

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	
BruinBuy Plus	DOM DSA* via email from MSO	AIS Access Request	X	X	X		X	X	X		X	Complete BruinBuy+ eLearning applicable to your Role (FM, PAN Reviewer)
Computer Shared Drives	ISSCustomSupport@mednet.ucla.edu via email f/MSO	N	X		X			X				Provide drive mapping info, i.e. O:\dom-fs01\Funds
DG Inform	DGSOM Dean's Office DSA** via form from DOM DSA*	Dean's Office Access Request	X	X	X		X	X		X	X	Must complete online training then complete survey at end of training for access.
DocuSign Sender Access	DOM DSA* via email from FM once training is complete	N	X		X						X	Complete "ELRSH902 DocuSign Sender Training" online training
DOM Expired Funds Report	Kayla Brown via email to DOMFMAssist@mednet.ucla.edu	N	X		X				X			Access request can also be requested via the site built in request feature upon first login.
Effort Reports (ERS)	DOM DSA* via email from MSO	AIS Access Request	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*	Dean's Office Access Request	X	X	X		X	X		X		Requires PPDBINQ access first. Accessed through Jump Server.
OnCore	crishelpdesk@mednet.ucla.edu via email f/Cathy Rujanuruks	N	X		X			X	X	X	X	Must complete OnCore training for associated role. Also provide Cathy with role & PI's name(s).
ORA Online Resource Center (Portal)	portal@research.ucla.edu via email f/Rae Man Cc to Yanina/Abel	N	X	X	X				X			Access will be granted for 2223 (All of DOM)
PAMS	PAMS Help via email from Cathy Rujanuruks or Kathryn Hirayanagi	New User Activation	X	X	X							Provide list of assigned PIs, if applicable
PI Portal	Only PI themselves	N	X	X								Instructions for PI to provide access to their PI Portal
QDB/AIS/OASIS	DOM DSA* via email from MSO	AIS Access Request	X	X		X	X	X				Includes access to systems like: Npear, TOFs, PANs, DocumentDirect
UCPath	DOM DSA* by emailing all 9 training certificate PDFs	Single PDF w/all req'd training certificates	X	X	X			X			X	Must complete 4 Introduction & 6 General Ledger Curriculum & have PPDBINQ access
Proposals/Awards	EPASS	DOM DRA***	N	X	X	X	X		X	X		Roles: PI, FM, Division Chief, MSO
	NIH eRA Commons	OCGA (erahelp@researc h.ucla.edu) or DOM DRA***	N	X		X				X		If non-Assistant role, provide personal email & previous Institution, if applicable
	Cayuse/S2S User	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