options from the list.

- Use Publish My Profile to Web to update your webpage.
- Use Review Web Profile to get a preview of what your webpage will look like.
- Use Export Profile to Word to generate your profile in MS Word.
7. Additional Information or Help

For queries on Research Repository UCD please contact UCD Library at:
research.repository@ucd.ie

For further information on RMS please contact:

RMS Help Desk: rmssupport@ucd.ie or telephone 7164040