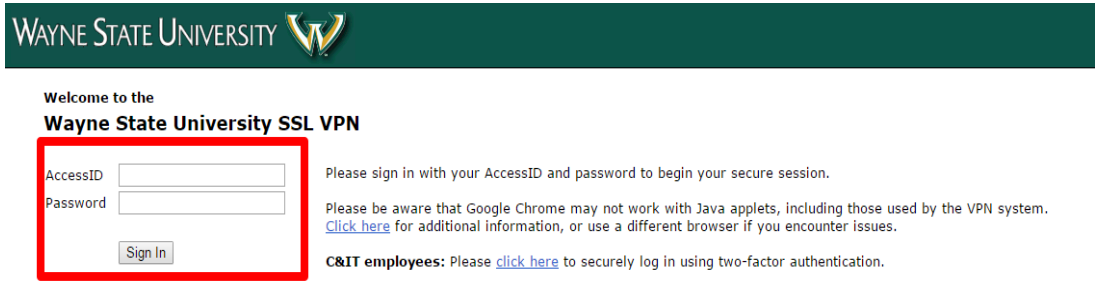
Accessing RDA Toolkit

To use RDA Toolkit, users must access the site through a Wayne State University connection.

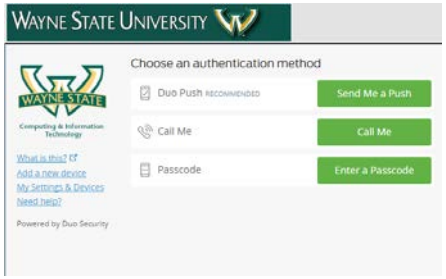
This can be done from any on-campus computer.

For off-campus users, it is necessary to first connect to the WSU VPN (see next slide).

If accessing RDA Toolkit off-campus, go to **https://vpn.wayne.edu/** and login with your WSU AccessID and Password

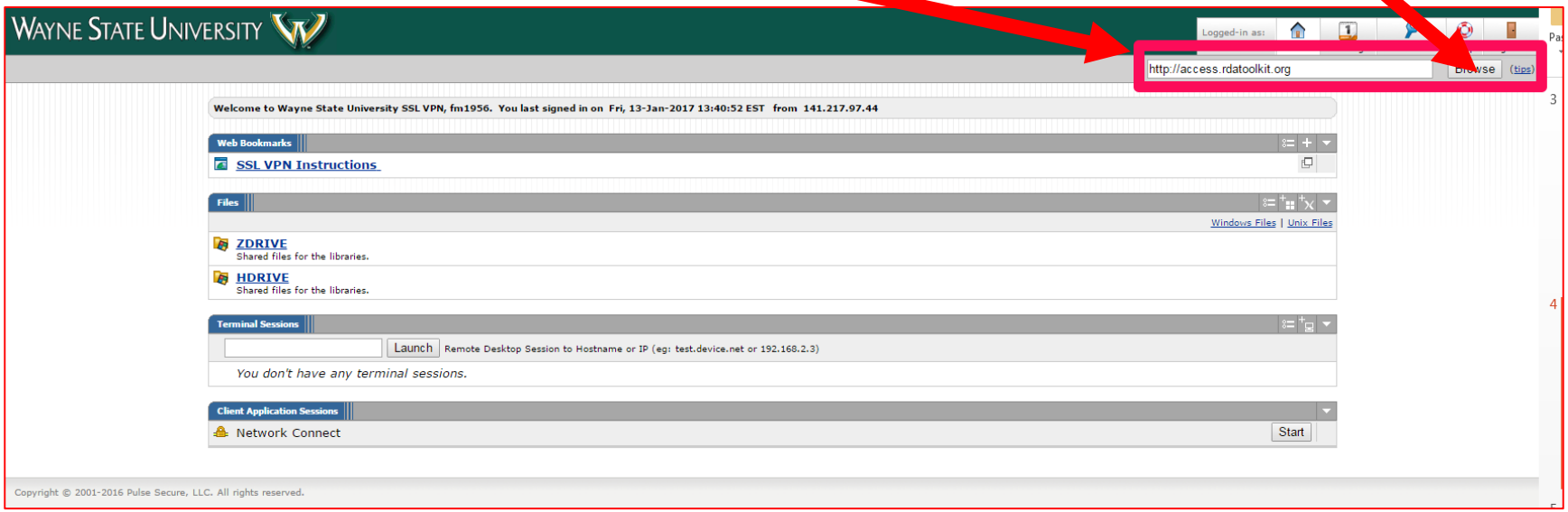


For additional security, you must choose a second factor authentication method.

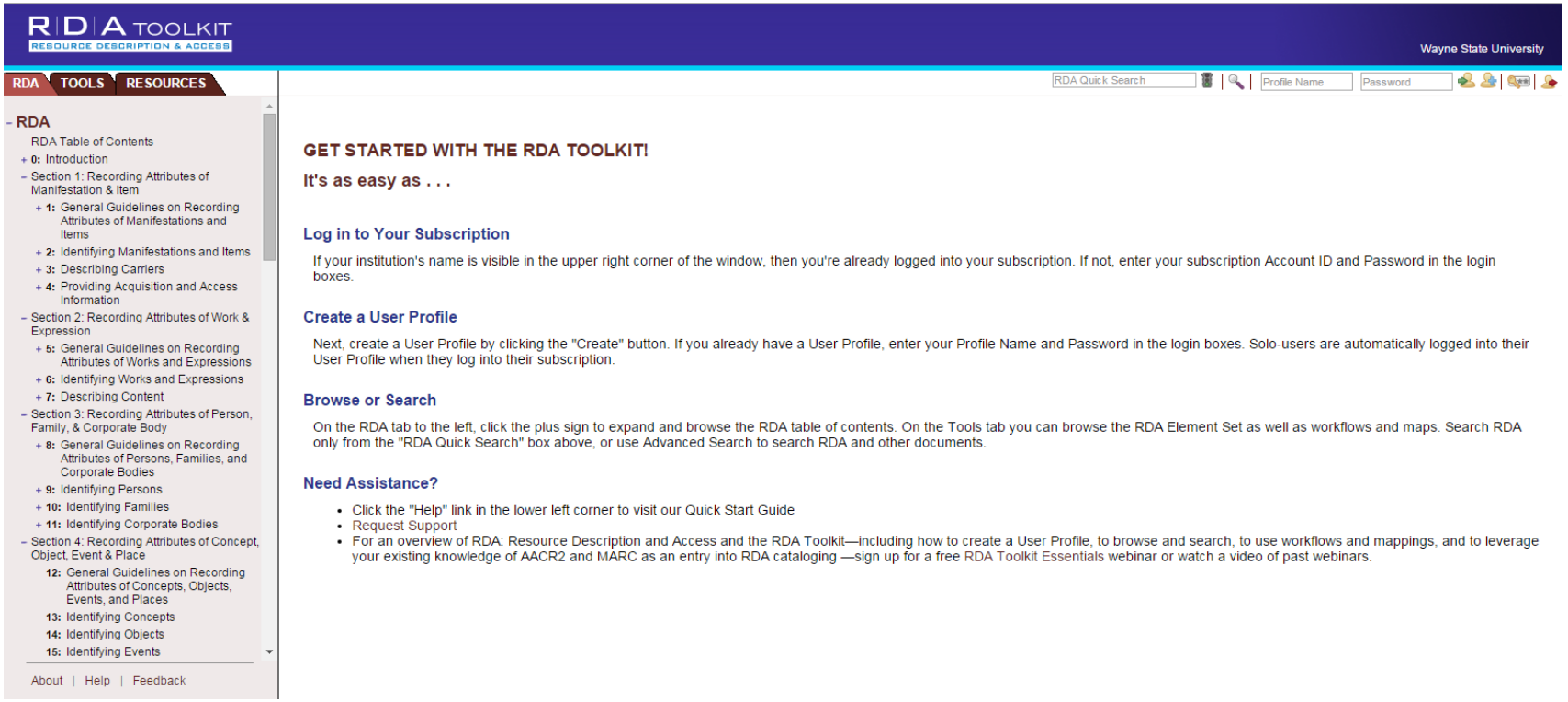


If you experience any problems using the WSU VPN, please contact the C&IT Help Desk:
https://computing.wayne.edu/helpdesk/index.php
or visit: https://computing.wayne.edu/vpn/

Inside the VPN, type http://access.rdatoolkit.org into the navigation bar and click **Browse**



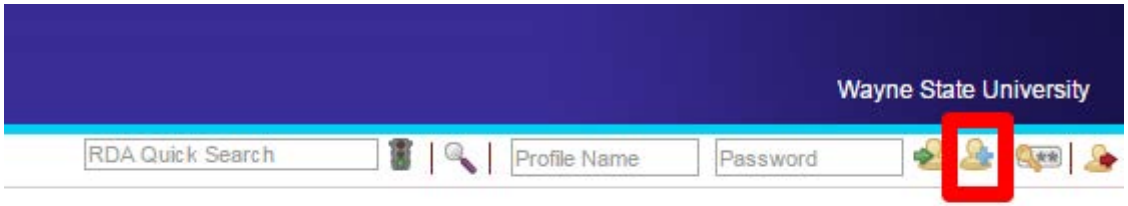
http://access.rdatoolkit.org



If you have properly connected, **“Wayne State University”** will be listed in the **top right corner of the RDA Toolkit website**.

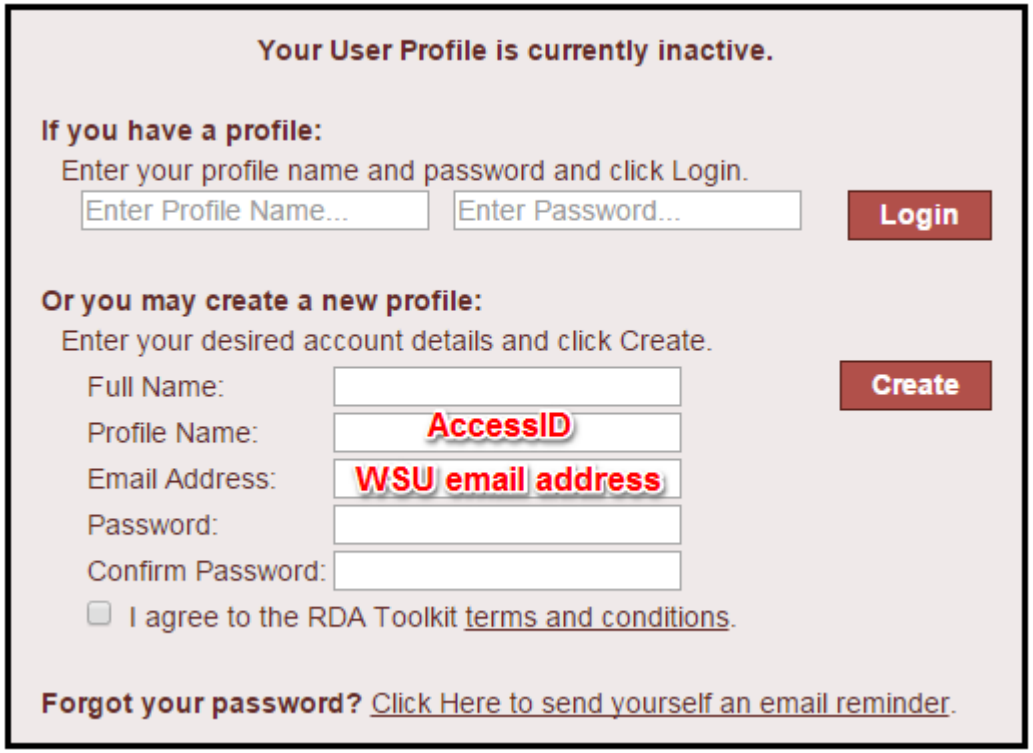
Off-campus users: If Wayne State University is not listed, please review the VPN process and repeat until you are properly connected.

Click **Create Profile** directly beneath “Wayne State University” (third icon from the right)

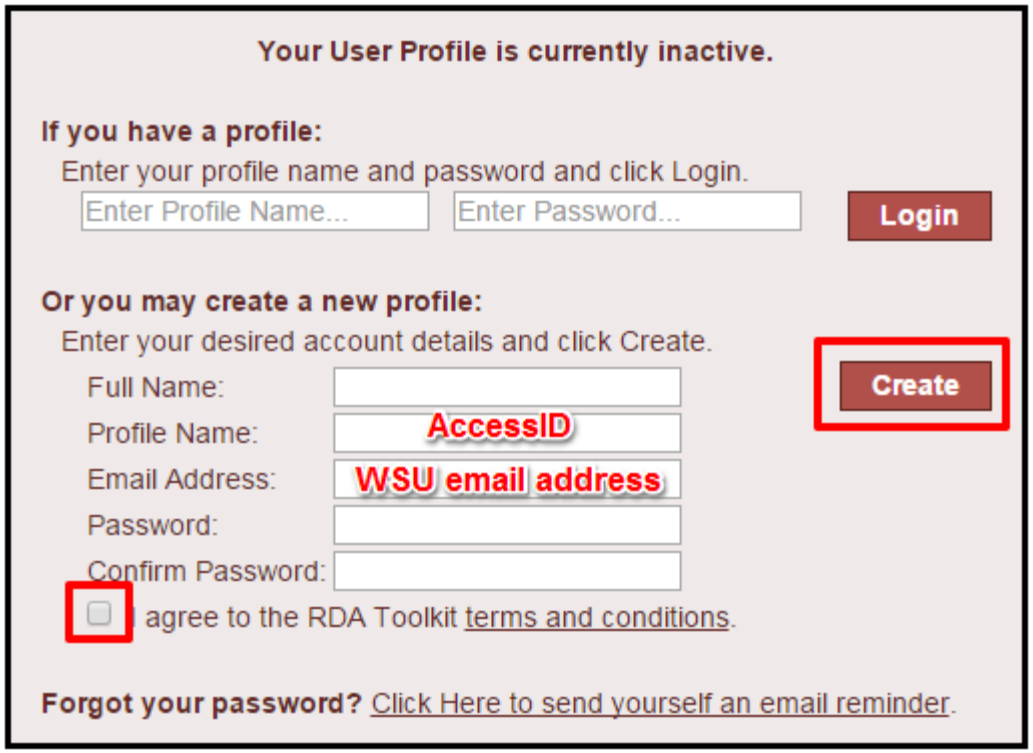


Fill out the appropriate fields to create a new profile.

NOTE: You must use your **AccessID** as your profile name, and your **WSU email address.**



Check the RDA Toolkit terms and conditions box, and select **create**



Questions?

Submit a SLIS Tech Support Request