

# Ethics Review Manager (ERM) System

## New external user access (non QUT Email accounts)

Please follow the steps below to access the QUT ERM after the system administrator has created your login manually. The steps below apply for setting your password for the first time or if you have forgotten your password and need to reset it.

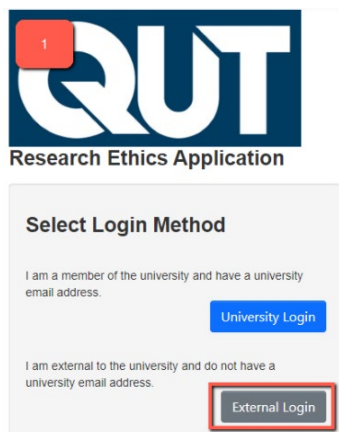
*Passwords must be 10+ characters long and no longer than 64, contain both upper and lowercase characters, and contain at least one special character.*

### To set/reset your password;

1. Click on this link to navigate to the Forms module of ERM for applicants – <https://ethics-forms.research.qut.edu.au/>
2. Select “External Login” (Pic 1 Below)
3. Enter your email address and select “Next” (Pic 2 Below)
4. Select “Forgotten Password” (Pic 3 Below)
5. Enter your email address again and select “Reset Password” (Pic 4 Below)
6. You will automatically be sent an email to set your password from the QUT ERM system

*There is a chance the email will go to a spam or quarantine folder so best they check there if you don't receive the email straight away.*

7. Click on the link provided in the email to set your password
  - Enter a new Password in the New Password field
  - Enter the same Password in the Confirm Password field
  - Select “Reset Password”
8. You can now login to using the same link in point one above



1

**QUT**  
Research Ethics Application

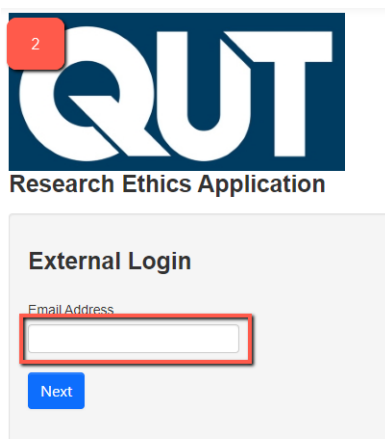
Select Login Method

I am a member of the university and have a university email address.

[University Login](#)

I am external to the university and do not have a university email address.

[External Login](#)



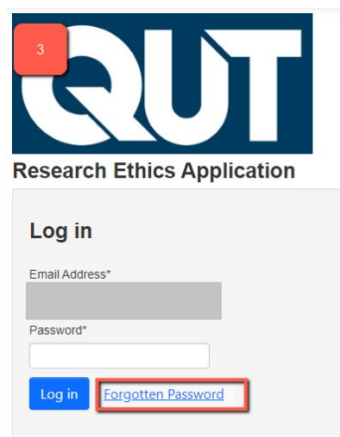
2

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External Login

Email Address

[Next](#)



3

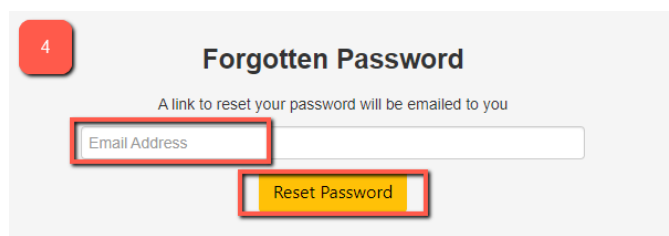
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Log in

Email Address\*

Password\*

[Log in](#) [Forgotten Password](#)



4

**Forgotten Password**

A link to reset your password will be emailed to you

Email Address

[Reset Password](#)