To log in to Pure RMS go to the web address provided to the right.

The system uses your MQ OneID. Log in with your normal OneID and password.

If you cannot log in, please email the following address with your name and OneID: 
rms.support@mq.edu.au
Email and message configuration are part of the User menu. The User menu is accessible by selecting your staff ID in the top right corner of the screen.

The system can notify you via both email and within-system messages. You can configure your notification preferences. You can also change the frequency of alerts and control the type of content you receive.
Pure RMS: Email and Message Settings

Step 3: Email settings

To configure your email settings, select “E-mail settings” from the left-hand menu.
You can choose to receive email about various content types and workflow related tasks.

The content types about which you receive email may differ according to your role (researcher, Head of Department, administrator etc.) and whether the University has a record of your academic work.

You can disable or reduce the frequency of email for each specific content type (for example, email related to your research outputs).
Pure RMS: Email and Message Settings

Step 5: Configure email settings

Email settings for each content type are adjusted in the “Mail frequency” column.

Hover over the mail frequency options. Click to view the drop-down menu and select your preferred option.

You can also adjust the within-system notifications and messages you receive.
Within-system messages appear under the “My editorial tasks” heading on the right-hand side of the home screen. Messages are divided by tasks.

To choose the specific content types you receive messages about, select “Message settings” from the left-hand menu (of the User menu).

Some content types contain sub-categories that are accessible via a drop-down menu (for example, “External person”).

Uncheck boxes to disable messages related to a specific content type. This action does not disable permissions—you can still access these content types.
Pure RMS: Email and Message Settings

Step 7: Save your settings

Once you’ve configured your email and message settings, select “Save” in the footer.