REGISTER AS AN EXTERNAL RESEARCHER TO APPLY FOR A RESEARCH FELLOWSHIP

OVERVIEW
This guide explains how external researchers may self-register for Research Fellowship online forms. Self-registration is necessary for external researchers who wish to apply for a Research Fellowship through Macquarie University.

PROCESS

1. Navigate to Research Partnership Online Form
2. Populate the information fields
3. Submit self-registration

STEPS
1. Go to https://mq.service-now.com/research and click Self Registration of External Researcher.
2. The self-registration page will appear.

### Self Registration of External Researcher

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td>first name</td>
</tr>
<tr>
<td>Middle Name</td>
<td>middle name</td>
</tr>
<tr>
<td>Last Name</td>
<td>last name</td>
</tr>
<tr>
<td>Email</td>
<td>Email</td>
</tr>
<tr>
<td>Home Phone</td>
<td>[+][country code][number including :]</td>
</tr>
<tr>
<td>Mobile Phone</td>
<td>[+][country code][number including :]</td>
</tr>
<tr>
<td>Organisation</td>
<td>organisation</td>
</tr>
<tr>
<td>Related Faculty</td>
<td></td>
</tr>
<tr>
<td>Reason for Access</td>
<td></td>
</tr>
<tr>
<td>Country</td>
<td></td>
</tr>
</tbody>
</table>

- By using this system you are agreeing to comply with the [Macquarie University Acceptable Use Policy](#).

[Submit]
3. To self-register.

   A. Enter the **First Name, Middle Name and Last Name** fields

   First Name: John  
   Middle Name: Cameron  
   Last Name: Smith  

   B. Enter the **Email** field

   Email: example@sydney.edu.au

   C. Enter the **Home Phone** and/or **Mobile Phone** fields

   Home Phone:  
   Mobile Phone:  

**NOTE**

The **Home Phone** and **Mobile Phone** fields must follow the format of [+][country code][number including area code]. An example is +610298504357.

D. Enter the **Organisation** field

   Organisation: University of Sydney

E. Select by clicking the relevant field from the **Related Faculty** dropdown menu.

F. Select by clicking the relevant field from the **Reason for Access** dropdown menu

G. Select by clicking the relevant field from the **Country** dropdown menu

4. Tick the **By using this system you are agreeing to comply with the Macquarie University Acceptable Use Policy** checkbox.

   ✓ By using this system you are agreeing to comply with the [Macquarie University Acceptable Use Policy](#).

   Submit
5. Click **Submit** to finalise and submit the self-registration

By using this system you are agreeing to comply with the Macquarie University Acceptable Use Policy.

**HANDY HINTS & TIPS**

- Once submitted, the self-registration request will be sent to the relevant Faculty Research Office. This office will manage the request. The outcome of the self-registration request will be sent to the email address used in the self-registration form, as soon as it has been processed.

**For additional help:**

+61 2 9850-HELP (4357)  rms.support@mq.edu.au  Log a OneHelp ticket