

Accessing the RDA Toolkit on and off-campus using VPN



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

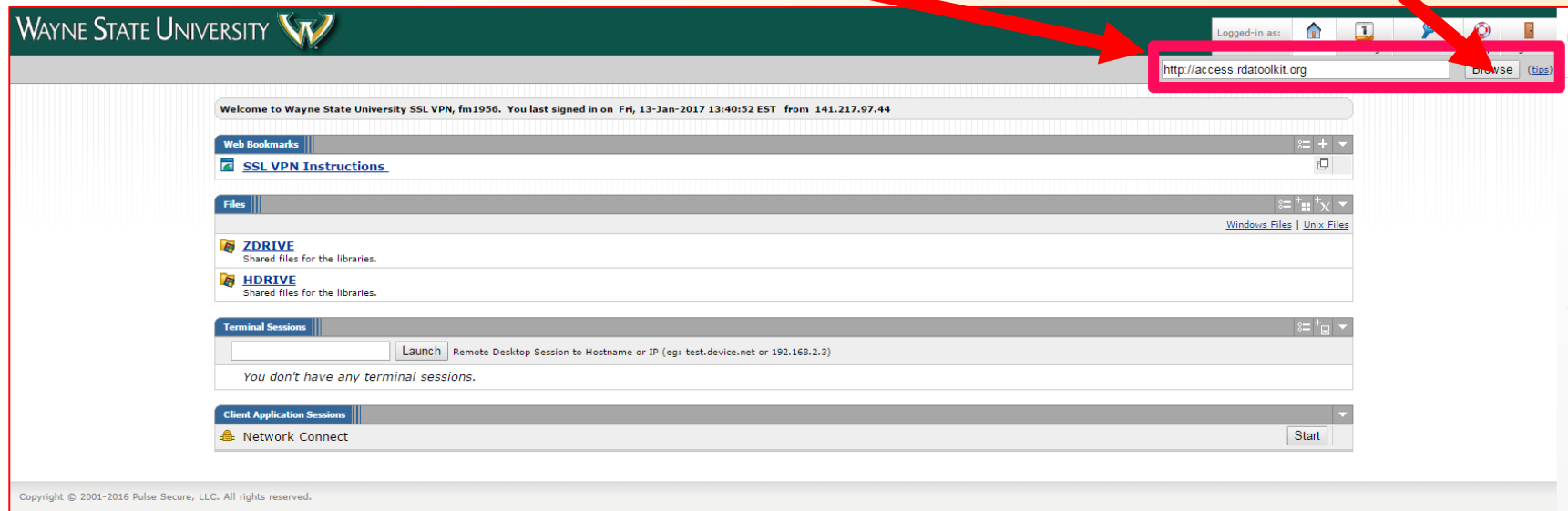
For additional security, you must choose a second factor authentication method.

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.

Click **Browse**



<http://access.rdatoolkit.org>

The screenshot shows the RDA Toolkit website interface. At the top, there is a dark blue header with the 'RDA TOOLKIT' logo and 'RECORDING DESCRIPTION & ACCESS' text. The Wayne State University logo is in the top right corner. Below the header is a navigation bar with 'RDA', 'TOOLS', and 'RESOURCES' tabs. A search bar labeled 'RDA Quick Search' and a login section with 'Profile Name' and 'Password' fields are also present. The main content area is titled 'GET STARTED WITH THE RDA TOOLKIT!' and includes sections for 'Log in to Your Subscription', 'Create a User Profile', 'Browse or Search', and 'Need Assistance?'. A left sidebar contains a detailed table of contents for the RDA Toolkit, listing sections from 0 to 15, such as 'Introduction', 'Recording Attributes of Manifestation & Item', 'Recording Attributes of Work & Expression', 'Recording Attributes of Person, Family, & Corporate Body', and 'Recording Attributes of Concept, Object, Event & Place'. At the bottom of the sidebar are links for 'About', 'Help', and 'Feedback'.

RDA TOOLKIT
RECORDING DESCRIPTION & ACCESS

Wayne State University

RDA TOOLS RESOURCES

RDA Quick Search | Profile Name | Password

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.

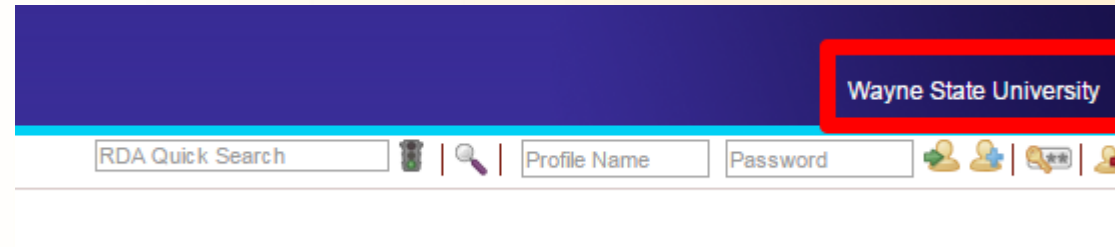
Need Assistance?

- 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



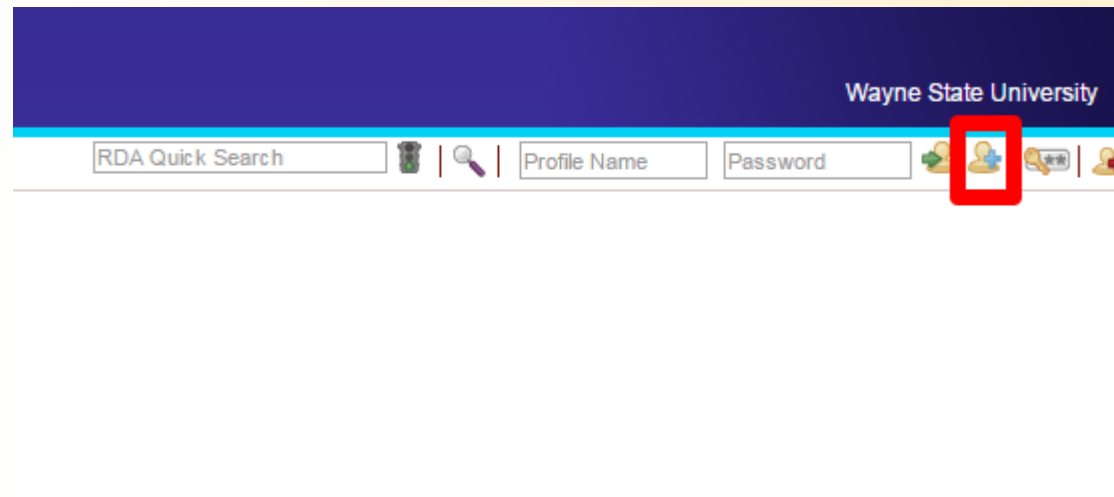
If you have properly connected, **“Wayne State University”** will be listed in the **top right corner of the RDA Toolkit website.**



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.
Select create.

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:

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Create

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

