

Program*	Grantor	Form? Y/N	Required Information									Comment	
			Full Name	Univ Bruin ID	Business Email	Phone Number	AIS Logon ID	Dept Code	Role	Supervisor Name	Proof of Training		
<a href="#">BruinBuy</a>	DOM DSA* via email from MSO	<a href="#">AIS Access Request</a>	X	X	X			X	X				<a href="#">Complete BruinBuy Training: 1) Introduction, 2) Basic, 3) Advanced</a>
Computer Shared Drives	<a href="mailto:ISSCustomSupport@mednet.ucla.edu">ISSCustomSupport@mednet.ucla.edu</a> via email f/MSO	N							X				Provide drive mapping info, i.e. O:\dom-fs01\Funds
<a href="#">DG Inform</a>	DGSOM Dean's Office DSA** via form from DOM DSA*	<a href="#">Dean's Office 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 email from FM once training is complete	N	X		X							X	<a href="#">Complete "ELRSH902 DocuSign Sender Training" online training</a>
<a href="#">DOM Expired Funds Report</a>	Kayla Brown via email to <a href="mailto:DOMFMAssist@mednet.ucla.edu">DOMFMAssist@mednet.ucla.edu</a>	N	X		X				X				Access request can also be requested via the site built in request feature upon first login.
<a href="#">Effort Reports (ERS)</a>	DOM DSA* via email from MSO	<a href="#">AIS 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	DGSOM Dean's Office DSA** via form from DOM DSA*	<a href="#">Dean's Office 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	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	N	X	X	X				X				Access will be granted for 2223 (All of DOM)
<a href="#">PAMS</a>	PAMS Help via email from Cathy Rujanuruks or Alan Wagner	<a href="#">New User Activation</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 email from MSO	<a href="#">AIS Access Request</a>	X	X			X	X	X				Includes access to systems like: Npear, TOFs, PANs, DocumentDirect
<a href="#">UCPath</a>	DOM DSA* by emailing all 9 training certificate PDFs + DocuSign	<a href="#">1 PDF w/training certs &amp; NDA</a>	X	X	X				X			X	<a href="#">Must complete 4 Introduction &amp; 6 General Ledger Curriculum &amp; have PPDBINQ access</a>
Proposals/Awards	<a href="#">EPASS</a>	DOM DRA***	N	X	X	X			X	X			Roles: PI, FM, Division Chief, MSO
	<a href="#">NIH eRA Commons</a>	OCGA (erahelp@researc h.ucla.edu) or DOM DRA***	N	X		X				X			If non-Assistant role, provide personal email & previous Institution, if applicable
	<a href="#">Cayuse/S2S User</a>	OCGA (erahelp@researc h.ucla.edu) or DOM DRA***	N	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.**

\* 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