FAST MyResearch How-To Sheets

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

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

5. Click on the ‘Logout’ button to exit the MyResearch application.

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