

User Registration/Log-in and Basic Navigation Guide

for the PACS Portal Application

April 2018

Table of Contents

- Whom to Contact..... 1
- PACS Login with NetID 2
 - How do I log in? 2
- Request a PACS Account 3
 - How do I create a request?..... 3
- Local Login..... 4
 - How do I log in? 4
- Request a PACS Account 5
 - How do I create a request?..... 5
- Navigation and Basic Task..... 5
 - Where Do I Find?..... 5

Whom to Contact

If you experience any problems with the PACS application please contact Nicholas Yelich, Electronic Research Administrator, at 518-437-4558 or via e-mail at pacssupport@albany.edu.

If you have questions about your University issued IT credentials (NetID) contact ITS at 518-442-4000.

PACS Login with NetID¹

For University faculty, staff and students who have received an award or have been supported through the Research Foundation for SUNY or have already completed the registration process for PACS Portal.

How do I log in?

Members of the University at Albany community may use their single-sign-on to log in.

1. Go to: <https://pacsprd2.rfsuny.org/Shibboleth.sso/Login?entityID=https://weblogin.albany.edu/shibboleth/idp2&target=https://pacsprd2.rfsuny.org/Compliance>
2. Enter your **NetID** and **Password**
3. Click **Sign in**.

*Please be sure you accurately enter your NetID and Password. You may try entering this information multiple times if a mistake is made.

- a. If you correctly entered your NetID and password and an error message stating "The NetID or Password is incorrect" appears or you have yet to be involved in a sponsored program with the Research Foundation please follow the procedures to request an account on the next page.

UNIVERSITY AT ALBANY
State University of New York

2 Net ID

Password

3 Sign in

UNIVERSITY AT ALBANY
State University of New York

The NetID or password is incorrect.

|

Password

Sign in

¹ All members of the University community are provided with unique electronic credentials to access campus IT resources. Your NetID is a unique personal identifier composed of the first initial of your first and last name followed by six random numbers. Your NetID will be displayed on the final screen when you complete the [Password Set](#) process. Use your NetID and password to log in to campus IT services. Never share these credentials with anyone. For more information see https://www.albany.edu/its/svc_acctsvcs.php

Request a PACS Account

For University faculty, staff and students requesting access.

Request Account

If you need an account in this system, please apply by submitting your details using the following form. You will be contacted once your setup is complete.

Please complete the following details

* First Name:

* Last Name:

* Campus Email Address:

Phone Number:

Campus Login ID:

* Campus Affiliation:

* Department:

* Reason for Request:

* Required

How do I create a request?

1. Request an account via the online registration form [https://pacsprd2.rfsuny.org/SponsoredPrograms/Rooms/DisplayPages/LayoutInitial?Container=com.w.ebridge.entity.Entity\[OID\[0A7646F3B149874E902185897C144551\]\]](https://pacsprd2.rfsuny.org/SponsoredPrograms/Rooms/DisplayPages/LayoutInitial?Container=com.w.ebridge.entity.Entity[OID[0A7646F3B149874E902185897C144551]]) .
2. Enter your NetID into the **Campus Login ID** field.
3. Fill in the **Department** field with your department.
***Students**: List the department of your faculty advisor.
4. In the 'Reason for Request' field explain why you need to use the PACS application
 - **Faculty**- submit an COI certification or funding proposal for research
 - **Students**- Please indicate you are a student and what you are looking to submit.
5. Click **Register**. Your request will be reviewed. If approved, you will receive an e-mail providing you with your credentials to log in.

A response is required for all fields.

Local Login

For Individuals not ordinarily affiliated with the University but who are involved in a sponsored program or research at the University.

How do I log in?

External Investigators who require and have obtained access to PACS.

1. Go to: [https://pacsprd2.rfsuny.org/SponsoredPrograms/Rooms/DisplayPages/LayoutInitial?Container=com.webridge.entity.Entity\[OID\[0A7646F3B149874E902185897C144551\]\]](https://pacsprd2.rfsuny.org/SponsoredPrograms/Rooms/DisplayPages/LayoutInitial?Container=com.webridge.entity.Entity[OID[0A7646F3B149874E902185897C144551]])
2. Enter your **User Name** and **Password**
3. Click **Login**

*Please be sure you accurately enter your user Name and password set to you via Email. An initial user name and password were sent to via Email. You will be required to update your password after your first login. You may try entering this information multiple times if a mistake is made.

Local Login

User Name:

Password:

Login

[Forgot password?](#) [Forgot user name?](#)

After signing into this site, you are bound by the terms and conditions set forth when you received your account.

Request a PACS Account

For Individuals not ordinarily affiliated with the University, but who are involved in a sponsored program or research at the University.

Request Account

If you need an account in this system, please apply by submitting your details using the following form. You will be contacted once your setup is complete.

Please complete the following details

* **First Name:**

* **Last Name:**

2 **Campus Email Address:**

Phone Number:

Campus Login ID:

* **Campus Affiliation:** 3

4 **Department:**

* **Reason for Request:** 5

* Required

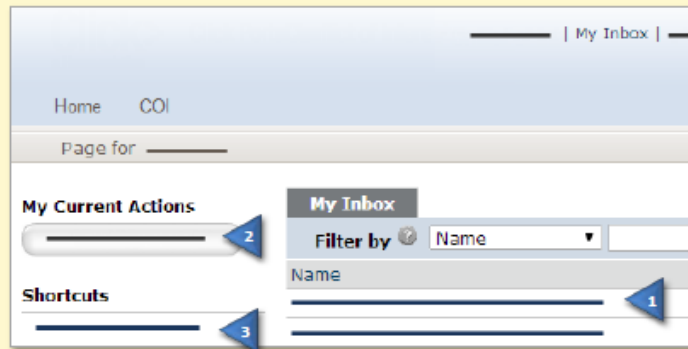
How do I create a request?

1. Request an account via the online registration form
[https://pacsprd2.rfsuny.org/SponsoredPrograms/Rooms/DisplayPages/LayoutInitial?Container=com.webridge.entity.Entity\[OID\[0A7646F3B149874E902185897C144551\]\]](https://pacsprd2.rfsuny.org/SponsoredPrograms/Rooms/DisplayPages/LayoutInitial?Container=com.webridge.entity.Entity[OID[0A7646F3B149874E902185897C144551]]).
2. Enter your Email address in the **Campus Email Address** field.
3. Select "010 University at Albany" for the **Campus Affiliation** field.
4. Fill in the **Department** field with your institution's name.
5. In the **Reason for Request** field explain why you need to use the PACS application. For example, "Submit a FCOI Certification for PHS project with Dr. Jane Doe."
6. Click **Register**. Your request will be reviewed. You will be contacted by pacssupport@albany.edu for additional information needed to complete your registration. Once reviewed you will receive an e-mail providing you with your credentials to log in.

***Require a response.**

Navigation and Basic Task

When you first log in, you will be on the My Inbox page.
This topic lists where to find certifications and the basic tasks you will perform.



Where Do I Find?

From **My Inbox**, you can find

1. *Projects* (e.g. **proposals**) and *certifications* that require you to act.
2. *Actions* that you can perform (e.g., **Create a Proposal** or **Update a Certification**).
3. *Shortcuts* that provide access to other items such as your disclosures or reports. There are also shortcut tabs for all modules.