

Title	Signing into DMPonline version 4 with UK Institutional Credentials
Description	<p>In order to manage access to the data management plans held within DMPonline, all service users have to create a DMPonline account. This note describes the workflows through which users based at UK HEIs can:</p> <ul style="list-style-type: none">• Create a DMPonline account and link it to institutional credentials;• Link institutional credentials to an existing DMPonline account;• Sign into DMPonline using institutional credentials;• Unlink institutional credentials from a DMPonline account.
Date of Issue	18 May 2015

To clarify any of the issues covered, please contact the DMPonline team by email at dmponline@dcc.ac.uk

Scope

Data management plans (DMPs) are a valuable resource, so we require all users to create an account with DMPonline in order to manage access to these plans. To simplify the process of signing into DMPonline, we allow you to link your institutional credentials to your DMPonline account.

This note describes the steps involved in:

- Creating a DMPonline account and linking it to your institutional credentials;
- Linking your credentials to an existing DMPonline account;
- Signing into DMPonline using your institutional credentials;
- Unlinking your institutional credentials from your DMPonline account.

Can I link my institutional credentials to my DMPonline account?

UK-based users

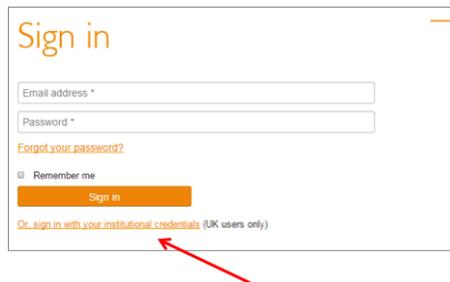
If you are based at a UK university/research institute that is registered with the UK Access Management Federation, you can use your institutional credentials to sign into the DMPonline service. To check whether your university or research institute is registered, please contact your local IT office or check with the UK Access Management Federation at <http://www.ukfederation.org.uk>.

Other users

At present, users based at universities/research institutes outside the UK cannot link their institutional credentials to their DMPonline account. We are currently looking into the support available from federated authentication services in other countries, and we hope to offer a similar facility to our international users in the future.

Create a DMPonline account and link it to your institutional credentials

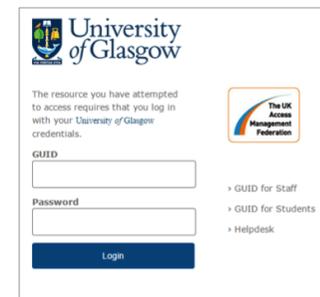
Step 1: At the DMPonline *Sign in* page, click on the link highlighted by the red arrow below to link to your institutional credentials.



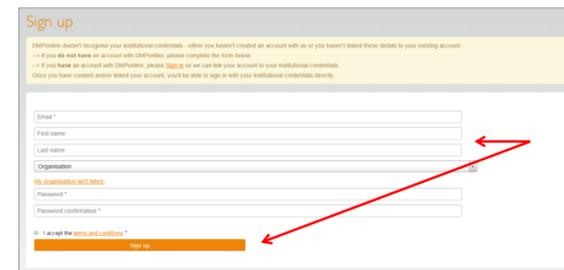
Step 2: You will need to identify where you are based. Please select your organisation using the search box indicated by the red arrow.



Step 3: You will be presented with the UK Access Management Federation page for your institution. In the example below, that is the University of Glasgow. Please enter your username and password as required.



Step 4: Fill in the form to create your DMPonline account.



Step 5: You will be sent an email to verify your account, after which you can sign in with your institutional credentials.

Link my institutional credentials to an existing DMPonline account (Preferred Approach)

Step 1: Sign in as usual to your DMPonline account using your email address and password.

Step 2: Navigate to your *Edit profile* page by clicking on the tab at the top right of the page. Click on the link indicated by the red arrow below to link your institutional credentials

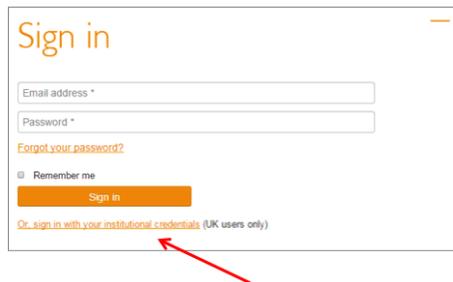
Step 3: Please select your organisation using the search box indicated by the red arrow shown overleaf.

Step 4: You will be presented with the UK Access Management Federation page for your institution. In the example below, that is the University of Glasgow. Please enter your username and password as required.

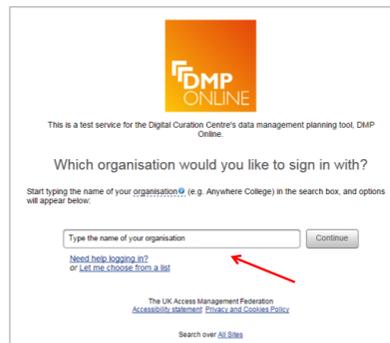
Step 5: Your DMPonline account is now linked.

Link my institutional credentials to an existing DMPonline account (Alternative Approach)

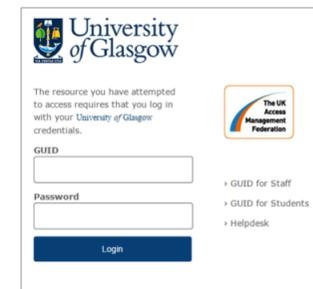
Step 1: At the DMPonline *Sign in* page, click on the link highlighted by the red arrow below to link to your institutional credentials.



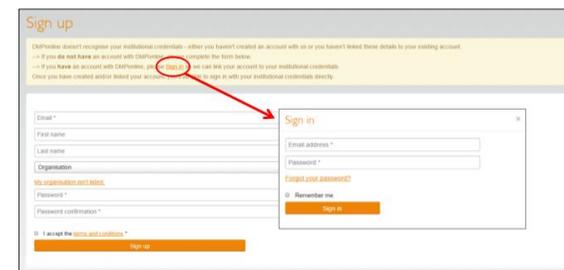
Step 2: You will need to identify where you are based. Please select your organisation using the search box indicated by the red arrow.



Step 3: You will be presented with the UK Access Management Federation page for your institution. In the example below, that is the University of Glasgow. Please enter your username and password as required.



Step 4: At the *Sign up* page, follow the link highlighted below to sign in as you already have an account.

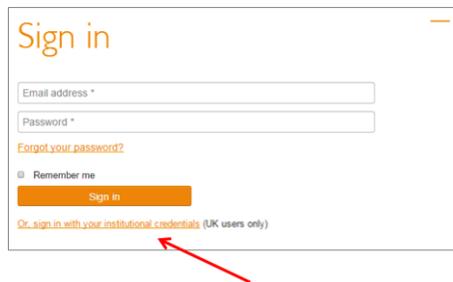


Step 5: Sign in with your email address and DMPonline password. This will link your DMPonline account to your institutional credentials.

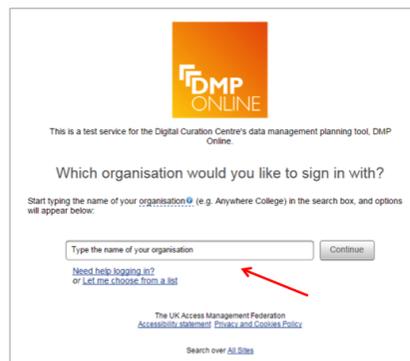
Sign in to DMPonline using my institutional credentials

Once you have linked your institutional credentials to your DMPonline account, you can use them to sign in to DMPonline in the future.

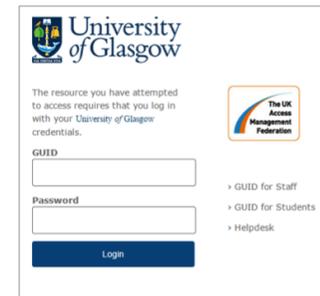
Step 1: At the DMPonline *Sign in* page, click on the link highlighted by the red arrow below to sign in with your institutional credentials.



Step 2: You will need to identify where you are based. Please select your organisation using the search box indicated by the red arrow.



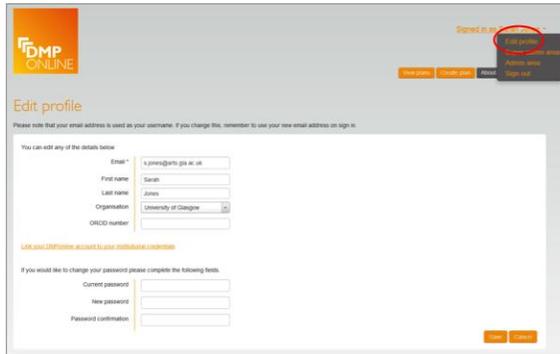
Step 3: You will be presented with the UK Access Management Federation page for your institution. In the example below, that is the University of Glasgow. Please enter your username and password as required.



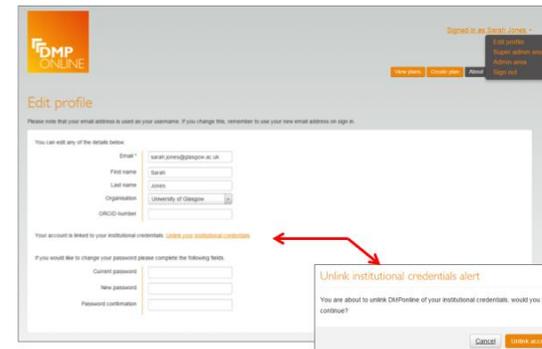
Step 4: You will be signed into DMPonline, and taken to the *My plans* page.

Unlink my institutional credentials from my DMPonline account

Step 1: Navigate to your 'Edit Profile' page by clicking on the tab at the top right of the page.



Step 2: Click on the link indicated by the red arrow below to unlink your institutional credentials from your DMPonline account.



Step 3: Your DMPonline account is now unlinked.

Troubleshooting

I haven't received a verification email after creating a DMPonline account

Please check whether your mail program may have mistakenly directed the DMPonline verification email, for example to your spam filter. If not, please contact us at dmponline@dcc.ac.uk so that we can ensure your account is up and running.

Feedback

We welcome your feedback on this technical note. Please report any comments/problems directly to the DMPonline team by email to dmponline@dcc.ac.uk. DMPonline has an active community of users, including researchers, institutional RDM support staff, funders, data curators and developers. We strive to engage more directly with all our users, and invite you to join the DMPonline user group. This user group provides a forum for discussion, and an opportunity to feedback on issues such as those covered by this technical note to help shape the future direction of the tool. To join the user group, please visit www.jiscmail.ac.uk/DMPONLINE-USER-GROUP.