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

This can be done from any computer on-campus.

For off-campus users, it is necessary to first connect to the WSU VPN (see: next slide).
If accessing RDA Toolkit off-campus, log in to WSU VPN
https://computing.wayne.edu/vpn/

If you experience any problems using the WSU VPN, please contact the C&IT Help Desk for assistance: https://computing.wayne.edu/helpdesk/index.php
Open RDA Toolkit
https://access.rdatoolkit.org/

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.
If you have properly connected, “Wayne State University” should 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?

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