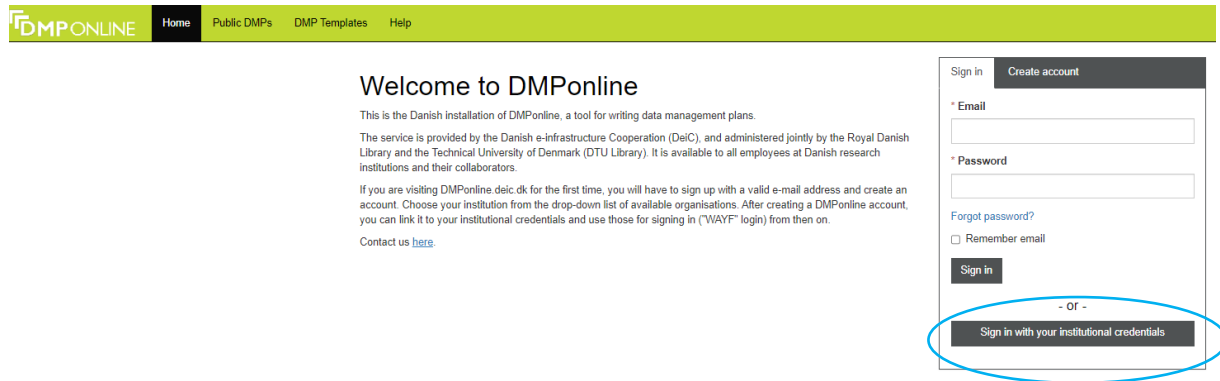


## Vejledning til at oprette datamangementplan på DMPonline med SIF's skabelon

<https://dmponline.deic.dk/>

### 1. Login via SDU



**Welcome to DMPonline**

This is the Danish installation of DMPonline, a tool for writing data management plans.

The service is provided by the Danish e-infrastructure Cooperation (DeiC), and administered jointly by the Royal Danish Library and the Technical University of Denmark (DTU Library). It is available to all employees at Danish research institutions and their collaborators.

If you are visiting DMPonline.deic.dk for the first time, you will have to sign up with a valid e-mail address and create an account. Choose your institution from the drop-down list of available organisations. After creating a DMPonline account, you can link it to your institutional credentials and use those for signing in ("WAYF" login) from then on.

Contact us [here](#).

Sign in | Create account

\* Email

\* Password

Forgot password?

Remember email

Sign in

- Or -

Sign in with your institutional credentials

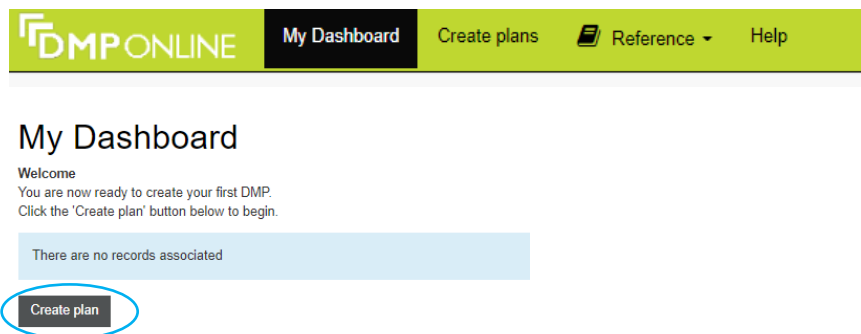
**To access *DeiC DMPonline* please choose your login provider**



[University of Southern Denmark \(SDU\)](#)

- Always use the login provider that I choose now. At [my.wayf.dk](#) I can reset this preselection anytime if at a later time I need to use a different login provider.

### 2. Opret projekt under fanen "My Dashboard"



**My Dashboard**

Welcome

You are now ready to create your first DMP.  
Click the 'Create plan' button below to begin.

There are no records associated

Create plan

### 3. Vælg SIF's skabelon

## Create a new plan

Before you get started, we need some information about your research project to set you up with the best DMP template for your needs.

### \* What research project are you planning?

mock project for testing, practice, or educational purposes

### \* Select the primary research organisation

Vælg SDU

- or -  No research organisation associated with this plan or my research organisation is not listed

### \* Select the primary funding organisation

- or -  No funder associated with this plan or my funder is not listed

Sæt flueben i "no funder..."

Herefter åbnes feltet for SDU-skabeloner, hvor SIF's skabelon kan vælges

## Which DMP template would you like to use?

We found multiple DMP templates corresponding to your funder.

Create plan

Cancel

### 4. Udfyld plan og opsæt rettigheder for deling

Når din DMP er udfyldt, kan du under fanen "Share" vælge, om din DMP skal være privat, kunne ses på SDU eller være fuldt offentlig tilgængelig.

Project Details Plan overview Stamoplysninger Planlægningsfase Databehandlingsfase Afslutningsfase **Share** Download

### Set plan visibility

Public or organisational visibility is intended for finished plans. You must answer at least 50% of the questions to enable these options. Note: test plans are set to private visibility by default.

- Private: restricted to you and your collaborators.
- Organisational: all registered DMPonline users from your organisation can view.\*
- Public: anyone can view your plan in the Public DMPs list.

\* Note that the affiliation is defined by the users themselves and their profile and not controlled by the organisation.

Er I flere der arbejder på datamanagementplanen, eller vil du bare dele den med din projektgruppe, gøres det også på denne side under "manage collaborators".

## Manage collaborators

Invite specific people to read, edit, or administer your plan. Invitees will receive an email notification that they have access to this plan.

Email address	Permissions
anam@si-folkesundhed.dk	Owner

## Invite collaborators

\* Email

\* Permissions

- Co-owner: can edit project details, change visibility, and add collaborators
- Editor: can comment and make changes
- Read only: can view and comment, but not make changes

Submit

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