

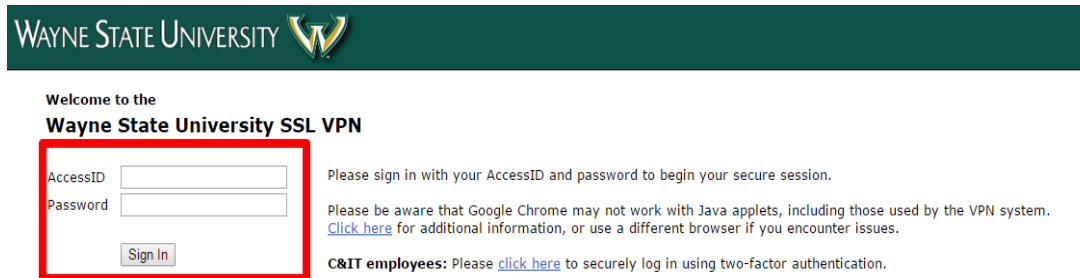
# Accessing RDA Toolkit

**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



Welcome to the  
**Wayne State University SSL VPN**

AccessID

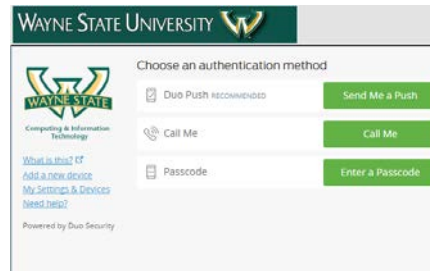
Password

Please sign in with your AccessID and password to begin your secure session.

Please be aware that Google Chrome may not work with Java applets, including those used by the VPN system.  
[Click here](#) for additional information, or use a different browser if you encounter issues.

**C&IT employees:** Please [click here](#) to securely log in using two-factor authentication.

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



WAYNE STATE UNIVERSITY

Choose an authentication method

☐ Duo Push recommended

☐ Call Me

☐ Passcode

What is this? CF  
Add a new device  
My Settings & Devices  
Need help?

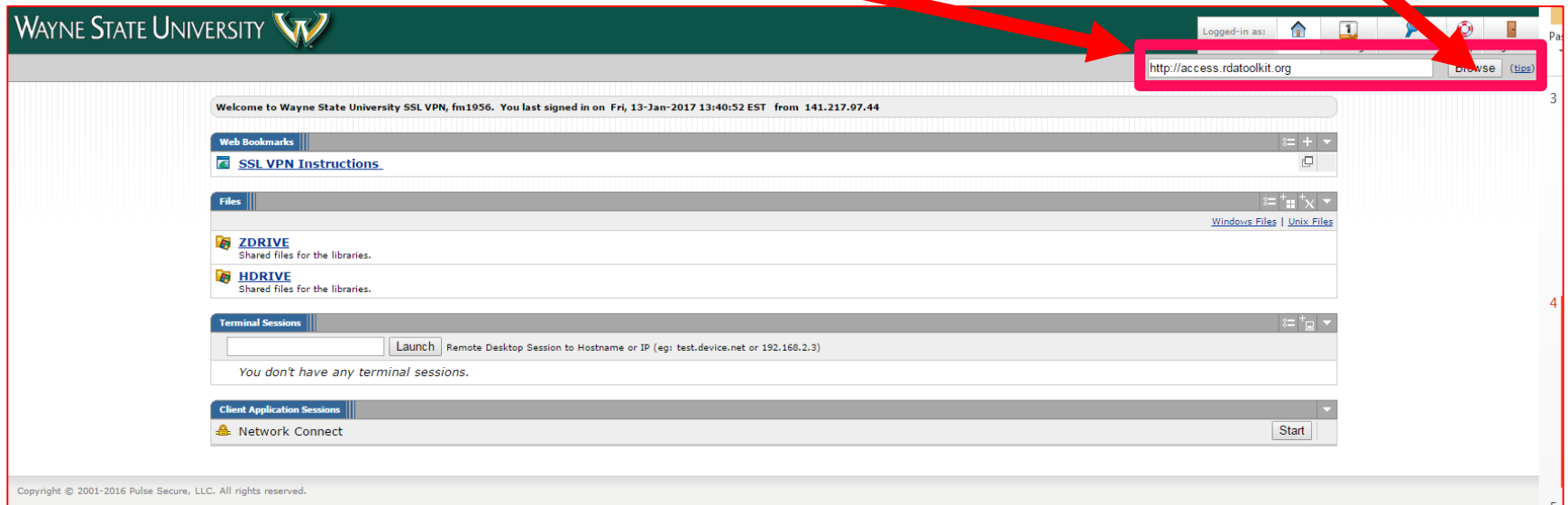
Powered by Duo Security

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>

**RDA** | A TOOLKIT  
RESOURCE DESCRIPTION & ACCESS
Wayne State University

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**RDA**
TOOLS
RESOURCES

**- RDA**

- RDA Table of Contents
- + 0: Introduction
- Section 1: Recording Attributes of Manifestation & Item
  - + 1: General Guidelines on Recording Attributes of Manifestations and Items
  - + 2: Identifying Manifestations and Items
  - + 3: Describing Carriers
  - + 4: Providing Acquisition and Access Information
- Section 2: Recording Attributes of Work & Expression
  - + 5: General Guidelines on Recording Attributes of Works and Expressions
  - + 6: Identifying Works and Expressions
  - + 7: Describing Content
- Section 3: Recording Attributes of Person, Family, & Corporate Body
  - + 8: General Guidelines on Recording Attributes of Persons, Families, and Corporate Bodies
  - + 9: Identifying Persons
  - + 10: Identifying Families
  - + 11: Identifying Corporate Bodies
- Section 4: Recording Attributes of Concept, Object, Event & Place
  - 12: General Guidelines on Recording Attributes of Concepts, Objects, Events, and Places
  - 13: Identifying Concepts
  - 14: Identifying Objects
  - 15: Identifying Events

## GET STARTED WITH THE RDA TOOLKIT!

It's as easy as . . .

**Log in to Your Subscription**

If your institution's name is visible in the upper right corner of the window, then you're already logged into your subscription. If not, enter your subscription Account ID and Password in the login boxes.

**Create a User Profile**

Next, create a User Profile by clicking the "Create" button. If you already have a User Profile, enter your Profile Name and Password in the login boxes. Solo-users are automatically logged into their User Profile when they log into their subscription.

**Browse or Search**

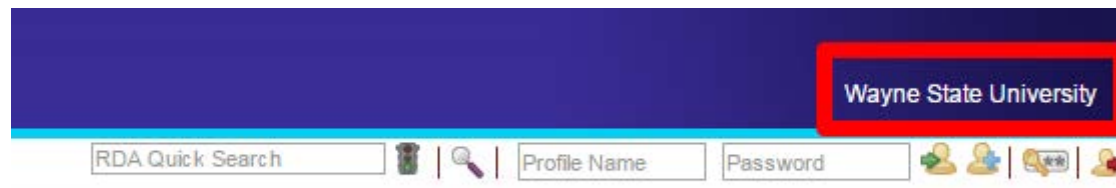
On the RDA tab to the left, click the plus sign to expand and browse the RDA table of contents. On the Tools tab you can browse the RDA Element Set as well as workflows and maps. Search RDA only from the "RDA Quick Search" box above, or use Advanced Search to search RDA and other documents.

**Need Assistance?**

- Click the "Help" link in the lower left corner to visit our Quick Start Guide
- Request Support
- For an overview of RDA: Resource Description and Access and the RDA Toolkit—including how to create a User Profile, to browse and search, to use workflows and mappings, and to leverage your existing knowledge of AACR2 and MARC as an entry into RDA cataloging —sign up for a free RDA Toolkit Essentials webinar or watch a video of past webinars.

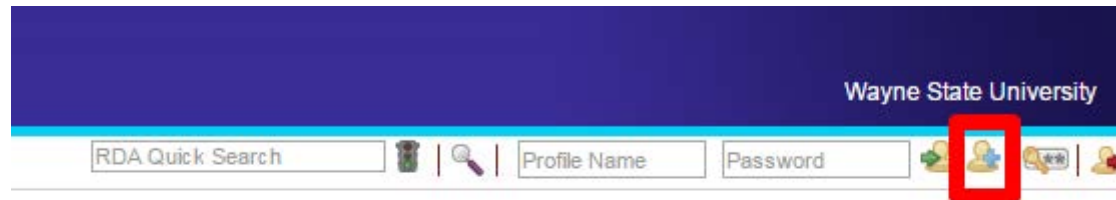
[About](#) | [Help](#) | [Feedback](#)

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**.

**Your User Profile is currently inactive.**

**If you have a profile:**  
Enter your profile name and password and click Login.

**Or you may create a new profile:**  
Enter your desired account details and click Create.

Full Name:

Profile Name:

Email Address:

Password:

Confirm Password:

☐ I agree to the RDA Toolkit [terms and conditions](#).

**Forgot your password?** [Click Here to send yourself an email reminder.](#)



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

**Your User Profile is currently inactive.**

**If you have a profile:**  
Enter your profile name and password and click Login.

**Login**

**Or you may create a new profile:**  
Enter your desired account details and click Create.

Full Name:

Profile Name:

Email Address:

Password:

Confirm Password:

☐ agree to the RDA Toolkit [terms and conditions](#).

**Create**

**Forgot your password?** [Click Here to send yourself an email reminder.](#)

# Questions?

Submit a [SLIS Tech Support Request](#)