

## Research Information Management System (RIMS)

A number of external queries have been received via RIMS for experts in various research areas and the campus needs to respond. It is therefore imperative that you join the RIMS systems and add your research data. Members of staff who have previously submitted projects for entry into RIMS are therefore now encouraged to log in and update and/or add new research information.

Members of staff, in particular **NEW** members of staff who would like the RIMS team to enter their project data are asked to list up to five research projects being undertaken on [this spreadsheet](#) and submit this to [rim@sta.uwi.edu](mailto:rim@sta.uwi.edu).

Note that RIMS is accessible on the campus intranet through the Office of Research Development and Knowledge Transfer website: <http://sta.uwi.edu/ordkt/index.asp>. The RIMS icon is located at the **lower right** of the screen.

Additional support may be requested through [rim@sta.uwi.edu](mailto:rim@sta.uwi.edu)

### Login Instructions

1. Copy and paste the link: <http://sta.uwi.edu/ordkt/> into your **Firefox Browser**.  
**(Note that Internet Explorer does not support RIMS)**
2. Click on the RIMS icon at the lower right of the screen.
3. Enter your login information when prompted which will be in the form :  
**username:** sauwi\username  
**password:** your password  
**The RIMS is on the Intranet, therefore the above credentials must be used if you are trying to access it from a personal computer.**
4. When you have reached the RIMS home page, follow the instructions to set up your account.

**Please Note:** If on setting up your account you receive any errors, please contact us via [rim@sta.uwi.edu](mailto:rim@sta.uwi.edu).