This document contains a list of Health Science Center information systems and related resources that pertain to accessing and using the university's information systems. The intended audience for this document is administrators and administrative support personnel. However, any user new to UTHSCSA may find the information in this document to be helpful.

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The university's home page was redesigned such that it is primarily for the benefit of those outside the university who want to know more about the university and its missions. But, employees of the university will find the Quicklinks provide access to several important information systems and resources. The A to Z list is the site index for the university's website.
The A to Z list is commonly referred to as the Site Index. It contains many useful links. Some significant ones include:

- Benefits - Overview of employee benefits
- Business Affairs - Business Affairs Bulletins, or BABs can be found here
- Budget & Planning
- Compensation - Career Families
- Computing Services (IMS)
- DCATS (Enterprise Training and Support)
- Facilities Management
- Forms Master List - contains most of the key forms used on campus
- Handbook of Operating Procedures (HOP) and Policies
- Help Desk, Computers - directs user to SupportWorks login
- Holiday Schedule
- Maps of the campus and buildings
- Organizational Chart of the university
- Police and Parking
- Payroll
- Purchasing and Travel Services
- Telecommunications and Networking
Blackboard Learn is a virtual learning environment and course management system.

Blackboard Learn enables instructors to provide students with course materials (PowerPoint’s, lecture notes, images, etc.), and to participate in e-learning activities such as, e-mail, discussion boards (journals, wikis and blogs), assignment drop box, virtual chat, quiz and surveys, media library, web links, and gradebooks. Blackboard usage varies by the instructor, who may choose to simply supplement an on-campus class by posting a syllabus and handouts or conduct the course partially or entirely online through Blackboard, with no on-campus sessions.

Link: Accessible from the Portal sign in page.
Direct Link: http://ims.uthscsa.edu/student_support/bb_support.aspx
Email/OWA
Friday, October 10, 2014
1:19 PM

**Link:** Accessible from the [Portal](https://owa.uthscsa.edu/owa/) sign in page.

**Direct Link:** [https://owa.uthscsa.edu/owa/](https://owa.uthscsa.edu/owa/)

Faculty, staff, and residents can use Outlook Web Access (OWA) to access their Microsoft Outlook email maintained on the university's Exchange server. OWA is browser-based, which makes it ideal for when you're away from your desktop computer and you need to access your email.

For more about email (including how to set up your smartphone for email), visit the following page: [http://ims.uthscsa.edu/services_solutions/email.aspx](http://ims.uthscsa.edu/services_solutions/email.aspx)
Most employees simply refer to inside.uthscsa.edu as "the Portal". The Portal provides you access to many of the university's key information systems, such as PeopleSoft. You login to the portal using your HSC domain ID and password. Once you login, the Portal menu displays. Many of the commonly used business applications are accessible from this menu.
Link: Accessible from the Portal menu under the heading HSC Business Applications.
Direct Link: https://kc.uthscsa.edu/kc/login.asp

The Knowledge Center, often referred to as KC, is a course management system. KC is used for providing training courses. All employees use KC to take HIPPA training and other types of compliance training. You login to this site using your HSC domain username and password.
Livemail is used only by students. Faculty, staff, and residents use Microsoft Outlook.

Direct Link: [http://ims.uthscsa.edu/student_support/livemail.aspx](http://ims.uthscsa.edu/student_support/livemail.aspx)
Link: Available under Quicklinks on the Portal sign in page.
Direct Link: http://uthscsa.edu/direct.shtml
The university does not have a comprehensive time and leave system. Departments employ numerous systems and solutions to request, track, and report time and leave. These include, but are not limited to:

- ADP eTime
- TimeKeeper - A Microsoft Access based system developed and maintained by Brian Purcell in Systems Operations and Admin.
- Time Off Manager - a hosted solution used by IMIS and several other departments.
- Microsoft Excel and Access
- Paper timesheets

Regardless of what departments use internally, they must input the leave taken into DRS. Leave balances in PeopleSoft HCM are updated based on data entered into DRS.

**Link:** Accessible from the Portal menu under the heading HSC Business Applications.
**Direct Link:** [http://adminweb.uthscsa.edu/drs/default.htm](http://adminweb.uthscsa.edu/drs/default.htm)
For more information, see: [http://ims.uthscsa.edu/technology_support/dcats_docs.aspx](http://ims.uthscsa.edu/technology_support/dcats_docs.aspx)

Welcome to the Document Review System at UTHSCSA.

This system allows authorized users to submit and approve documents in the course of business here at the University.

Click on the link below to start your user session. Please note that a new browser window will be launched with all menus and toolbars disabled for security reasons. When you are done, simply use your mouse to click the "X" in the upper right hand corner of the window. This page will stay open and active in your current browser session.

Note: Should you need assistance, please call DCATS at 567-7777 Option 5.

Once you have completed your work, you may exit this browser session.
The campus maps application provides university employees with maps of the campuses, parking lots, department locations, public meeting rooms, and office locations for executive-level offices. Using the Link icon at the upper right of the maps page, you can copy the map you are viewing so you can paste it into an email or another application.
The InfoView data warehouse is populated each morning around 7 am with transactional data from the previous business day. Much of the data comes from PeopleSoft Financials and other PeopleSoft systems. Many departments obtain Excel downloads of their transactional data from the data warehouse and import the data into a departmental "shadow system".
Oracle Hyperion is a web-based budgeting and organizational planning application. Hyperion is used for budget development, forecasting, and budget-to-actual variance reporting. The annual process for setting revenue and non-salary budgets, as well as routing consolidated budgets for departmental, Executive Committee, and institutional approval occurs in Hyperion.

Oracle Hyperion Smart View is a Microsoft Office Excel Add-in application which shares a common interface connection with Essbase, the database that stores financial data for Hyperion. With Smart View, Hyperion users can view, analyze, distribute, and share data using the functionality of Microsoft Office Excel.

For additional information, consult the HSC Budget Portal.
Link: See individual pages in this section for:

- PeopleSoft Financials
- PeopleSoft HCM (Human Capital Management)
- PeopleSoft Campus Solutions
The university is currently on version 9.0 of PeopleSoft Financials. Below is an exploded menu for PeopleSoft Financials showing the menu options typically available to employees. An employee's actual menu options in PeopleSoft Financials is determined by the employee's role in a department. Generally, the Security menu options are only available to employees who have a senior-level administrative role in their department.

Access to most PeopleSoft Financials functionality can be granted instantaneously by the department's ACE using the ACE Security menu option. Any access the ACE cannot grant using ACE Security must be requested by another means. Generally, the ACE will use SupportWorks to request the access.
Link: Accessible from the Portal menu under the heading HSC Business Applications.
User Guides: [http://ims.uthscsa.edu/technology_support/dcats_HCM.aspx](http://ims.uthscsa.edu/technology_support/dcats_HCM.aspx)

The university is currently on version 9.1 of PeopleSoft Human Capital Management. Below is an exploded menu for PeopleSoft HCM showing the menu options typically available to employees. An employee's actual menu options in PeopleSoft HCM is determined by the employee's role in a department. Access to HCM is requested by the department's ACE using Supportworks.
Link: Accessible from the Portal menu under the heading HSC Business Applications, Student Administration.

PeopleSoft Campus Solutions is sometimes generically referred to as the "student system". Like other PeopleSoft products, Campus Solutions is actually a suite of products. Campus Solutions modules include support for:

- Admissions and enrollment
- Student records
- Academic advisement
- Student financials
Facilities Management has two systems commonly accessed...one for submitting service requests (SRF) and another to report a facilities problem (RAP). The SRF is used when the work to be performed will be paid for using the department’s own funds. The RAP is used when Facilities Management will cover the cost (for example, a broken pipe).
The university has a number of employee self-service applications. Some of the more common ones are discussed in this section.

- Concur Travel
- HR and Benefits (available in PeopleSoft Human Capital Management)
- Password Reset
- SupportWorks

PeopleSoft Financials also contains a number of self-service inquiries.
Concur Travel
Friday, October 10, 2014
3:50 PM

Links:
Concur registration, training video, help, and FAQs: http://ut-ctp.com/uthscsa/
Login page for Concur: https://www.concursolutions.com/

Note: You cannot use the login for Concur until you have registered using the link above.

Concur Travel is used for official university travel only. Concur is an online booking tool which a traveler (or travel assistant) can use to research and book flights, reserve rental cars, and make hotel reservations 24 hours a day, 7 days a week using one’s desktop browser. Although employees have access to Concur to make their own travel arrangements, many university employees rely on a departmental travel assistant/arranger to assist with their travel plans. Travel arrangers are generally the ones who also create a travel requisition in PeopleSoft Financials using cost data and details supplied by Concur Travel. The travel arrangements are booked in Concur, but there is no approval process in Concur. Instead, the travel requisition in PeopleSoft Financials is used to authorize the travel.
Link: Login to the university portal and click on the Employees tab (see below).

Using employee self-service in the portal, employees can:
  - View their Personal Information Summary, which contains employee biographical information. Employees can also update some of their biographical data.
  - View a Benefits Summary.
  - Print a paycheck advice.
  - View and update their W-4.
  - View and print their W-2.
This page is used to reset one's UTHSCSA domain password. Since many university information systems use single signon, changing one's password here generally affects many systems. There is also a version of the password reset available for smartphones and mobile devices. For instructions about downloading the mobile app for password reset, you will need to login using the link above, click Personalize, and then click the Mobile Access button in the upper right corner of the personalization page.

Important: Change your password on your phone (email & HSCwave) and laptop to avoid account lockouts.

New Users:
1. Log in with username and temporary password.
2. Change your password.
3. Answer security questions (8 required).
4. Add alternate email address under Verification Code tab.
Support Works

Links:
For additional information: [http://ims.uthscsa.edu/computer_networking/support-works.aspx](http://ims.uthscsa.edu/computer_networking/support-works.aspx)

SupportWorks is a self-service portal maintained by Information Management and Services (IMS). SupportWorks is more typically used by the departmental ACE, a department administrator, or the department’s Technical Support Representative (TSR) to request services for, or on behalf of, the department’s employees. A list of typical services appears in the screenshot below. Under Accounts and Access Management, access can be requested for a number of business applications.
Each university department has an Access Control Executive, or ACE, who is responsible for requesting, maintaining, and deleting most user access to university information systems for employees in their department. The ACE serves as the official liaison between the departmental users, administrative departments, IMCSS and IMIS in the use of university administrative business systems. A department can have only one ACE. Although an ACE can name a proxy, an ACE proxy’s authority is very limited. For more information, visit the ACE page below using the provided link.

![ACE Page Screenshot]

For more information, see: [http://ims.uthscsa.edu/technology_support/dcats_ACE.aspx](http://ims.uthscsa.edu/technology_support/dcats_ACE.aspx)
Employees and sponsored guests can access the university's network and information systems from a smartphone or mobile device using HSC Wave. Wi-fi public access is available for all other guests using the HSCguest network.
Link: Accessible from the Portal menu under the heading HSC Business Applications.

SMS is the university's space inventory management system. Access to SMS is granted by Leigh Ann Kensky.
Links: VPN is accessible from the Portal sign in page.
VPN direct link: https://hscvpn.uthscsa.edu
Note: The VPN link will not work from a HSC computer. To use a VPN login, you must initiate the login from a computer outside the university’s firewall (such as your home computer).

Instructions for using a remote desktop connection: http://ims.uthscsa.edu/services_solutions/vpn_landing.aspx

VPN, or virtual private network, allows HSC employees working from remote locations to access information systems that are behind the university’s firewall. Also, if you want to remotely connect to your work computer from home, you would need to use a combination of VPN and a remote desktop connection.
Configure your HSC Alert Account: Login to the Portal and select the menu option shown below.


**HSC Alert** is the university’s text and e-mail notification system for communicating emergencies and campus closures. Emergency messages are automatically sent to all uthscsa.edu e-mail addresses. You can also designate up to two cell phones (with text-messaging service) and one personal e-mail address to receive HSC Alert messages.
eTalus

eTalus is a database software designed to hold a wide variety of professional information about faculty members. The information can include curricula vitae, grants, patents, research interests and personal information.

Links:

eTalus Login: https://ecv.uthscsa.edu/
The Office of Sponsored Programs (OSP) has links on its page to several university systems.

- iDisclose
- ECRT
- Cayuse

These are denoted with green stars in the illustration below. Each of these systems is discussed in more detail on the following pages. The OSP webpage also contains a wealth of forms, information, and current funding opportunities for departments engaged in organized research.
Link: Accessible from the Office of Sponsored Programs webpage under OSP Quick Links.

Cayuse is a hosted software for submitting federal proposals via Grants.gov. The first time you attempt to access Cayuse, you will login via a Shibboleth login page. Once Cayuse loads, you should begin by creating a user profile. Instructions for Cayuse can be found on the Office of Sponsored Programs webpage under OSP Quick Links.
ECRT (Effort Certification and Reporting Technology) is the on-line effort certification system used to facilitate the Health Science Center’s effort certification process. In addition, it can be used by departmental administrators to monitor monthly payroll distributions.
iDisclose is the online system used for making annual disclosure of conflicts of interest or commitment (discussed below). All full-time exempt faculty and staff are required to submit an annual report of financial interests and update that report within thirty days of acquiring a new financial interest. New employees (faculty and staff) are required to submit a report within thirty days of hiring.

Conflicts of interest are generally defined as those situations in which an individual’s financial, professional, or other personal considerations may directly or indirectly affect, or have the appearance of affecting, an individual’s professional judgment in exercising their institutional duty or responsibility.

Conflicts of commitment refer to situations where an individual engages in external activities, either paid or unpaid, that interfere with their primary obligation and commitment to the institution.
The Online Employment System (OES) is used to create job requisitions and view job applications once the position is posted. Before you can access this system, you must request access from Human Resources. See the OES Frequently Asked Questions for information about requesting access. Use the provided link on the OES page to login.

Link: [http://uthscsa.edu/hr/online_employment.asp](http://uthscsa.edu/hr/online_employment.asp)