

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

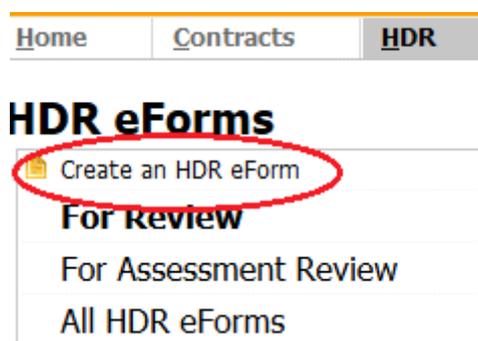


Figure 4 Create new application

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).

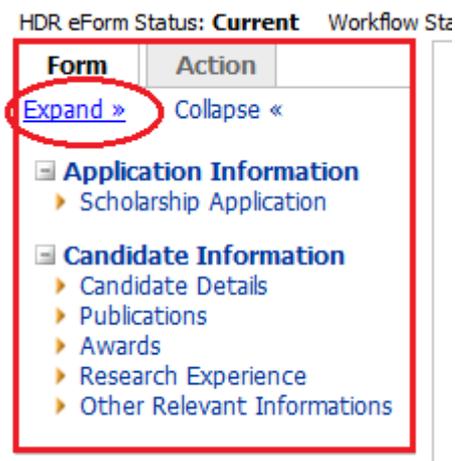


Figure 5 Scholarship application

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).

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

eForm Template Name	Workflow Stage
Current Student Scholarship Form	Candidate Details

Figure 6 Existing Scholarship application

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