

Program*	Grantor	Form? Y/N	Required Information									Comment/Required Training
			Full Name	Univ Bruin ID	Business Email	Phone Number	AIS Logon ID	Dept Code	Role	Supervisor Name	Proof of Training	
<a href="#">BruinBuy Plus</a>	DOM DSA* via Smartsheet Access Request Form	<a href="#">Smartsheet Access Request</a>	X	X	X		X	X	X		X	<a href="#">Complete BruinBuy+ eLearning applicable to your Role (FM, PAN Reviewer, Buyer)</a>
Computer Shared Drives	<a href="mailto:ISSCustomSupport@mednet.ucla.edu">ISSCustomSupport@mednet.ucla.edu</a> via email f/MSO	N	X		X				X			Provide drive mapping info, i.e. O:\dom-fs01\Funds
<a href="#">DG Inform</a>	DOM DSA* via Smartsheet Access Request Form	<a href="#">Smartsheet Access Request</a>	X	X	X		X	X		X	X	<a href="#">Must complete online training then complete survey at end of training for access.</a>
<a href="#">DocuSign Sender Access</a>	DOM DSA* via Smartsheet Access Request Form	<a href="#">Smartsheet Access Request</a>	X		X						X	<a href="#">Complete "ELRSH902 DocuSign Sender Training" online training</a>
<a href="#">DOM Research Admin Hub/Compliance Reports</a>	Kayla Brown / Kat Hirayanagi via RA Access Request Form	<a href="#">Research Admin Access Request</a>	X		X				X			Access request can also be requested via the site built in request feature upon first login.
<a href="#">Employee Compensation Compliance (ECC)</a>	DOM DSA* via Smartsheet Access Request Form	<a href="#">Smartsheet Access Request</a>	X	X			X	X	X	X		FM should have all 3: 1) Review/Edit, 2) View Payroll Detail & 3) ERS Coordinator Roles
FPM	DOM DSA* via Smartsheet Access Request Form	<a href="#">Smartsheet Access Request</a>	X	X	X		X	X		X		<a href="#">Requires PPDBINQ access first. Accessed through Jump Server.</a>
<a href="#">OnCore</a>	crishelpdesk@mednet.ucla.edu via email f/Cathy Rujanuruks	N	X		X				X	X	X	<a href="#">Must complete OnCore training for associated role. Also provide Cathy with role &amp; PI's name(s).</a>
<a href="#">ORA Online Resource Center (Portal)</a>	<a href="mailto:portal@research.ucla.edu">portal@research.ucla.edu</a> via email f/Rae Man Cc to Yanina/Abel	<a href="#">Research Admin Access Request</a>	X	X	X				X			Access will be granted for 2223 (All of DOM)
<a href="#">PAMS</a>	PAMS Help via email from Cathy Rujanuruks / Kat Hirayanagi	<a href="#">Research Admin Access Request</a>	X	X	X							Provide list of assigned PIs, if applicable
<a href="#">PI Portal</a>	Only PI themselves	N	X	X								<a href="#">Instructions for PI to provide access to their PI Portal</a>
QDB/AIS/OASIS	DOM DSA* via Smartsheet Access Request Form	<a href="#">Smartsheet Access Request</a>	X	X			X	X	X			Includes access to systems like: Npear, TOFs, PANs, DocumentDirect
<a href="#">UCPath</a>	DOM DSA* via Smartsheet Access Request Form	<a href="#">Smartsheet Access Request</a>	X	X	X				X		X	<a href="#">Must complete 3 Introduction &amp; 5 General Ledger Curriculum &amp; have PPDBINQ access</a>
<a href="#">EPASS</a>	DOM DRA***	<a href="#">Research Admin Access Request</a>	X	X	X		X		X	X		Roles: PI, FM, Division Chief, MSO
<a href="#">NIH eRA Commons</a>	OCGA (erahelp@research.ucla.edu) or DOM DRA***	<a href="#">Research Admin Access Request</a>	X		X				X			If non-Assistant role, provide personal email & previous Institution, if applicable
<a href="#">Cayuse/S2S User</a>	OCGA (erahelp@research.ucla.edu) or DOM DRA***	<a href="#">Research Admin Access Request</a>	X	X	X							Requires Professional Profile to be set up in S2S first

**Please Note: Access rights should be revoked via the same Grantor upon separation/transfer, including within DOM Divisions. Access granted by/Requested through DOM Office of Research Administration (ORA) team. Research Admin Access Request Form is only for one-off access requests. New employees/mass access requests should be requested via Smartsheet Access Request**

\* DOM DSA: DOM\_DSA@mednet.ucla.edu

\*\* Dean's Office DSA: DeansOfficeDSA@mednet.ucla.edu

\*\*\* DOM DRA: DOMDRA@mednet.ucla.edu or Peter Vittachi, Raellen Man or Cathy Rujanuruks

**UCPath Access**

In addition to the required courses, all current and new employees are also required to sign the [UCPath Access NDA](#).


**Introduction Curriculum**

These courses are required for *all* UCPath Access.

**Online courses**

[Introduction to UCLA UCPath](#) 

[PeopleSoft Overview](#) 

[AWE Overview and Approvals](#) 



**General Ledger Curriculum**

**Online courses**

**initiator**

**approver**

**inquiry**

[Position Control](#) 

Required

Required

Optional

[Funding Entry Inquiry](#) 

Required

Required

Required

[Funding Entry & Updates](#) 

Required

Required


Optional

[Budget Distribution](#) 

Required

Optional

Optional

[Processing Salary Cost Transfer](#) 

Optional

Optional

Optional