User Registration/Log-in and Basic Navigation Guide
for the PACS Portal Application
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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 NetID

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.

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.

b. If your 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.

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.

How do I create a request?


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.

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.
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.

How do I create a request?

1. Request an account via the online registration form
   https://pacsprd2.rfsuny.org/Sponsored Programs/Rooms/Display Pages/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.