

How to update your details on RMS

Step 1—Log into RMS

- RMS can be found at <https://rms.arc.gov.au>.
- **Enter your username**—If you had a GAMS ID, your RMS username is the same as your GAMS ID. If you were not a GAMS user or you cannot remember your user ID, click 'Retrieve User Name' on the RMS log in page or email rms@arc.gov.au.
- **Enter your password**—If you cannot remember or have not set your password, click 'Reset Password Name' on the RMS log in page or email rms@arc.gov.au.
 - ***Please note that any password link sent to your email account is only valid for the following ten hours.***
 - To ***change your password***, log in and click 'RMS User Account Details'. Once you have entered your new password click 'reset'.
 - If you have any questions, please contact the RMS Helpdesk on 6287 6789 or rms@arc.gov.au.

Step 2—Update your details

- Once you have logged on, under the heading 'My Details', you will see four links (which are explained below):
 - Personal Details;
 - Classification Details;
 - Contact Details; and
 - Assessor Details.
- ***It is important to click 'save' when adding new details to any of these sections.***
- ***When browsing this area of RMS, you can return to the home screen at anytime by clicking 'Return to Main Menu' in the top left-hand corner.***

'Personal Details'

- In this section, you can update your name, date of birth, citizenship and affiliations.
- This section includes three tabs: Details; Citizenship; and Organisation Details.
- 'Organisation Details' is regularly updated; however it is important to check that the all information is correct, particularly if you are logging in for the first time.
- When adding a new position, make sure the 'Position is currently held' box is ticked.

'Classification Details'

- These details are required so that proposals can be assigned to you correctly.
- Please check and update these details every year to ensure any new areas of study are taken into account.

- This section includes four tabs:
 - **Classifications**—if there are any codes listed check that they are correct. If there are no codes listed click 'find and add classifications'. A new window should open with two tabs allowing you to search or browse. The ARC is now using the ANZSRC Field of Research classification system which can be found on the [ABS website](#).
 - Click '+' to find and select your areas of expertise.
 - **Please do not select any codes corresponding to areas where you would not feel competent to make an expert assessment.**
 - **Keywords**—these words and short phrases should accurately describe your areas of expertise in addition to the descriptions associated with your FoR codes. For example if one of your FoR codes is 'Infectious Diseases' you could specify which infectious disease/s you have specialist knowledge in, such as 'Swine Flu'. General terms and ambiguous phrases should be avoided. For example CO2 Emissions or Carbon Trading is more helpful and specific than Environmental Science.
 - **Expertise Text**—this section provides additional info and scope for your area of study. Please provide a couple of paragraphs describing your area of study, both specifically and generally.
 - **Qualifications**—this section should include details of your qualifications, specifically your degree and doctorate (where relevant). Each qualification should only be entered once using the formal title awarded.

'Contact Details'

- This section should include up-to-date contact details so that the ARC can contact you when required. Please check your details regularly. If you have more than one phone number, email address, etc. enter them all and then use the 'preferred' box to select which you would prefer us to use.
- **Please note that if you forget your password it will be sent to your preferred email address.**

Assessor Details

- This section tells you if you are a current assessor for the ARC and the type(s). If you are an assessor you will have a second tab that allows you to adjust your availability to assess. If you are unavailable to assess for one of the schemes deselect the 'available' box.