How to Logon to RMU

Overview

This Quick Reference Guide shows how to logon to RMU. The RMU site is hosted on the DET intranet site and access is available through the DET Staff Portal.

Note: Unauthorised staff cannot log into the DET Portal. If you have trouble logging into the DET Staff Portal please:

- Contact ICT Service Desk;
- Phone 1800 338 483.

Work Instructions

To log onto RMU, follow the process below:

2. Click the DET Staff Portal link in the ‘Related Information’ section.
3. Login to the Portal with your DET Portal login name and password.
4. Click on Accept for Acceptable Use Policy screen.
5. Select the My Applications tab, then the RMU – Resource Management Utility link.
Note: Unauthorised staff will not see RMU in the My Applications tab. If you don’t have access to RMU, please contact your Principal.

6. You have logged into RMU successfully if you see the following screen:

![RMU Screen Screenshot]

**NOTE:** Screen Features:

**News flash** – This contains news information of high importance. This will pop-up at first login to RMU.

**Dynamic resource links** – This provides useful links within RMU including links to:

- implementation procedures;
- policy procedures around the management of laptops; and
- overview of the DER-NSW Program and Quick Reference Guides/FAQ's on how to use the Laptop.

**Footer Help Desk** - This provides advice on who to contact for assistance if experiencing issues with RMU.

7. If you are responsible for the assignment of laptops at more than one High School click on **My Profile**.

8. Select the name of the default high school by:
• clicking on the magnifying glass next to the Default School field;
• entering the school name (e.g. St Leonards); and
• click on Search.

9. Select your high school from the list and click Save.