How to Obtain umassmed.edu Credentials to Log in to the Research Management System (RMS)

ALL Users

All RMS users – *including study staff from UMassMemorial, sister UMass campuses, and external sites – must log into the RMS platform with their **umassmed.edu credentials***.

In order to comply with UMass Medical School data security policies and procedures, the RMS system can only be accessed via UMass Medical School Single Sign-On (UMMS SSO).

Not sure if you have UMMS SSO or forgot your password?

- Contact the **UMass Med IT Help Desk** at 508-856-8643 or UMWHelpdesk@umassmed.edu
  - o If you are a resident, dual doc, or employee of MassBiologics, Meyers Primary Care, or other UMMS entity, you likely already have umassmed.edu credentials.

Need a UMMS SSO Account?

- Contact the Academic Administrator in the corresponding UMMS Department.
- The Academic Administrator in the corresponding UMMS Department can assist with Processing Contingent Workers in PeopleSoft HR (Volume VI: Human Resources, Policy Number 06.05.22).
  - o In order to create the appropriate (unpaid) job requisition in ICIMS, the Academic Administrator will need to know whether the individual needing UMMS SSO is a collaborator-off campus, collaborator-on campus, or other category of contingent worker. See the Employee and Contingent Worker - Quick Policy Reference Guide for RULES and CLEARANCES for categories and HR requirements.

- After HR has processed the request, an email will be sent to your manager with the information needed to log in to the UMMS network. Your manager will need to forward the email to you, so that you can claim your account and activate your credentials.
  - o Please note that the account must be claimed within 14 days of creation, or the initial password will be reset.

- Once you have claimed and activated your umassmed.edu credentials, you will be able to log into RMS within 1 to 3 business days.
  - o If you have trouble activating your umassmed.edu credentials after you receive them, contact the UMass Med IT Help Desk.

Note: You will be able to leave any email forwarding from umassmed.edu to umassmemorial.org intact, but all RMS users will be required to use their UMMS credentials to log into the new RMS system.

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