

UTHSCSA Information Systems Quick Reference

Tuesday, October 21, 2014

Table of Contents

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.

Topic:	See Also:
A to Z list (Site Index)	
ACE- Access Control Executive	
Blackboard Learn	
Cayuse	
Concur Travel	Employee Self-service
Data Warehouse (InfoView)	
Directories	
ECRT Effort Certification	
Email/OWA - Outlook Web Access	
Employee Self-service	
eTalus	
Facilities Management SRF/RAP	
HR and Benefits	Employee Self-service
HSC Alert	
Hyperion	SmartView
iDisclose	
inside.uthscsa.edu (Portal)	
Knowledge Center	

Topic:	See Also:
Livemail	
Maps	
Online Employment System (OES)	
Password Reset	Employee Self-service
PeopleSoft Campus Solutions	
PeopleSoft Financials	
PeopleSoft HCM	
Remote Desktop Connection	VPN (Virtual Private Network)
SmartView	Hyperion
Space Mgt System (SMS)	
Sponsored Programs, Office of	
SupportWorks	Employee Self-service
Time & Leave (DRS)	
UTHSCSA Home Page	
VPN (Virtual Private Network)	Remote Desktop Connection
Wi-Fi (HSC Wave and HSC Guest)	

UTHSCSA Home Page

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Friday, October 10, 2014
12:39 PM

Link: www.uthscsa.edu

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 screenshot displays the UTHSCSA Home Page. At the top, the logo for UT Health Science Center San Antonio is visible, along with navigation icons for Patient Care, Research, and Academics. A search bar and a Quicklinks menu are also present. The main banner features the text: "We make lives better with life-saving research, exceptional patient care and advanced academics in health care. Our stories »". Below this, there is a section for Patient Care, which includes a photo of Dr. Philip Chen and the text: "Tackling tough sinus problems. In South Texas, where sinus problems are familiar to many of us, Philip Chen, M.D. enjoys getting to know his patients and helping them breathe freely. Dr. Chen's story »". To the right of the Patient Care section, there is a "Find health care" section with links for "Find a doctor", "Find a dentist", "Make an appointment", and "Our clinics & locations". On the far right, there is a sidebar with a "Quicklinks" menu containing the following items: Logins (Blackboard, Email/OWA, inside.uthscsa.edu, Knowledge Center, LiveMail), Find (A to Z list, Directories, Faculty/staff directory, Student directory), News & Events (Calendars, News), and More (Library, Bookstore, Course Catalog, Human Resources). A "Close Quicklinks" button is located at the bottom of the sidebar. A red callout box with an arrow points to the Quicklinks menu, containing the text: "Click Quicklinks to see the links at right".

A to Z list

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Friday, October 10, 2014
1:52 PM

Link: Accessible from [UTHSCSA home page](#) Quicklinks.
Direct Link: <http://uthscsa.edu/resources.asp>

The A to Z list is commonly referred to as the *Site Index*. It contains many useful links. Some significant ones include:

- | | |
|---|--|
| <ul style="list-style-type: none">• 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 | <ul style="list-style-type: none">• 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 |
|---|--|

UT HEALTH SCIENCE CENTER
SAN ANTONIO

University: [Home](#) | [Calendar](#) | [Maps](#) [Make a Gift](#)

Google™ Custom Search

Site Index

[A](#) [B](#) [C](#) [D-E](#) [F](#) [G-H](#) [I](#) [J-L](#) [M-N](#) [O-P](#) [Q-R](#) [S](#) [T](#) [U-Z](#)

A

- [About the Health Science Center](#)
- [Academic Enhancement, Office of](#)
- [Academic Calendars](#)
- [Academic, Faculty and Student Affairs, Vice President of](#)
- [Accounting](#)
- [Accreditation](#)
- [Admissions](#)
- [Affirmative Action](#)
- [AHEC/Area Health Education Center](#)
- [Allograft Transplant Resources](#)
- [Alumni](#)
- [Americans with Disabilities Act \(ADAAA\)](#)
- [Audiovisual Services](#)

B

- [Barshop Institute for Longevity and Aging Studies](#)
- [Benefits](#)
- [Budget and Planning](#)
- [Bursar4Students](#)

Friday, October 10, 2014
1:14 PM

Link: Accessible from the [Portal](#) sign in page.
Direct Link: http://ims.uthscsa.edu/student_support/bb_support.aspx

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.

The screenshot shows the Blackboard Learn interface for UT Health Science Center San Antonio. On the left, there is a navigation menu with categories like 'Resources for Employees', 'Resources for Faculty', 'Resources for Students', 'Service & Technology Resources', 'My Health & Wellness', 'Directories', and 'Library'. Below the menu is a 'Campus Calendar' for October 2014 and a 'Find People' search box. The main content area is titled 'Blackboard System Announcements' and contains two notices: one about a 'Mac OS Update recommended' (dated Tuesday, September 30, 2014) and another about 'Internet Explorer - Compatibility View' (dated Monday, June 24, 2013). To the right of the announcements is the login form, which includes fields for 'USERNAME:' and 'PASSWORD:', a 'Login' button, and links for 'Blackboard Help', 'Passwords', 'Browsers', and 'Computer Issues'. At the bottom of the page, there is a navigation bar with buttons for 'OWA/E-mail Outlook Web App', 'Livemail/E-mail Outlook Live', and 'Blackboard'. A black arrow points to the 'Blackboard' button.

Email/OWA

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1:19 PM

Link: Accessible from the [Portal](#) sign in page.
Direct Link: <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

The image shows a screenshot of the UT Health Science Center portal. On the left, there is a navigation menu with items like 'Resources for Employees', 'Resources for Faculty', and 'Campus Calendar'. The main content area features a 'Portal Sign In' section with fields for 'User ID' and 'Password', and a 'Sign In' button. A red arrow points to the 'OWA/E-mail Outlook Web App' button located below the sign-in section. To the right, a detailed view of the Outlook Web App sign-in page is shown, featuring the UT Health Science Center logo, the title 'Outlook Web App', security options (public/shared vs private computer), and fields for 'User name' and 'Password'. A 'Sign in' button is also present on this page.

Friday, October 10, 2014
11:25 AM

Link: inside.uthscsa.edu

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.

WE MAKE LIVES BETTER
UT HEALTH SCIENCE CENTER
SAN ANTONIO

University: Home | Calendar | Maps

Site University Google Custom Search Search

Inside.UTHSCSA (portal) Home
Resources for Employees
Resources for Faculty
Resources for Students
Service & Technology Resources
My Health & Wellness
Directories
Library

Campus Calendar
October 2014

S	M	T	W	T	F	S
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

Find People
First or last name

Faculty/Staff Student

Campus Status

- Campus Operations Normal
- IT Operations Normal

Nominations sought in five categories for those who have made distinctive contributions to the Health Science Center.

More information

2015 PRESIDENTIAL Awards

Nominate a worthy colleague

Portal Sign In

User ID:

Password:

Sign In

Reset password
Temporary passwords must be reset to login.

This is a UTHSCSA system. Unauthorized access is prohibited. Usage is subject to security testing and monitoring. Misuse is subject to criminal prosecution. Users have no expectation of privacy except as otherwise provided by applicable privacy laws.

Around Campus

News

[Conversation with the President Oct. 9 video](#)
President Henrich shares timely topics about the HSC

[Tech Zone October Sale](#)
Library seeking feedback

[Possible journal cancellations](#)
Library seeking feedback

[Are you prepared?](#)
HSC develops Business Continuity Plan

[Flu shots available](#)
Employee Health and Wellness Clinic

[Reception welcomes new vice president for academic, faculty and student affairs](#)
Dr. Mok most recently worked at Johns Hopkins

inside.uthscsa **PORTAL MENU**

Favorites Main Menu

Main Employees Faculty Services Students Technology

Personalize Content Layout Thu, Oct 16, 14 7:51 AM

Enterprise Menu

Search:

- HSC Business Applications
 - ACE Tools
 - Central Data Repository
 - Data Warehouse
 - Financials
 - Human Capital Management
 - Document Review System
 - Facilities Work Request
 - Knowledge Center CMS
 - Student Administration
 - Verify Student Enrollment
 - Space Inventory Mgmt System
 - Hypertion
 - Reference & Inquiry
 - General Links
 - My Content
 - PeopleTools
 - Change HSC Alert Settings
 - eTalus
 - Employee Self Service
 - Student Administration
 - Verify Student Enrollment
 - UTHSCSA Homepage
 - My Personalizations
 - My System Profile

Knowledge Center

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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.

The image shows two parts of the user interface. On the left is the 'inside.uthscsa' portal menu. Under the 'Enterprise Menu' section, the 'Knowledge Center CMS' link is highlighted with a red box. A blue arrow points from this link to the right. On the right is the 'Welcome to the Health Science Center Knowledge Center' login page. It features a search bar, a 'Tour' link, and a login form with fields for 'Username:' and 'Password:', and a 'Submit' button. Below the login form are links for 'System Requirements' and 'How to Log In?'. A blue arrow points from the bottom of the login page towards the bottom of the image.

The image shows the 'PERSONAL KC' dashboard. At the top, there is a navigation bar with links: Home, Info/Assistance, Index, Glossary, Feedback, Notepad, and Navigation. A 'Select Function' button is on the right. Below the navigation bar is a 'Welcome' message. The main content area is titled 'PERSONAL KC' and contains a row of buttons: 'Mandatory', 'My Transcript', 'Course Catalog', 'My Courses', 'My Enrollments', 'My Peers', 'My Shortcuts', and 'My Interface'. Below these buttons, a message states: 'No mandatory training is required at this time.' On the left side, there is a vertical menu with links: 'Administration', 'Coffee Shop', 'Learning Center', and 'Library'.

Livemail

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Link: Accessible from the [Portal](#) sign in page.

Direct Link: http://ims.uthscsa.edu/student_support/livemail.aspx

Livemail is used only by students. Faculty, staff, and residents use Microsoft Outlook.

The screenshot shows the UT Health Science Center portal interface. At the top, it says "WE MAKE LIVES BETTER" and "UT HEALTH SCIENCE CENTER SAN ANTONIO". There are navigation links for "University: Home | Calendar | Maps" and a search bar. On the left, there is a sidebar with categories like "Resources for Employees", "Resources for Faculty", "Resources for Students", "Service & Technology Resources", "My Health & Wellness", "Directories", and "Library". Below this is a "Campus Calendar" for October 2014 and a "Find People" section with a search box and radio buttons for "Faculty/Staff" and "Student". The main content area features a large graphic with the word "Connect" in multiple languages (Connecte, Ligue, Verbinden, تواصل, つながる, يواصل, يواصل, يواصل). Below the graphic is a "Portal Sign In" section with "User ID:" and "Password:" fields. To the right of the sign-in fields is an "Office 365" sign-in section with a "Sign in with your organizational account" prompt, a "Keep me signed in" checkbox, and a "Sign in" button. At the bottom, there is a "Reset password" link and a security warning. A red arrow points to the "Livemail/E-mail" link, which is highlighted in a white oval. Other links include "OWA/E-mail Outlook Web App", "VPN Access", "Blackboard", and a list of news items such as "Libraries to Join the Medical Library Association" and "UPDATES: Stryker Road, Medical Drive closure set".

Directories

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1:38 PM

Link: Available under **Quicklinks** on the Portal sign in page.
Direct Link: <http://uthscsa.edu/direct.shtml>

Portal Sign In

User ID:

Password:

[Reset password](#)
Temporary passwords must be reset to login.

This is a UTHSCSA system. Unauthorized access is prohibited. Usage is subject to security testing and monitoring. Misuse is subject to criminal prosecution. Users have no expectation of privacy except as otherwise provided by applicable privacy laws.

OWA/E-mail
Outlook Web App

Livemail/E-mail
Outlook Live

VPN Access
hscvpn.uthscsa.edu
(Off-Campus Use only)

Blackboard

Quicklinks

University Home

Calendars:
Academic Calendar
Campus Calendar
Class Schedules
Monday Schedules

Directories:
Faculty/Staff Directory
Mail Stop Codes
Student Directory

Library:
Electronic Journals
Home Page

Police:
Parking Transactions
Pay Fines Online
Shuttle Buses

Students:
LiveMail

Around Campus

News

[Gold's Gym newsletter](#)

[Libraries to host three Medical Library Association webcasts](#)

[UPDATE Fredericksburg Road, Medical Drive closure s](#)

[Dozens honored with Employee Service Awards](#)

[HSC professor wins American College of Nutrition Awa](#)

[HSC competing for genetic testing kits](#)

[Emeritus professor wins bioMérieux Sonnenwirth Awa](#)
Jorgensen honored by American Society for Microbiology

[Conversation with the President Oct. 9 video](#)
President Henrich shares timely topics about the HSC

[Tech Zone October Sale](#)

[Possible journal cancellations](#)
Library seeking feedback

[Are you prepared?](#)
HSC develops Business Continuity Plan

[Flu shots available](#)
Employee Health and Wellness Clinic

[Discounted tickets available for *Dracula*](#)
Ballet San Antonio production at new Tobin Center

Student

Find a Physician

Wellness Clinic

Time & Leave (DRS)

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Friday, October 10, 2014
11:36 AM

Link: Accessible from the [Portal](#) menu under the heading *HSC Business Applications*.

Direct Link: <http://adminweb.uthscsa.edu/drs/default.htm>

For more information, see: http://ims.uthscsa.edu/technology_support/dcats_docs.aspx

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.

The screenshot shows the 'inside.uthscsa' portal menu. The 'Enterprise Menu' is expanded, and 'Document Review System' is highlighted with a red box. A blue arrow points from this menu item to a separate window titled 'The University of Texas Health Science Center at San Antonio'. This window contains a welcome message for the Document Review System, instructions on how to start a session, and a button labeled 'Start the Document Review System'. A note at the bottom of the window states: 'Note: Should you need assistance, please call DCATS at 567-7777 Option 5.' and 'Once you have completed your work, you may exit this browser session.'

Maps

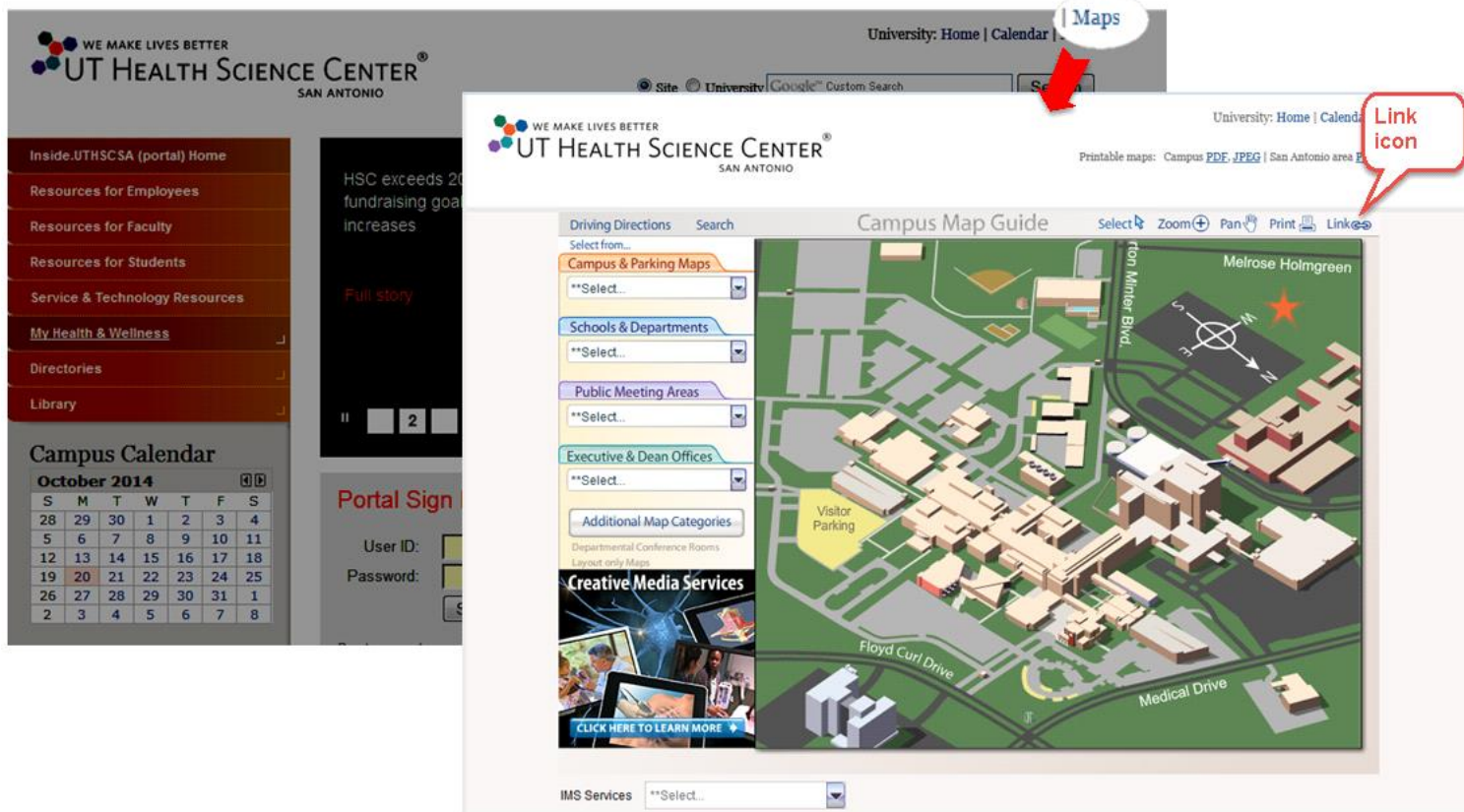
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12:35 PM

Link: Accessible from [Portal](#) sign in page.

Direct Link: <http://utmaps.uthscsa.edu/>

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.



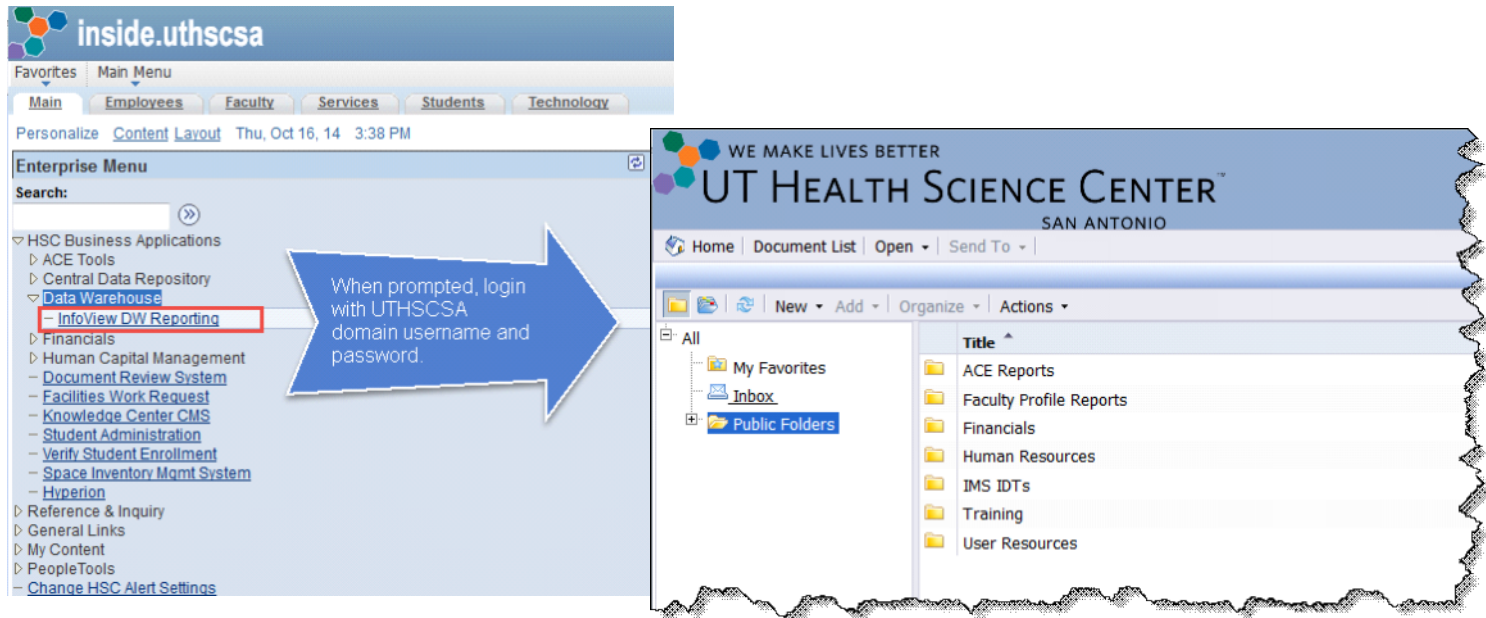
Data Warehouse (InfoView)

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Link: Accessible from the [Portal](#) menu under the heading *HSC Business Applications*.

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".



Hyperion and SmartView

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1:56 PM

Links: Accessible from the [Portal](#) menu under the heading *HSC Business Applications*.
HSC Budget Portal: <https://hscshare.uthscsa.edu/sites/budget/default.aspx>

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](#).

The screenshot displays the HSC Budget Portal interface. On the left, there is a 'PORTAL MENU' and an 'Enterprise Menu' with a search bar. The 'Enterprise Menu' includes categories like 'HSC Business Applications', 'ACE Tools', 'Central Data Repository', 'Data Warehouse', 'Financials', 'Human Capital Management', 'Document Review System', 'Facilities Work Request', 'Knowledge Center CMS', 'Student Administration', 'Verify Student Enrollment', 'Space Inventory Mgmt', and 'Hyperion'. A blue arrow points to the 'Hyperion' link in the Enterprise Menu. The main content area shows a 'Task List Status' page with a pie chart indicating 'Incomplete, 100.0%' and a table of tasks. A red callout box points to the navigation tabs at the top of the site, which include 'HSC Budget Portal', 'Hyperion Budgeting', 'Hyperion Reporting', and 'Hyperion SmartView'. The browser address bar shows the URL 'https://hscshare.uthscsa.edu/sites/budget/default.aspx'.

Task	Type	Status
EC Admins		
Set User Preferences in Hyperion		
Assign Dept Targets		
Review Budget Planning Report		
Run Consolidated Budget Recap		
Review Position Budgets		
Review Current Year Projections		
Review State Appropriations for All State		
Review State Appropriations for specific 14000 fund		
Run Consolidated Budget Recap after Funding changes		
Promote Budget		
Dept User		

PeopleSoft

Thursday, October 16, 2014
7:28 AM

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Link: See individual pages in this section for:

- [PeopleSoft Financials](#)
- [PeopleSoft HCM](#) (Human Capital Management)
- [PeopleSoft Campus Solutions](#)

PeopleSoft Financials

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Friday, October 10, 2014
1:57 PM

Link: Accessible from the [Portal](#) menu under the heading *HSC Business Applications, Student Administration*
User Guides:

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.

The image shows a screenshot of the 'inside.uthscsa' portal. On the left, the 'Enterprise Menu' is visible, with 'Financials' highlighted under 'HSC Business Applications'. A blue arrow points from this menu item to an 'Exploded View of PeopleSoft Financials Menu' on the right. This exploded view shows a hierarchical menu structure:

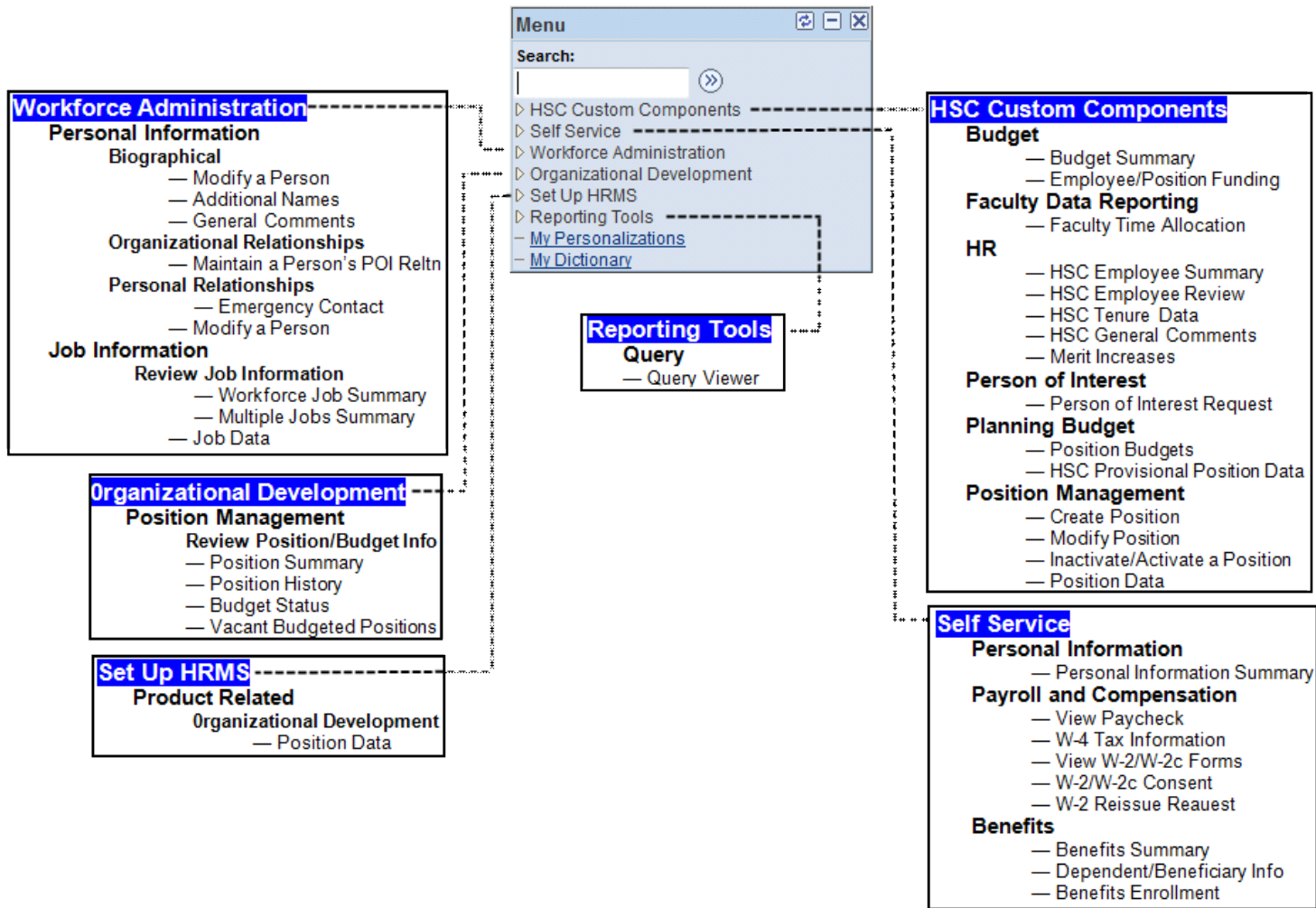
- Menu
 - HSC Custom Components
 - Eship Global
 - Make a Shipment
 - Track a Shipment
 - Security
 - ACE Security
 - Department Inquiry
 - PO Dispatch Notification
 - Email
 - HSC Self Service Inquiries
 - Account Chartfield
 - Blanket Travel Inquiry
 - Fund Chartfield
 - Historical Req Approval Inq
 - Offsite Property Inquiry
 - PO Quick View
 - Print a Purchase Order
 - Print a Requisition
 - Procure-to-Pay
 - Project Budget Inquiry
 - Project Chartfield
 - Req Quick View
 - Signature by Project
 - Signature by Project Approver
 - Vendor
 - Voucher Quick View
 - eProcurement
 - Create Requisition
 - Manage Requisitions
 - Approve Requisitions
 - My Dictionary

Friday, October 10, 2014
1:57 PM

Link: Accessible from the [Portal](#) menu under the heading *HSC Business Applications*.

User Guides: 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](#).



Friday, October 10, 2014
1:57 PM

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 Mgt SRF/RAP

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Friday, October 10, 2014
2:03 PM

Link: Accessible from the [Portal](#) menu under the heading *HSC Business Applications*.

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 image shows a composite of three screenshots from the inside.uthscsa portal. On the left is the 'PORTAL MENU' with 'Facilities Work Request' highlighted in red. In the center is a 'Request Work Online' box with 'SRF' and 'RAP' icons and their respective descriptions. On the right are the 'Facilities Operations Service Request Form' and the 'REPORT-A-PROBLEM' form. Dotted arrows connect the menu item to the SRF form and the RAP form.

Request Work Online

SRF

Use the SRF (Service Request Form) to request department-funded work that fall under the following categories:

- Engraving (signage, name tags, desk plates)
- Moves (intra-office, warehouse turn-in of furniture, equipment, etc.)
- Remodeling (reconfiguration of space)
- Renovation (View our **Fixed Price** renovation options)
- Special Event Set-ups (ceremonies, meetings)

RAP

Submit a RAP (Report-A-Problem) to report incidents related to the maintenance, operation, and upkeep of Health Science Center facilities. These incidents may be related to:

- Temperature or Ventilation (location too hot or cold)
- Electrical (burnt light bulbs, tripped plugs, etc.)
- Plumbing (restroom utility failures, leaks)
- Structural (rain leak, stalled elevator, etc.)
- Custodial (general housekeeping)

Facilities Operations Service Request Form

UT HEALTH SCIENCE CENTER SAN ANTONIO

If you have any questions please call 567-2885

Welcome to the Facilities Management SRF

Please select one of the following Types of Work:

- Engraving: Pin-on Tags, Clip-on Tags, Wall Plates, Desk Plate, Award Plaques and Custom Signage(banners, windows, etc.)
- Move: Move furniture/equipment from
- Event Set-up: Single Event Set-Up: One loc. Recurring Event Set-Up: Sam (weekly, monthly or quarterly)
- Fixed Price Options: Hanging pictures or standard walls, replacing flooring, addi. These renovations include an modification or reconfiguratio pricing).
- Remodeling: Defined as work that requires space(s). Design services a
- Miscellaneous: Annuals, DI Water Tank instal. ONLY use when work being re

REPORT-A-PROBLEM

This form should only be used for FM-funded services. FM-funded services are directly related to the maintenance, operation and upkeep of University facilities. Please call 567-2885 if you have questions.

Requester Name: John Doe
Requester Phone: +1 210 567 5555
Requester Email: DOEJ@uthscsa.edu

DESCRIPTION OF WORK REQUESTED

What best describes your problem? Please select one:

- Temperature or Ventilation (Too hot or cold, poor ventilation, etc.)
- Electrical (No power, light burned out, etc.)
- Plumbing (Water leak, clogged restroom facilities, etc.)
- Structural (Rain leak, elevator problem, etc.)
- Custodial (Spills, etc.)
- Other

Please describe the problem in detail:

LOCATION OF PROBLEM

Campus:
Building:
Room:
If your Campus, Building or Room are not available above, use the space below to enter the location.

Employee Self-service

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Friday, October 10, 2014
2:51 PM

Links: See individual pages in this section.

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.

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.

Welcome, [User] Last logged in: 10/22/2014 08:20 am (Details) Help | Log Out

CTP Travel. Events. Groups. **CONCUR** UT HEALTH SCIENCE CENTER
SAN ANTONIO

Travel Profile App Center

Home Arrangers Trip Library Templates Policy Profile Tools

You are administering travel for: Me

Plan your flight, car and hotel:
e.g. flight from JFK to Paris on Tuesday

Air/Rail Car Hotel Rail Flight Status

Round Trip One Way Multi-Segment

Departure City

Arrival City

Departure

Return

Pick-up/Drop-off car at airport
 Find a Hotel

Specify airline
 Refundable only air fares

Search flights by Price Schedule

Company Notes Travel Map Upcoming Trips Trips Awaiting Approval

This site is for business use only

For Online assistance please call 877-727-5188.
For Full Service assistance please call 866-366-1142 (toll free) or 210-366-1142 (local).
Prompt #2 Domestic
Prompt #3 International

Hours of operation: 8:00am - 6:00pm CST
After Hours: 6:01pm - 7:59am CST
After Hours Toll Free Number 800-441-6512 use VIT Code S-2P2A

*Please note there is a \$16.00 charge per after hours call
*Additional fees may apply

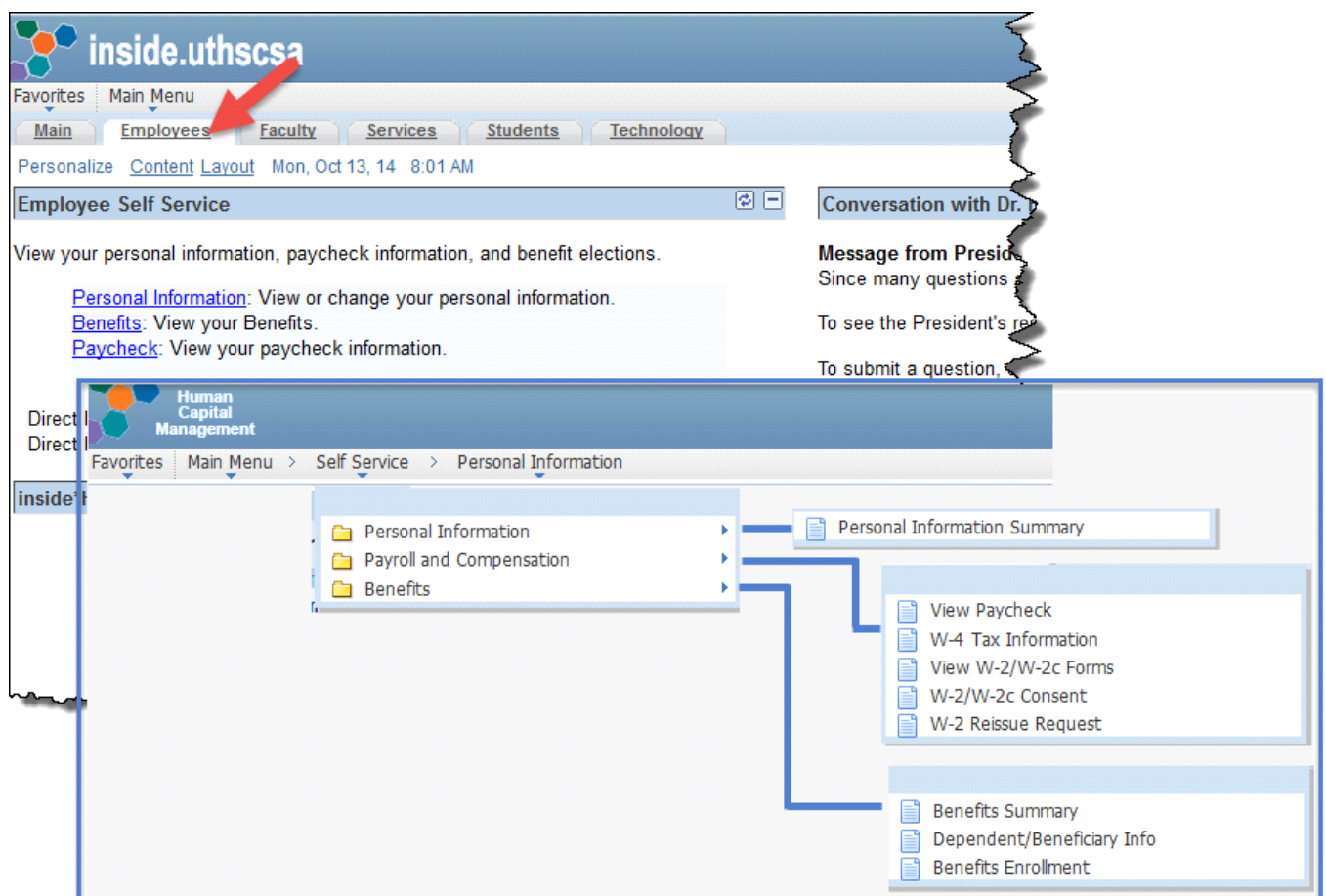
[Texas Hotel Occupancy Tax Exemption Certificate](#)

Monday, October 13, 2014
8:02 AM

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.



Password Reset


Go to [Table of Contents](#)

Friday, October 10, 2014
4:07 PM

Links:


Direct Link for Password Reset: <https://pwr.uthscsa.edu/>

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.

Enrolled users:



Reset Password
Reset your forgotten or expired password

Login to change your password or to enroll:

Sign in

User Name:

Password:

Log on to:

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

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Monday, October 13, 2014
7:40 AM

Links:

Login to SupportWorks (IMS Self-service Portal): <http://supportworks.uthscsa.edu/sw/selfservice/>

For additional information: 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.

The screenshot displays the SupportWorks portal interface. At the top, it shows the logo for Information Management & Services at UT Health Science Center San Antonio, and the user is signed in. The main content area is divided into several sections:

- Service Search:** A search bar with a dropdown menu set to "All Categories" and a "Search" button.
- My favorite Services:** A list of services with icons, status indicators (green checkmarks), and "Raise Request" buttons:
 - Business Application Access
 - Network Account
 - Email
 - Mobile Phones
 - Telephony and Related Services
 - VoiceMail
- My Services:** A section titled "Accounts and Access Management" containing:
 - Business Application Access:** This item is highlighted with a red callout box containing the text: "Access to a number of business applications is requested here." Below this item, there is a list of features: "Features: Application Access, System Access, PeopleSoft Applications (Financials, Student Administration, HCM, Portal), ACE Tools, Time Collection, Leave Accounting, POSS, Data Warehouse Reports)".
 - CEDAR (Central Enterprise Data Access Repository):** Another service listed with a "Raise Request" button.

At the bottom right of the "Accounts and Access Management" section, it shows "Service requests: 0" and a "Show as favourite" checkbox.

Monday, October 13, 2014
7:04 AM

Link: Accessible from the [Portal](#) menu under the heading *HSC Business Applications*.
For more information, see: http://ims.uthscsa.edu/technology_support/dcats_ACE.aspx

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.

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IMS Home
Services & Solutions
Computers & Networking
Faculty & Student Support
Technology Support
Research & Clinical Support
Information Security
About IMS

TECHNOLOGY SUPPORT

Access Control Executive (ACE)

The implementation of appropriate access controls to administrative business systems is critical to attainment of HSC's missions. The ACE responsibilities, listed below, should be carefully reviewed by Deans, Chairs, and Directors, as well as the designated departmental ACE to ensure departmental compliance.

Description: The ACE is responsible for requesting/deleting all access for employees in their department.

- **Mandatory Annual ACE Access Review FY 13-14** ▼
 - [Departmental User Security Access Confirmation list](#)
 - [Annual ACE Training – All in One Change form](#)
 - [ACE Departmental ID Ownership Listing FY 13-14](#)
 - [ACE Departmental ID Ownership Revision form](#)
 - [Queries and Tools for User Access](#)
- ACE Qualifications: ►
- Listing of other qualifications: ►
- User Process Guides/Forms and Training: ►

Contact Information:

IMS Service Desk 
210-567-7777
ims-servicedesk@uthscsa.edu
[Other IMS Services](#)
[Reset Password](#)

The New IMS Self Service Portal

Wi-Fi (HSC Wave and HSC Guest)

Go to [Table of Contents](#)

Monday, October 13, 2014
7:16 AM

Link: http://ims.uthscsa.edu/guest_wifi.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.



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- IMS Home
- Services & Solutions
- Computers & Networking
- Faculty & Student Support
- Technology Support
- Research & Clinical Support
- Information Security
- About IMS

Your Wireless Options

Get Connected

Contact Information:
IMS Service Desk
210-567-7777 option 1
IMS-ServiceDesk@uthscsa.edu
416.L (Medical Bldg., 4th Floor)

Restrictions
Use of the wireless network is restricted to mobile devices only (laptops or smartphones) in order to ensure adequate bandwidth for each user. Any use of the wireless network by a desktop is a violation of the [Network Access Policy \(HOP 5.8.7\)](#).

Turn Around time
HSC Guest and HSC Wave are instant.
Sponsored Guest Accounts - 5-10 business days.

HSC Guest Wireless Options

UTHSCSA offers several wireless connection options to visitors:

HSC Guest – Free Public Internet Access

UT Health Science Center Visitors and Guests may connect to the HSCGuest wireless network anywhere it is available. Connect by simply selecting HSCGuest from your available connections on your device and accepting the terms of use.

HSC Wave – Students, Faculty, Staff, & Sponsored Guest Accounts

HSCWave is to be used by all UT Health Science Center employees, students and Sponsored Guest Accounts. HSCWave will automatically reconnect as users move between facilities or any location HSCWave is available.

Sponsored Guest Account

Sponsored Guest Accounts: Sponsored Guest accounts are designated Person Of Interest (POI) or people otherwise engaged in business with UT Health Science Center. Sponsored guests may connect to HSCWave by opening the wireless connection of their device, selecting HSCWave and then entering the credential provided by the sponsoring department or division. To establish a Sponsored Guest Account the department will [submit a request](#) for a domain account (under Network Account) with specific instructions to the resources you require access to.

Space Mgt System (SMS)

Go to [Table of Contents](#)

Monday, October 13, 2014
7:10 AM

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](#).

The image shows two screenshots from the UTHSCSA Portal. The left screenshot displays the 'PORTAL MENU' with a search bar and a list of 'Enterprise Menu' items. The 'Space Inventory Mgmt System' link is highlighted with a red box. A blue arrow points from this link to the right screenshot, which shows the system's login page. The login page features the 'UT HEALTH SCIENCE CENTER' logo, a 'Welcome' message, and a 'Primary User Role is: GEN_USER' notification. Navigation options include Home, Search, Space Management, Survey, and FM:Interact Help. Promotional tiles for 'Space Management' and 'Documents & Reports' are also visible.

VPN and Remote Desktop

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Friday, October 10, 2014
2:38 PM

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.

The screenshot shows the UT Health Science Center website. At the top left is the logo with the tagline "WE MAKE LIVES BETTER" and "UT HEALTH SCIENCE CENTER SAN ANTONIO". At the top right are navigation links for "University: Home | Calendar | Maps" and a search bar. A left sidebar contains a menu with items like "Inside.UTHSCSA (portal) Home", "Resources for Employees", "Resources for Faculty", "Resources for Students", "Service & Technology Resources", "My Health & Wellness", "Directories", and "Library". Below the sidebar is a "Campus Calendar" for October 2014, a "Find People" search box, and "Campus Status" for Operations and IT. The main content area features a "Wellness Day" banner for Thursday, Oct. 30, and a "Portal Sign In" section with fields for User ID and Password, a "Sign In" button, and a "Reset password" link. A "VPN Access" button is highlighted with a white box and contains the text "hscvpn.uthscsa.edu (Off-Campus Use only)". Other sections include "Around Campus" with news items and buttons for "OWA/E-mail", "Livemail/E-mail", and "Blackboard".

HSC Alert

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Thursday, October 16, 2014
3:04 PM

Links:

Configure your HSC Alert Account: Login to the Portal and select the menu option shown below.

More Information: <http://care.uthscsa.edu/hscAlert.aspx>

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.

The screenshot shows the 'inside.uthscsa' portal interface. On the left is the 'Enterprise Menu' with a search bar and a list of applications. The 'Change HSC Alert Settings' link is highlighted with a red box and a blue arrow pointing to the right. The main content area is titled 'PORTAL MENU' and 'HSC Alert Settings'. It displays user information: HSC ID 00123456, Domain Username DOEJ, Name John Doe. Below this is a table for 'HSC Alert Email Addresses' with columns for Name, John, and Doe. The table lists: Emp. Campus Email (doej@uthscsa.edu), Emp. Alt. Email (johndoe@gmail.com), Student Campus Email, Student Alt. Email, Resident Campus Email, and Resident Alt. Email. To the right of the table is a table for 'Affiliation' showing 1 Employee. Below that is a section for 'HSC Alert Group Membership' with checkboxes for San Antonio HSC Campuses (checked), Edinburg HSC Campus, Harlingen HSC Campus, and Laredo HSC Campus. Further down are fields for HSC Alert phone1 (210/567-5555), HSC Alert Carrier 1 (AT&T), HSC Alert Phone 2, and HSC Alert Carrier 2. There is an 'Opt in or out' section with 'Opt-In' selected. The Date/Time Stamp is 10/20/14 8:00:14AM and it was updated by DOEJ. At the bottom, there are links for 'Employee Self Service' and 'Student Center', a paragraph explaining that employees and students can add or update HSC Alert phone and email data, and a note that residents must use the Residents link. A final note states: 'Changes to your HSC Alert preferences will take effect on the next business day.' A 'Save' button is at the bottom left.

eTalus

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Monday, October 20, 2014
1:34 PM

Links:

eTalus Login: <https://ecv.uthscsa.edu/>

eTalus Information and User Process Guide: http://ims.uthscsa.edu/technology_support/dcats_etalus.aspx

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.

eCV Applications
• (PROD) Administrator Login
• (PROD) Faculty Login

academicmanagement systems

Sponsored Programs

Go to [Table of Contents](#)

Tuesday, October 21, 2014
11:43 AM

Link: <http://research.uthscsa.edu/osp/>

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 or organized research.

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OSP Home
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Policies, Procedures and Resources
Cayuse424
Proposal Preparation and Information
Research Related Agreements
Business Affairs Home

Office of Sponsored Programs (OSP)

OSP is located on the Greehey (North) Campus:
Research Administration Building (RAB), Room 2.204
8403 Floyd Curl Drive

Important Announcements

The DHHS (including NIH) salary rate limitation has been increased from \$181,500 to \$183,300 effective January 11, 2015 and will be applicable throughout the rest of the calendar year.
[NOT-OD-15-049](#)

Ruth L. Kirschstein National Research Service Award (NRSA) Stipends, Tuition/Fees and Other Budgetary Levels Effective for Fiscal Year 2015
[NOT-OD-15-048](#)

NIH Fiscal Policy for Grant Awards – FY 2015: This Notice provides guidance about the NIH Fiscal Operations for FY 2015 and implements the Consolidated and Further Appropriations Act, 2015

OSP Quick Links
Cayuse Login
Cayuse Instructions
Useful Institutional Information
Frequently Used Federal Forms
Forms for Sponsored Programs
Institutional Grant Programs
OSP Reports and Data Requests
Funding Opportunities
CPRIT Funding Opportunities
DoD-CDMRP
NIH eRA Commons
NIH Quick Links
Effort Certification
xTrain User Guide
Certificate of Proposal (COP)

Access iDisclose

Effort Certification
[ECRT Log In](#)

Cayuse

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Tuesday, October 21, 2014
11:41 AM

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.

The screenshot shows the Cayuse Research Suite interface. At the top, there is a navigation bar with tabs for Overview, Opportunities, Proposals, Routing, People, Institutions, Reports, and Settings. A user profile is visible as [redacted]@uthscsa.edu with a [Sign out] link. The main content area features the Evisions Research Suite logo and the text "The University of Texas Health Science Center at San Antonio" with version "Cayuse424/v6.1.1". A central menu lists several options: Opportunities, Proposals, Routing & Approval, Professional Profiles, Institutional Profiles, Reports, and Settings. At the bottom left, there is a link for "Compatible browser info" and a version string "30814 Cayuse424/v6.1.1". At the bottom right, there is a "Support" link with a question mark icon.

Thursday, October 16, 2014
10:14 AM

Link: <http://research.uthscsa.edu/osp/effort.shtml>

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.

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Office of Sponsored Programs (OSP)

Effort Certification & ECRT

Welcome to The University of Texas Health Science Center at San Antonio effort certification website. Effort certification is a process mandated by the federal government to verify that direct labor charges to, or cost shared on, sponsored projects are accurate, timely and reflect the actual level of work performed.

ECRT (Effort Certification and Reporting Technology)

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.

Click Below to login to the ECRT System:

ECRT Login

If you have any questions about the effort certification process, please contact Valerie Hutchison, Time and Effort Coordinator at 567-1652 or via e-mail at hutchisonv@uthscsa.edu.

Contact the OSP Office
Office Location: 2.204 Research Administration Building
Phone: 210-567-2340
Fax: 210-567-8107
E-mail: grants@uthscsa.edu

iDisclose

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Tuesday, October 21, 2014
11:43 AM

Link: <https://vpr.uthscsa.edu/iDisclose/>

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 collage consists of three screenshots from the iDisclose system:

- Top-left:** The 'iDisclose Reporting System' homepage. It features a green 'Access iDisclose' button with a lock icon. Below it is a navigation menu with 'Overview', 'Current', '2012', '2011', and '2010'. A hand cursor points to the 'Access iDisclose' button, labeled with a circled '1'.
- Bottom-center:** The 'iDisclose Login' page. It prompts the user to 'Please enter your email address and password'. There are input fields for 'Email' (containing 'doej@uthscsa.edu') and 'Password' (masked with asterisks). A blue 'Login' button is at the bottom, with a hand cursor pointing to it, labeled with a circled '2'. Below the button, it says 'Having trouble logging in? We can help.' The footer includes the UT Health Science Center logo and 'Copyright © 2014 UTHSCSA | Office of the Vice President for Research'.
- Right-side:** A user's dashboard. At the top, it says 'iDisclose v2.0 Dashboard' and 'Logout'. Below is a 'My Tasks' section with a table:

Task List	Action	Task Status
Disclose your CY 2014 activities	Begin	Not started

A hand cursor points to the 'Begin' button, labeled with a circled '3'. Below that is a 'My Reports' section with a table:

Description	Action	Report Status	Report Date
January - December 2013	View Download	Approved	2014-08-18
January - December 2012	View Download	Approved	2013-12-12
January - December 2010	Not available online	Approved	2010-12-31

Tuesday, October 21, 2014
2:54 PM

Link: http://uthscsa.edu/hr/online_employment.asp

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.

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HOME // ONLINE EMPLOYMENT SYSTEM

Online Employment System

For more information, or if you would like to speak to a recruiter, please call our offices at (210) 567-2600 anytime between the hours of 8 a.m. and 5 p.m., Monday through Friday.

OES Links

- Log In or Create a User Account**
- [View Job Postings](#)
- [Hiring Manager Guide](#)

Recruitment Staff Directory

- Savosha Norwood - Manager, Recruitment
Office: 210.450.0751 | [Email](#)
- Valerie Singer - Lead Recruiter

Policies

- [Employment Policies](#)
- [HOP 4.3.2 - Classified Employees](#)
- [HOP 4.3.3 - A&P Employees](#)
- [HOP 4.4.1 - Criminal Background Checks](#)
- [HOP 4.4.2 - Sanction Checks](#)

Resources & Forms

- [Frequently Asked Questions](#)
- [Authorization for Security Background Check \(PDF\)](#)
- [Position Description \(PDF\)](#)

Related Items

- [Employment Policies](#)
- [General Personnel Policies](#)
- [Employment Home](#)

UT Health Science Center at San Antonio
Online Employment System

USERS

- CREATE USER ACCOUNT
- HIRING MANAGER TOOLKIT
- OES WEB SITE
- UTHSCSAJOBS
- HR HOME

UTHSCSA User Login

Hiring Manager/HR Login

If you wish to apply for a job please visit www.uthscsajobs.com.

NEW! DEPARTMENT USERS- PLEASE VERIFY FULL NAME OF SELECTED FINALIST'S AS IT APPEARS ON DRIVERS LICENSE OR STATE IDENTIFICATION CARD. IF DISCREPANCY EXISTS, SELECTED FINALIST MUST UPDATE ONLINE JOB APPLICATION.

Important: Effective 04/01/2011 you will be REQUIRED to provide justification for applicants that you choose NOT to interview.

This site is for authorized UTHSCSA personnel only. If you are a hiring manager, department or back office user, login here to access the system. Please login to the system using your User Name and Password. If you do not have a User Name and Password assigned, click **Create User Account**. If you are creating a user account, Human Resources will review your request and authorize access. Human Resources will send you an e-mail to confirm your status.

If you have any questions about the Online Employment System, please [e-mail](#) us or call (210) 567-2600.

User Name:

Password:

LOGIN

You are about to log in to a secure system. When you are finished, please click **Logout** to ensure that others with access to your computer cannot view the information in the system.