

# 1. Logging into MyResearch

### This how-to sheet outlines the steps required to:

- Log into the FAST MyResearch application.

### What is MyResearch used for?

- Accessing information about research grants, contracts, enterprise and Professional Expense Reimbursement (PER) Funds, including current balances.

### How do I get a MyResearch account?

- Access to MyResearch is automatically granted to those with financial administrative responsibilities for research Funds.

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## STEPS

1. Enter this URL into an internet browser. <http://www.carleton.ca/fast>

2. Enter MyCarletonOne credentials.

**Tip:** Your MyCarletonOne credentials are the username and password that you use to sign into your Carleton workstation, Travel and Expense Reimbursement, and many other applications on campus.

The screenshot shows the FAST MyResearch login interface. At the top, there is a red banner with the Carleton University logo and the text 'Carleton UNIVERSITY Canada's Capital University'. Below this is a dark grey button labeled 'Sign In to FAST'. Underneath is the Carleton University logo again, followed by a login form. The form has two input fields: 'User Name : ' and 'Password : '. Below these fields is a 'Sign In' button. A green rounded rectangle highlights the entire login form area, and a green arrow points from the right towards this area. At the bottom of the page, there is a grey banner with the 'millennium' logo and the text 'software & service solutions'.

3. The MyResearch landing page shows a complete list of Funds the viewer can access.

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Click on any text element below to access information related to your grant, contract or project. Click on the balance to access the transaction detail in Finance Reporting. Closed funds are included for information purposes only.

Fund	Title	Agency	End Date	Principal Inv.	Authority	Balance
314501	SSHRC Post-Graduate Scholarships Global Payment	SSHRC	N/A	Laura Landriault	Both Posting and Query	14,567.79
319999	Development Grant for Demonstration or Training Purposes	NSERC	31-MAR-2024	Laura Landriault	Both Posting and Query	19,000.00
305199	Systematic Review and Data Analysis of Fishing	Fish Can	31-MAR-2020	Office of VP Research and International	Query	30,000.00

4. If the menu takes up too much space on your screen, click the 'hamburger' button to collapse the menu.

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5. Click on the 'Logout' button to exit the MyResearch application.

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4.4.01.14 Environment: PROD WORLD

Logout

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Click on an Click on th Closed fun Fund

### What next?

- Visit the [FACTS' MyResearch tools and support page](#) to find more how-to sheets.
- Questions about the system? Email [financial.systems@carleton.ca](mailto:financial.systems@carleton.ca)