



# UT RESEARCH MANAGEMENT SUITE

## Agreements Module Frequently Asked Questions

### General

#### 1. How do I access *UT Research Management Suite – Agreements*?

Visit <https://agreements.research.utexas.edu/> to log in with your University of Texas EID and password. You will be required to complete duo authentication to gain access. If you are unable to login, visit <https://research.utexas.edu/era/home> to request access.

#### 2. What is a UT EID? How do I get a UT EID?

A UT EID is an online account at The University of Texas at Austin. Anyone who manages personal online information with the university must have one. An upgraded UT EID means that The University of Texas at Austin has seen physical proof of your identity (such as a driver's license or passport) and that you have signed a form giving your UT EID legal signature authority. For information on how to get a UT EID, find your existing UT EID, or manage your UT EID account, see [UT EID Self-Service Tools](#).

#### 3. What is DUO and how do I use it?

Refer to the frequently asked questions and help videos on the [ITS Duo Self Help](#) page for more information. You can also contact the [UT Service Desk](#) or call 512-475-9400.

#### 4. Is *UT Research Management Suite – Agreements* available on a mobile device?

Yes! Your mobile device will support access to *UT Research Management Suite* on most major browsers. Currently, there is not a mobile app for the system, but we continue to work with our development partner to provide for the best possible user experience and will work with them to implement a mobile app in the future.

#### 5. Where do I report a problem with the system?

Use the *Get in Touch* button on the [UT Research Management Suite Project website](#) to report system problems. You can also send an email to [era@austin.utexas.edu](mailto:era@austin.utexas.edu).

#### 6. Where can I get more information about creating and submitting an agreement request?

The [UT Research Management Suite Project website](#) is the launchpad for everything related to the Agreements module. Visit our [Training](#) page to schedule training for your office with one of our experts. The Self Help Toolkit on our [Get Help Now](#) page offers a selection of walkthroughs and reference guides to familiarize you with the process of creating and submitting an agreement request.

#### 7. How can I stay informed about updates to *UT Research Management Suite – Agreements*?

We offer several points of communication regarding updates and future enhancements to the Agreements module:

- a. Sign up for our quarterly [project newsletter](#)
- b. Join our [listserv](#)
- c. Attend a public [training event](#)
- d. Attend a meeting of the [Association of Research Administrators](#) to get monthly project updates