RM Unify

Stage 1 – Super Admin - access RM Unify and RM Integris+ for the first time

Administrators – follow Stage 1 to create a shortcut the RM Unify URL, ensure you can access RM Unify & RM Integris+ (SSO), go through quick settings for password recovery and logout of RM Unify successfully.

Stage 1 - Setting RM UNIFY up as a shortcut

You can do this as **either 1)** a shortcut on the Windows desktop **and/or 2)** a shortcut within a browser screen

1) Creating a Windows desktop shortcut for RM Unify

RM Unify URL https://www.rmunify.com

On a Windows desktop screen:

1. Right-click the desktop icon and choose **New**, **Shortcut**. The Create Shortcut window is displayed. (To reveal the desktop background you may first need to minimise any open program windows.)

2. If you want to specify a particular browser (e.g. Chrome or Firefox etc.), click **Browse** and browse to the folder where your chosen browser is installed (see ***blue Note below). Look for and select the executable (.exe) file (e.g. **chrome.exe**) and click **OK** to return to the Create Shortcut window.

3. In the *Type the location of the item* field, enter the RM Unify URL *(not including the http:// or https:// part)* at the end of the path you selected in step 2 and separated by a single space.
    For example, the completed line might be
    "C:\Program Files(x86)\Google\Chrome\Application\chrome.exe" rmunify.com

4. If you skipped step 2 and there is no path in quotation marks, then the completed line should be **rmunify.com**

5. Click **Next**.

6. In the *Type a name for this shortcut* field, enter a suitable name, e.g. **RM Unify**.

7. Click **Finish**.

This shortcut will open the selected browser (Chrome in this example) and load the RM Unify login page.

Note: if the user had accessed RM Integris before, you would not need to then enable pop-ups and prevent cached pages on the browser.

***If you use more than one browser, it's convenient to specify which browser you want your shortcut to use for opening Rm Unify. To do this, in step 2 below you'll need to know where your chosen browser is installed.
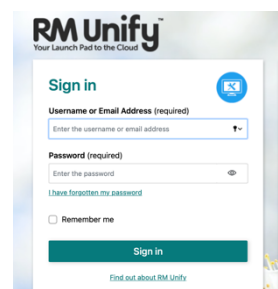🔲 For Firefox this is normally **C:\Program Files(x86)\Mozilla Firefox** for 64-bit computers, or **C:\Program Files\Mozilla Firefox** for 32-bit computers.
🔲 For Chrome this is normally **C:\Program Files(x86)\Google\Chrome\Application** for 64-bit computers, or **C:\Program Files\Google\Chrome\Application** for 32-bit computers.

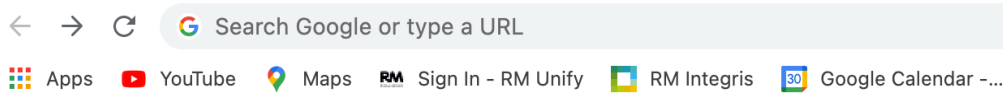**2) Set up RM UNIFY as a bookmark (Shortcut) in a browser screen**

Open your preferred internet browser (i.e. Chrome, Firefox, Internet Explorer etc.)

1. In the URL address line, type in https://www.rmunify.com and press <return> key
    You should see the RM Unify login screen

RM Unify

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2. If using Chrome, check that your bookmark bar is visible – if not, click on the ⋮ (*top right*) and in the menu, select **Bookmarks > Show Bookmark Bar**

To add the RM Unify Login screen as a bookmark, click on the star ★ (*top right*) > click on **Add Bookmark** > ensure in the *Folder* box you can see **Bookmark Bar** > click OK. You should then see a RM Unify link appear.

For other browsers such as Internet explorer or Firefox, follow the usual browser specific procedure for creating bookmarks/shortcuts/favourites.
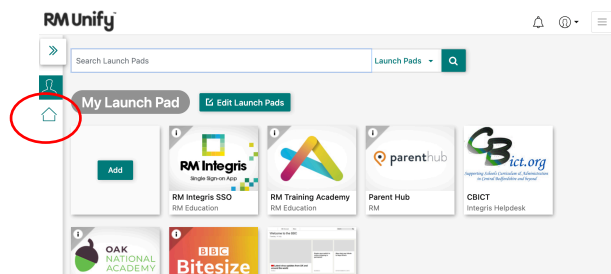
Now Log in to RM Unify for the first time

1. **Enter your username and password** (as allocated to you) and then click **Sign in**

    [Note: The account will be locked for 4 minutes after 5 failed attempts at login. After the 4 minutes, a further failed attempt will lock the account for 16 mins, the next failure 1hr and 4m, and the next for 4hrs 16mins.
    *If your account is locked, please ask your RM Unify Admin to reset your password **via the RM Unify Management Console** which will unlock your account.*

    On the first time, you will be notified that a number of apps will be loaded onto your launchpad automatically > click Next.

    You should now see your 'My Launch Pad' which will be blank (without any tiles showing)

Now check that you can access RM Integris+

2. Click on the **Home** ⌂ icon – this launch pad will be named as your school
    You should see an RM Integris (SSO) tile > click on this tile and the normal RM Integris screen you are used to seeing should appear.

    You should be able to continue with your normal routine.

    Log out of RM Integris+ in the normal way through the Logout option in the top right menu.
    You will return to the RM Unify Home Launch Pad.

Set up password recovery

It is a good idea to ensure you have an email address for your account to enable you to reset your password if you need to.

RM Unify

1. Click on the **My Profile** ⊛ ▾ icon (*top right)* and select **My Profile** from the menu

2. Select **Password Recovery**
3. Enter an email address in the ***Password Recovery Email Address*** box

   An email will be sent to your password recovery email address shortly to allow you to confirm your email address. When it arrives, click on the confirmation link to confirm that your password recovery email address has been set correctly.
   Note: if you do not confirm, the password recovery email will not be set and you then will not be able to use this method to reset your password.

Change your RM Unify password (optional)

1. Click on the **My Profile** ⊛ ▾ icon (*top right)* and select **Change Password** from the menu
2. Enter your current password and then enter your new password in the **New password** and **Confirm password** boxes
Click **Change password**

Logout of RM Unify

Note: If using RM Integris+, ensure you are logged out of RM Integris+ before you attempt to logout of RM Unify. You will see '*You have attempted to refresh the RM Integris page or you have attempted to open multiple RM Integris+ sessions from a desktop shortcut or a hyperlink*' error message if still logged in in RM Integris+

1. Click on the **arrow** next to the Profile Settings ⊛ ▾ icon in the top right
2. Click **Sign Out**
3. Then click **Complete Sign Out** to sign you out of all the apps listed on the screen
   The next window confirms the apps in which you have successfully signed out

Your next step is to set up the HOME Launch Pad.
Read through the **LAUNCH PAD Information sheet** and then follow **Stage 2 - set up Home launch pad view for teacher and non-teaching staff role groups**