

Building a DMP

1. Navigate to <https://assistant.portagenetwork.ca/>
2. Click *Create account* and fill out the form. Fill in the data and log in if you already have an account.
3. After logging in, you will see your dashboard which will list all the existing/saved templates that you are working on. Select the appropriate one and make changes.
4. If you are creating a new account, this page will be blank, and you may begin by clicking *Create Plan*.
 1. Enter the project title, and primary organization and select the modified template created by Ontario Tech University Library.
 2. There will be a variety of templates available here; it is very important to choose the one named "**Ontario Tech University Template**" because this template was developed with extensive feedback from Ontario Tech faculty members, and it offers example answers and help for all questions.
5. Fill out the information in all the template's tabs (*Project details, Contributors, Research Outputs and Write Plan*).
6. Template also includes helpful guidance suggestions for each question from Ontario Tech University. It includes example answers and guidance/comments for questions from Library.
7. Once all the changes are done, go to *download* tab and select format and click *download plan*.