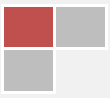
University of CINCINNATI

Personnel Services Contracts System

The Quick Start Guide

This document provides a high level summary of the PSC system and steps required for use.

IT@UC Innovation & Partnerships, Development
6/26/2020



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Overview

The Personnel Services Contracts system supports the onboarding process for contractors. The fully electronic process is designed to support unit administrators, contractors, the UC contracting Office, Human Resources and other affiliated groups. Please use the following as a high level reference by role.

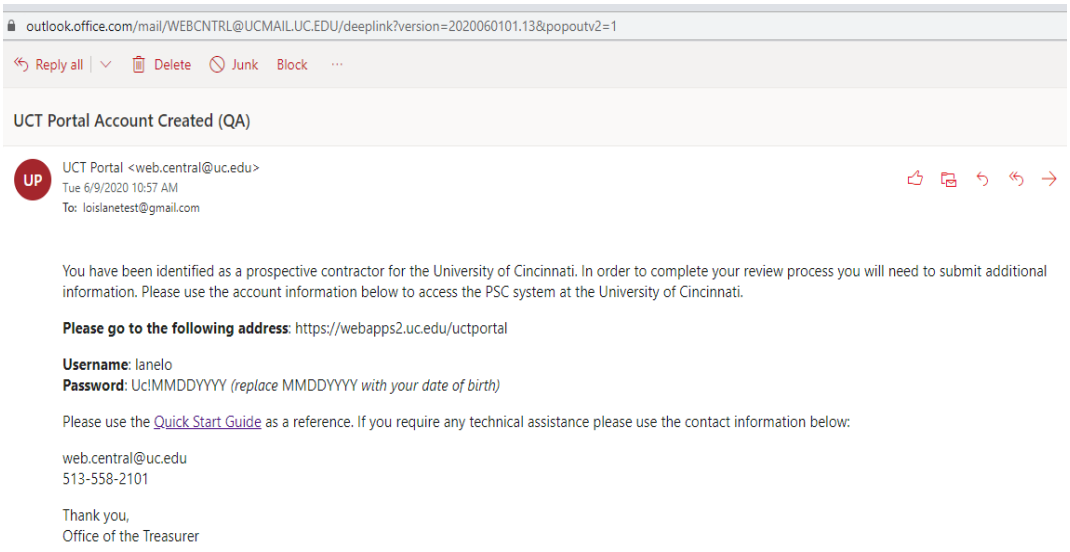
System Location: https://webapps2.uc.edu/uctportal/

Process

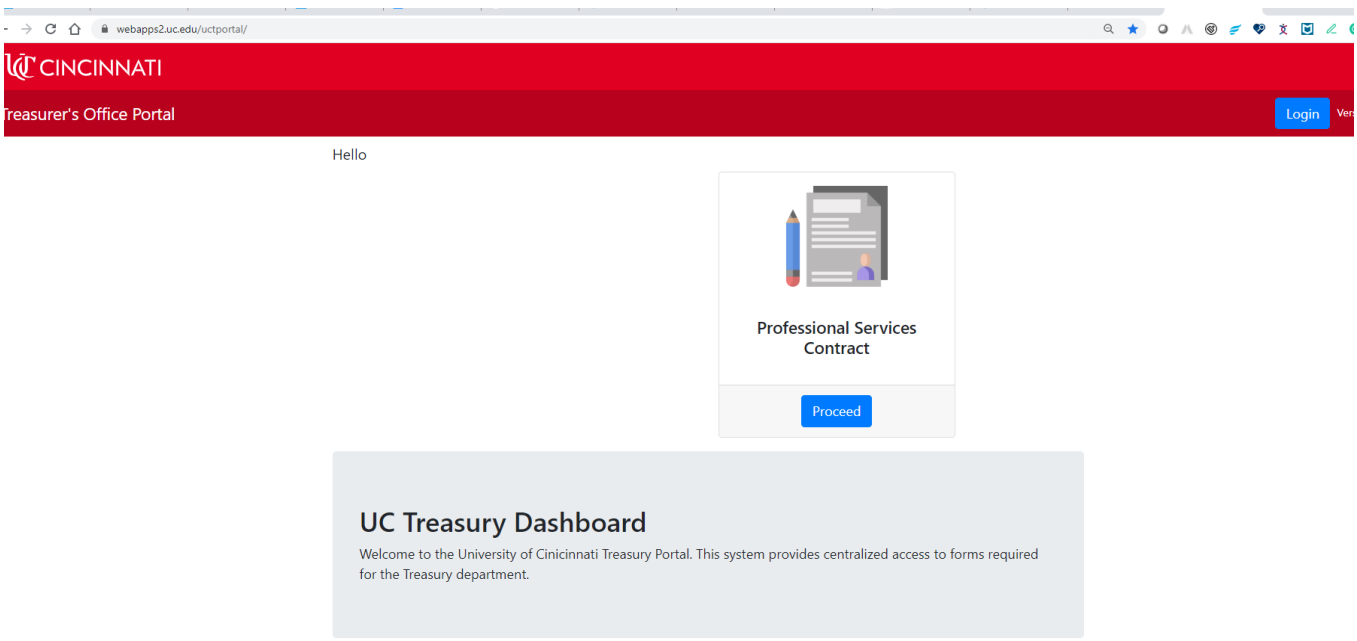
Step 1: Contractor

Once the unit head submits the initial request, an account is generated for the contractor. The contractor receives an email alert along with instructions to access the system. Once the contractor logs in, the contractor will complete the following steps.

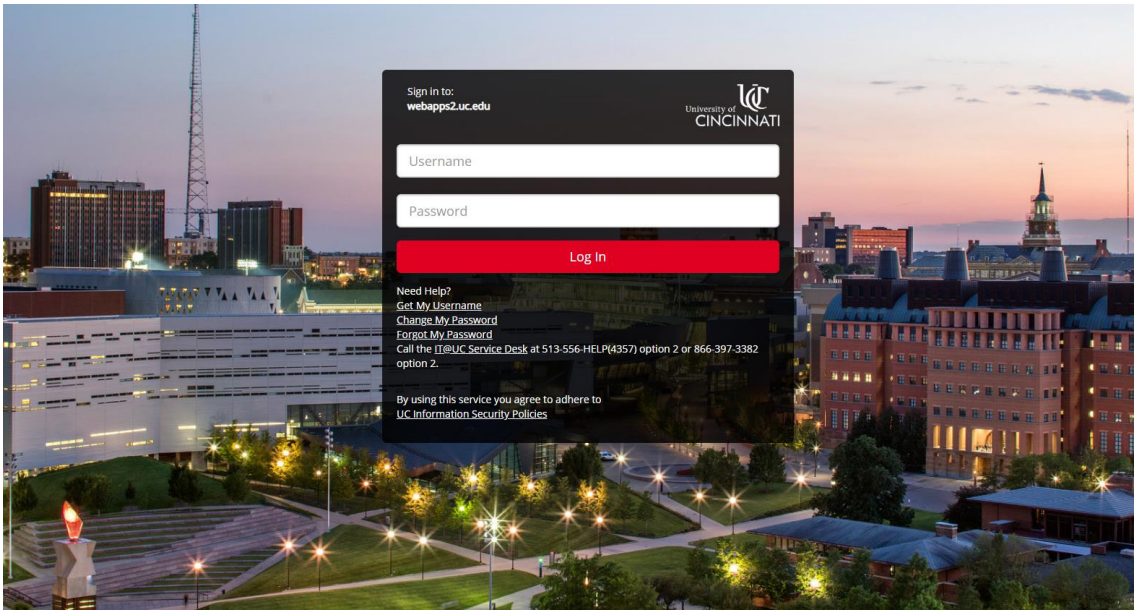
1. The contractor receives an email alert with login instructions:



2. Log into https://webapps2.uc.edu/uctportal/



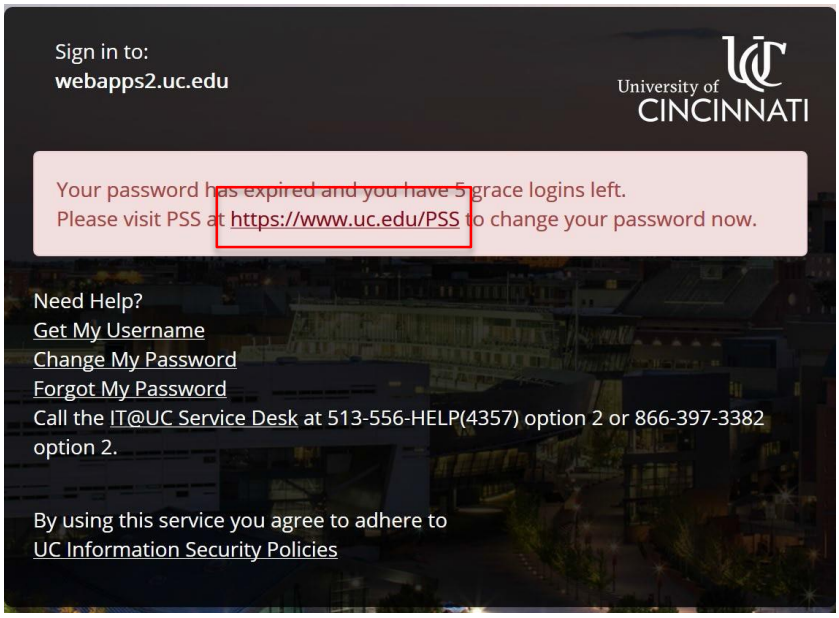
3. You will automatically be taken to a sign in page (below). Use the Username/Password from the email you received to log into the application.



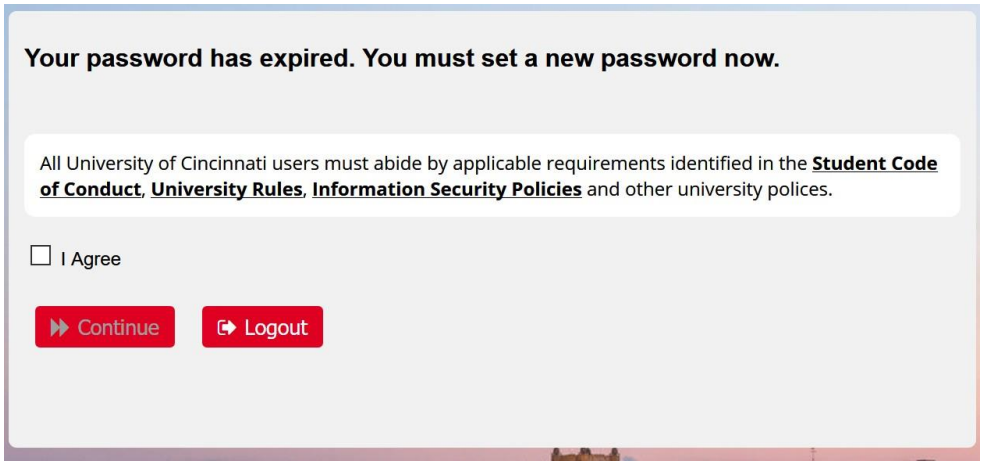
4. Account Creation

5. If this is your first time logging into UC, you will need to update your password after logging in.

6. After Logging in you will receive the message below. Click the Highlighted link to modify your default password.

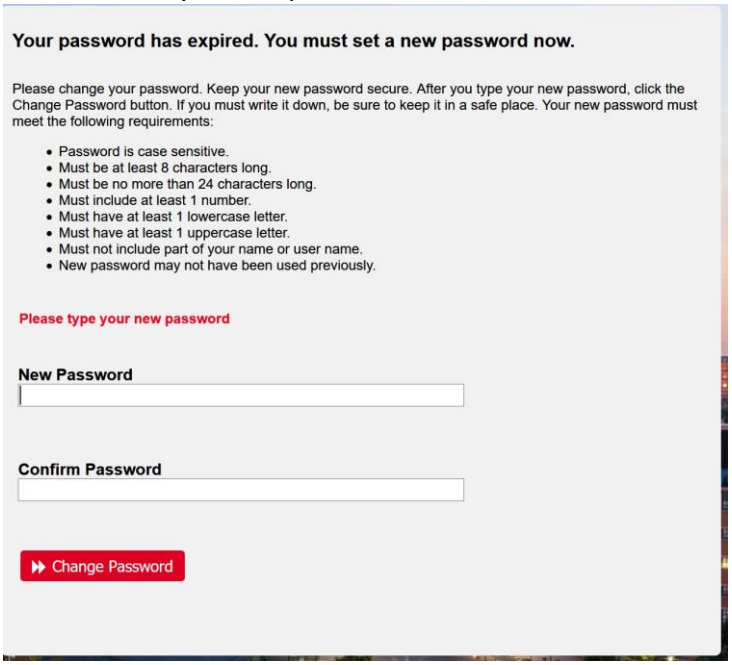


7. Select I agree

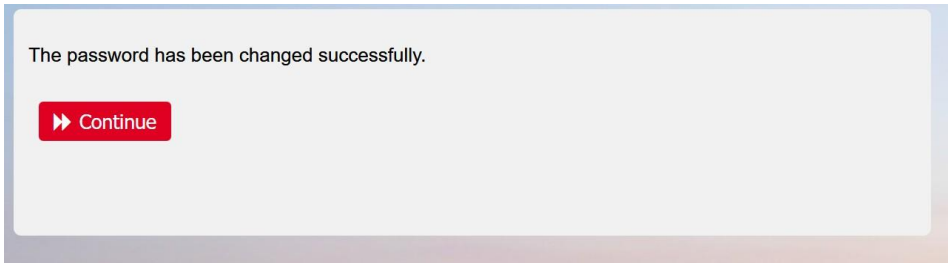


8. Enter a new password following the password rules in the instructions.

9. Reset your UC password



10. You will receive confirmation that the password has been changed.

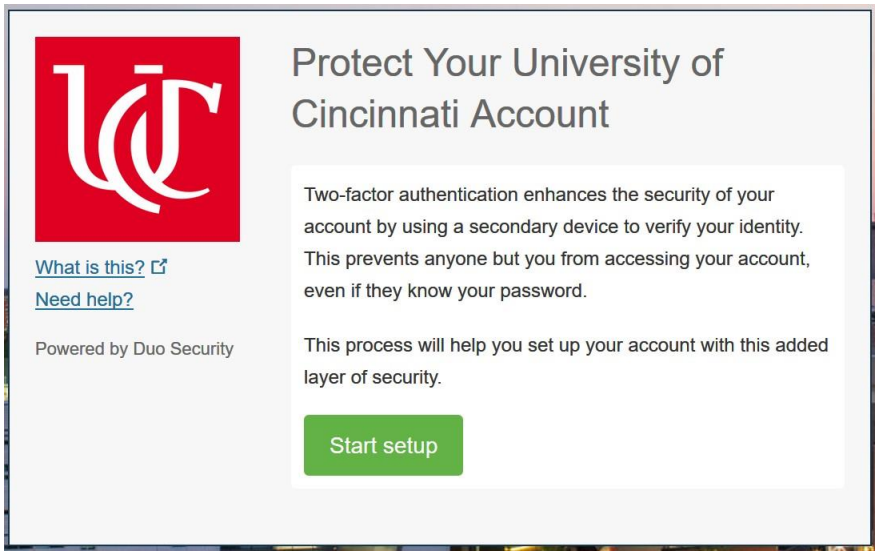


11. Once you complete the steps above, you will need to login again and set up your two- factor login for additional security. This additional layer of security is provided to protect your personal information.

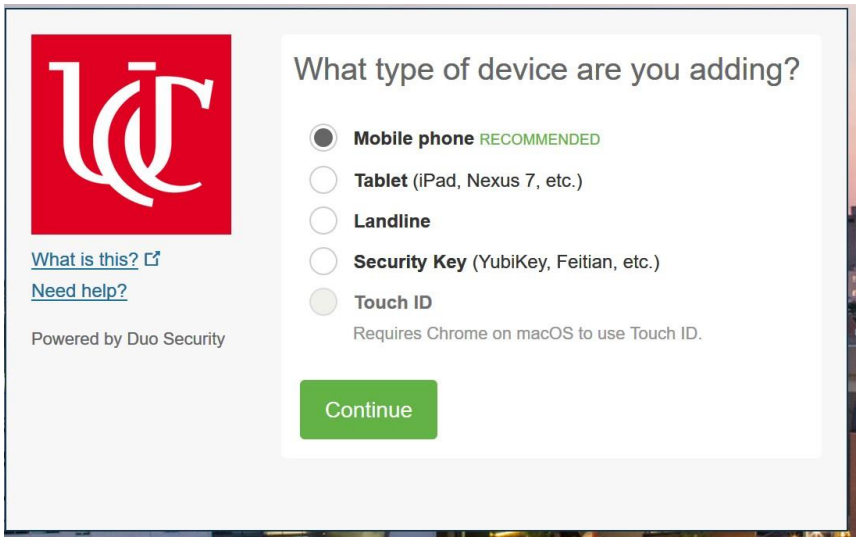
https://webapps2.uc.edu/uctportal/

12. After logging in you will be prompted to complete your Duo Two Factor Setup.

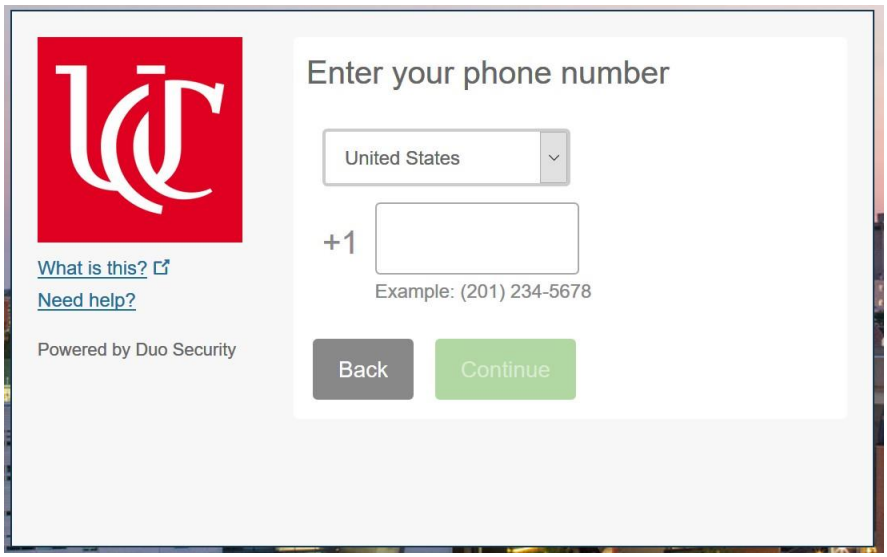
DUO Two Factor Setup



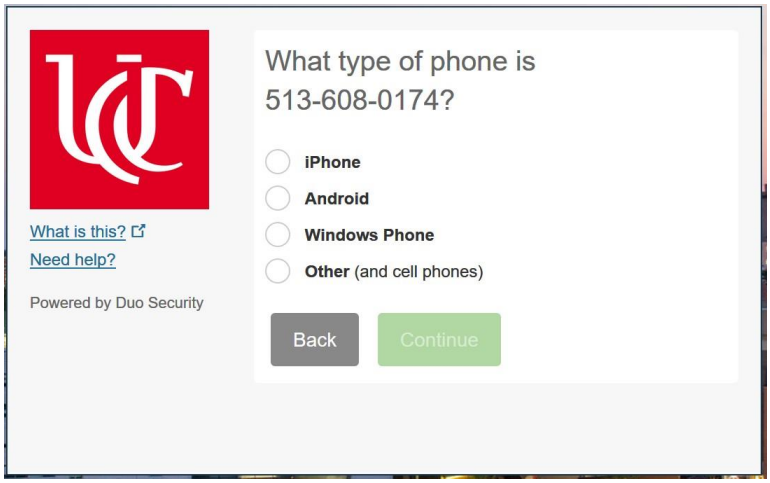
Select the device you would like to use. We recommend using the Mobile Phone option.



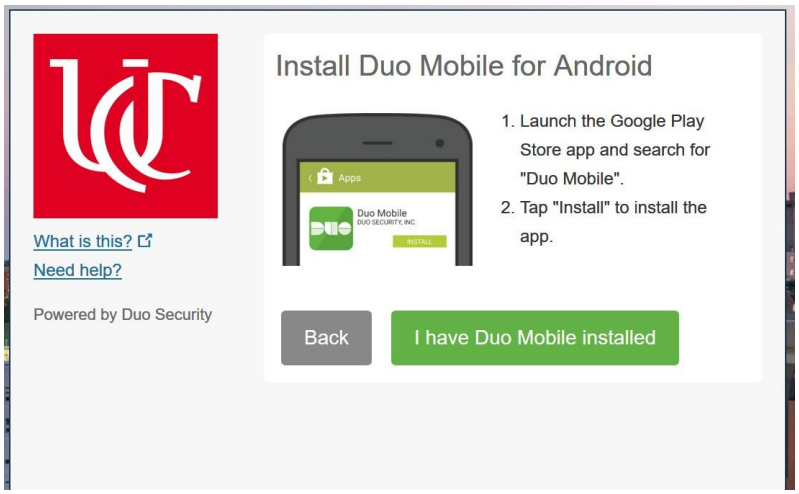
Enter your phone number



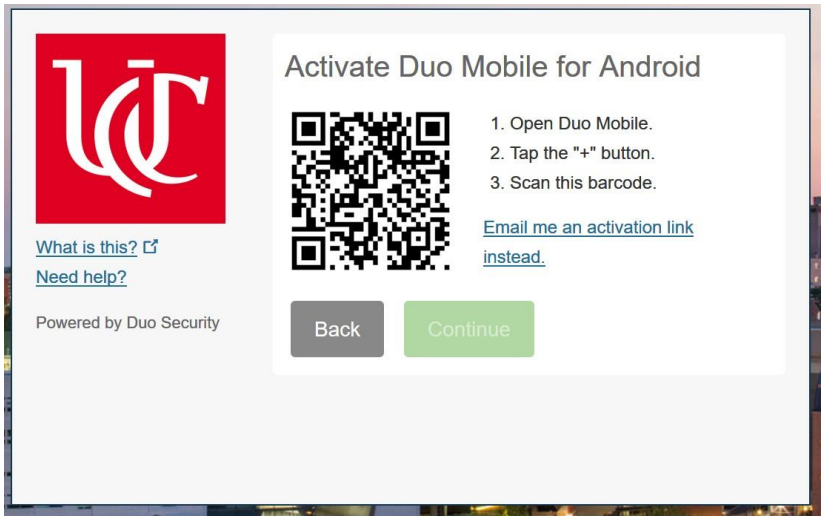
Select your phone type

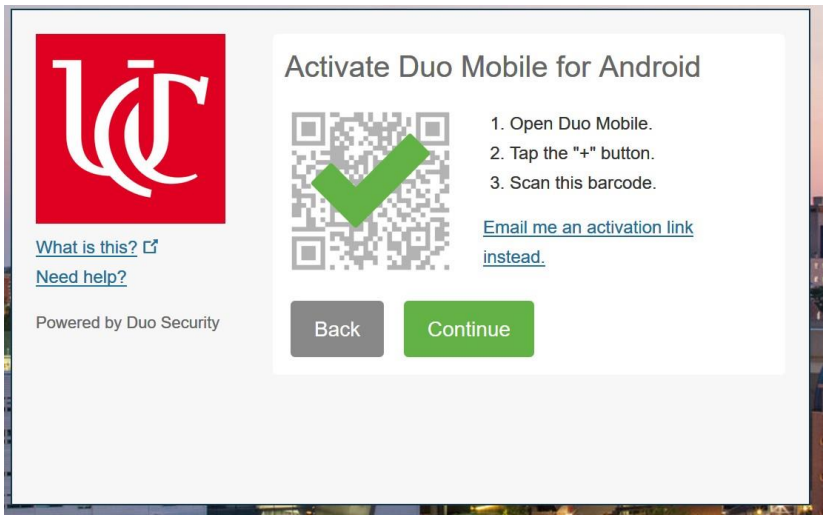


Install Duo App

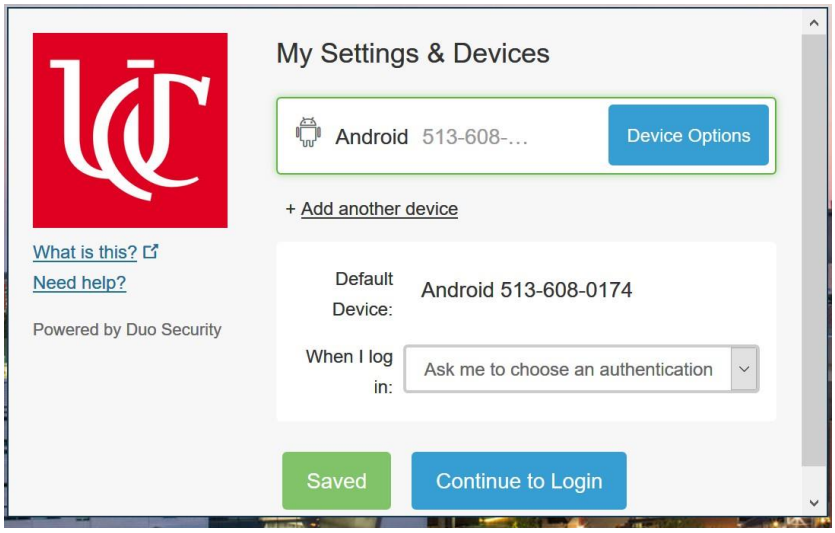


Activate your DUO Account

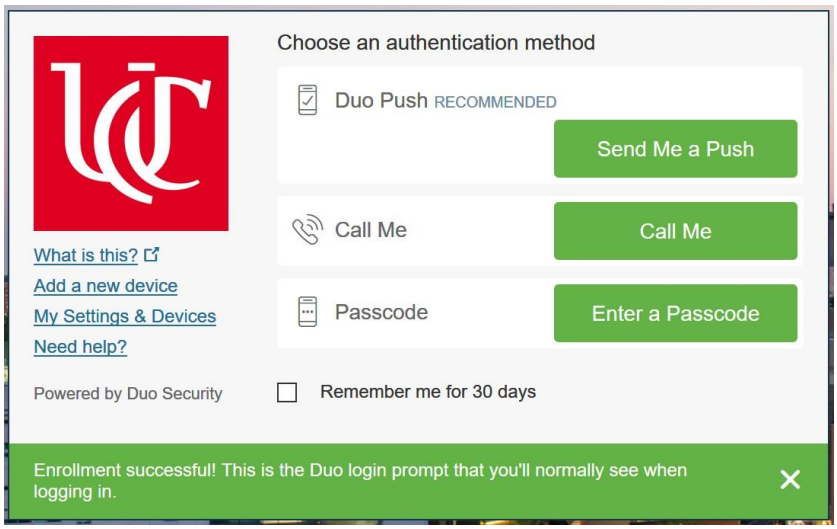



Activate Duo Mobile for Android
1. Open Duo Mobile.
2. Tap the "+" button.
3. Scan this barcode.
Email me an activation link instead.
Back
Continue
What is this?
Need help?
Powered by Duo Security

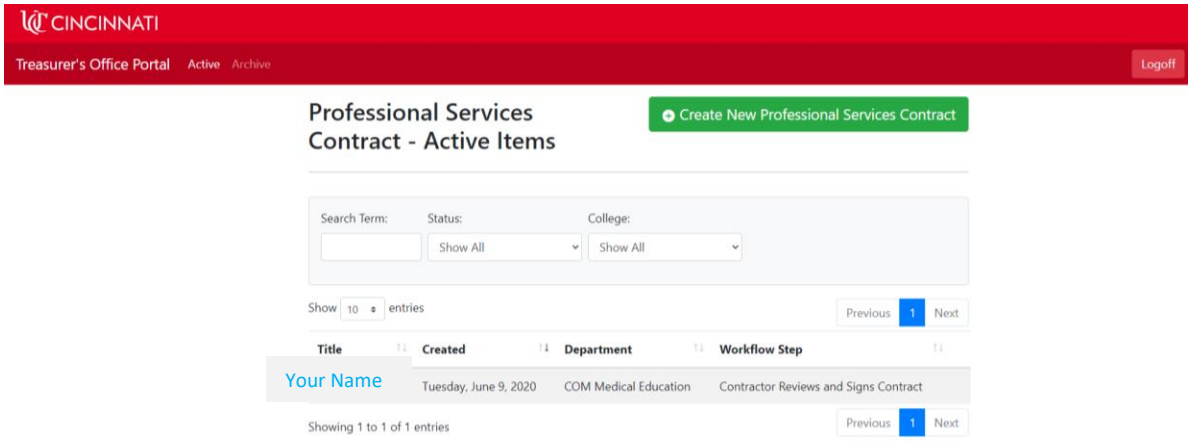
Review your settings and select continue to login to access the system.



Now that your Duo account is set up, to login click Send me a Push. The notification will pop up on your phone. Click the notification, then click the enable button. This will take you to the login screen.

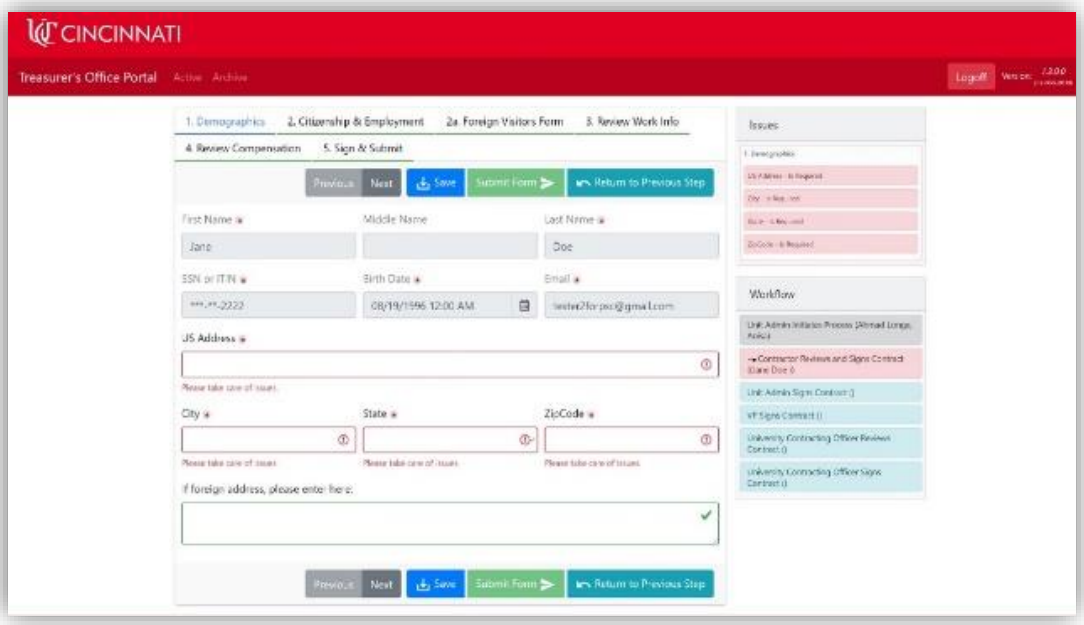


Login using your username from the email, and the new password you changed.

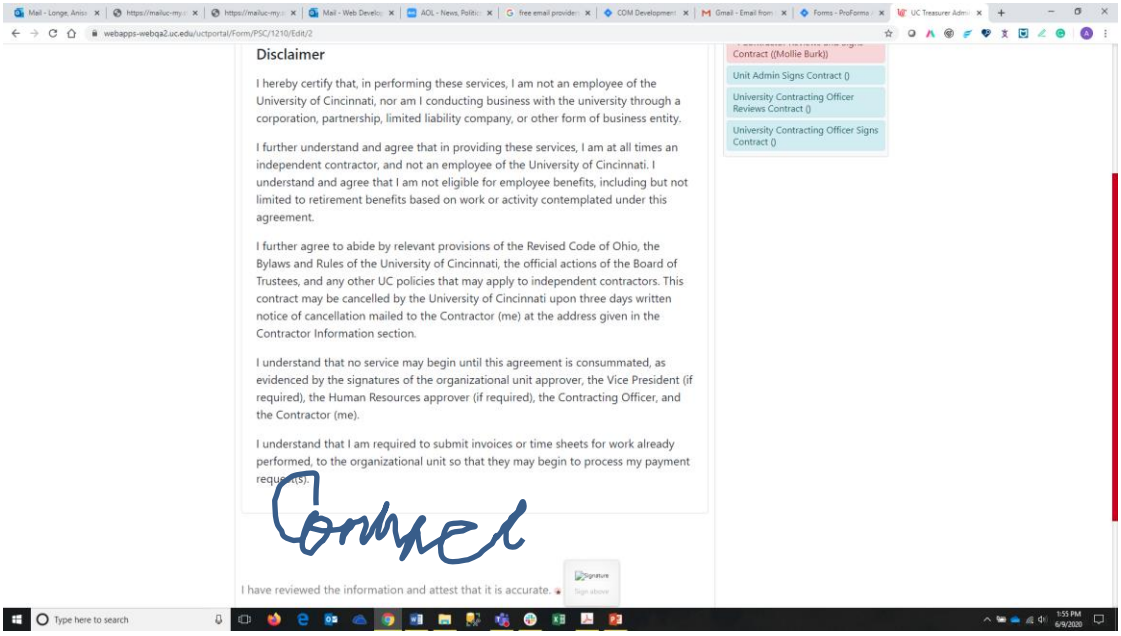


Completing the Contract Steps:

- Log into the PSC system using the URL Link provided in the email.
- Select Your Name / the initiated contract request.
- Use the wizard to complete the requested information:
    - Demographics
    - Employment Information
    - Foreign visitor form (if applicable)
    - A summary of the work and compensation info
    - Sign & Submit



Complete the contract by signing and submitting the contract.

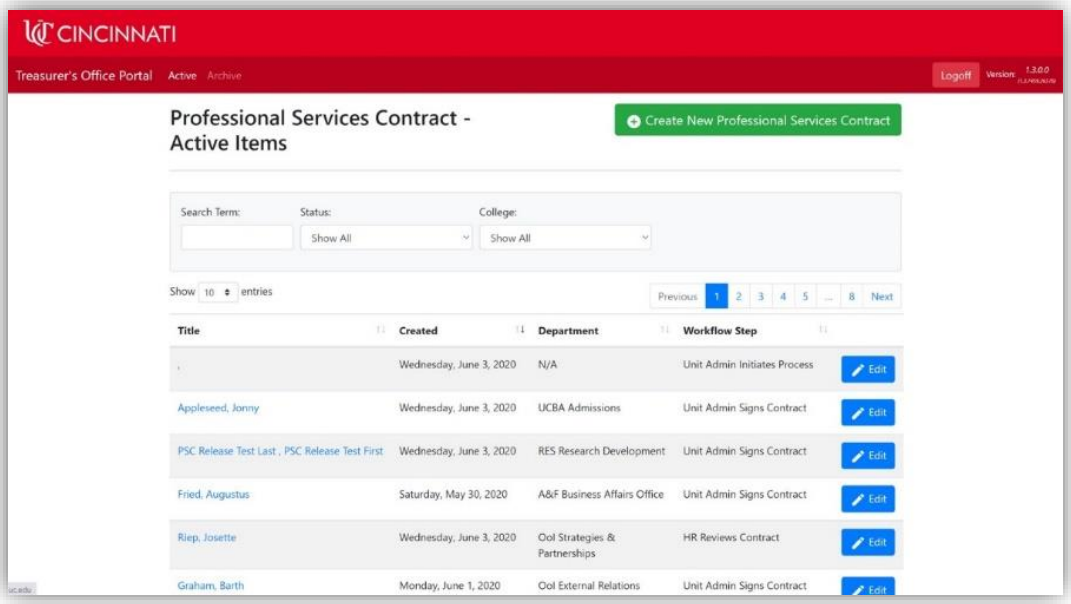


Step 2: Unit Administrators

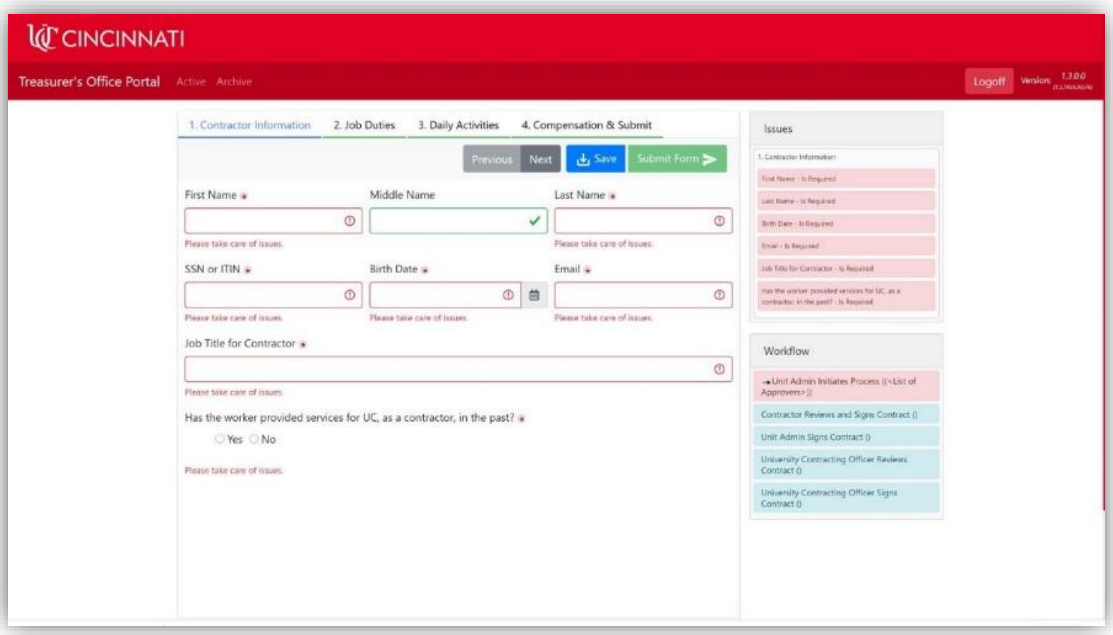
Unit administrators initiate the process by completing relevant information including a high level summary of the position, contractor, and salary expectations.

Unit Administrator:

1. Log in to the PSC system
2. Select the button labeled “Create New Professional Services Contract.



3. Use the wizard to complete 4 categories of information:
    1. Contractor Information
    2. Job Duties
    3. Daily Activities
    4. Compensation & Submit



Step 3: Unit Administrator Review

Once the contractor signs and submits, the unit admin will review before sending to the UC Treasurer's office.

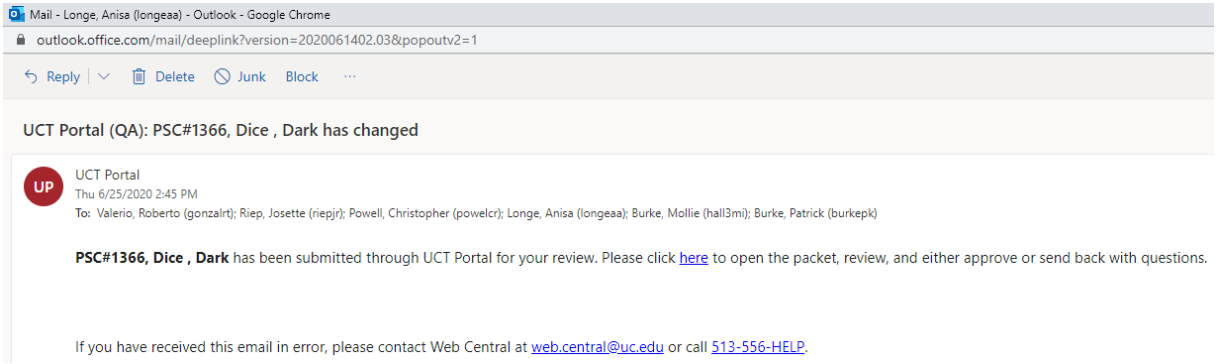
Steps:

1. Log in to the PSC system
2. Select the contract to review
3. Review the contract
4. Submit

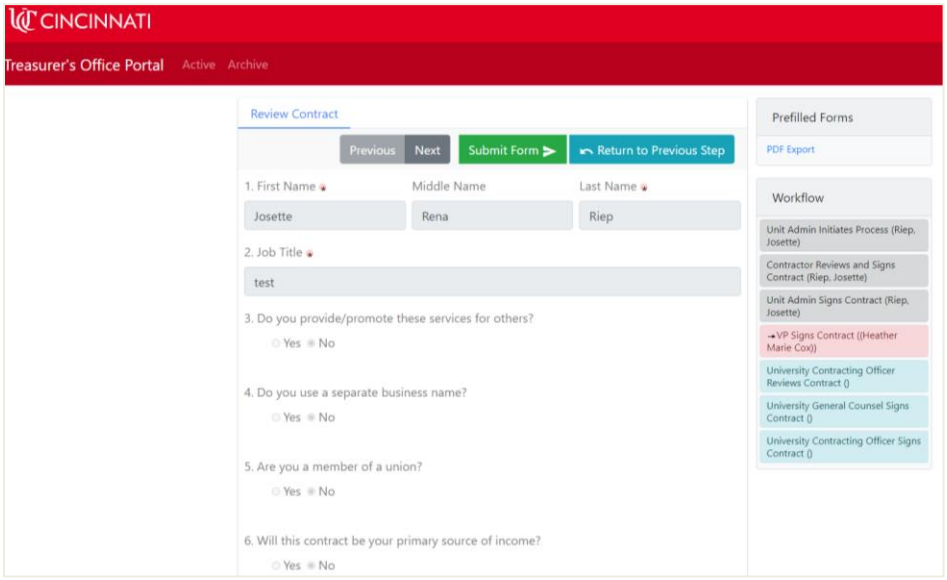
Once submitted, the treasurer's office will review and finalize for processing.

Step 4: VP Review

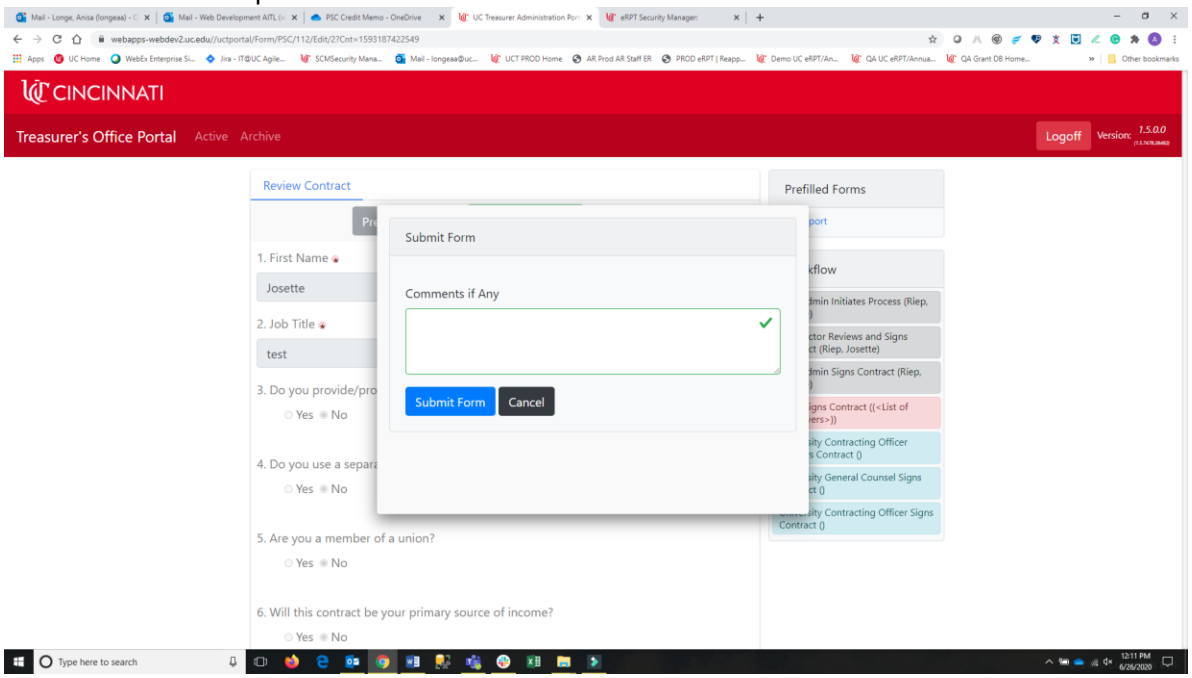
The VP step in the PSC workflow begins with receiving an email notifying the VP that a contract has been submitted for review.



1. You will receive an email from the UCT Portal with the contract number and title listed in the Subject line.
2. Click the underlined **here** in the email go to the UCT Portal application.
3. The link will open the contract identified in the email:

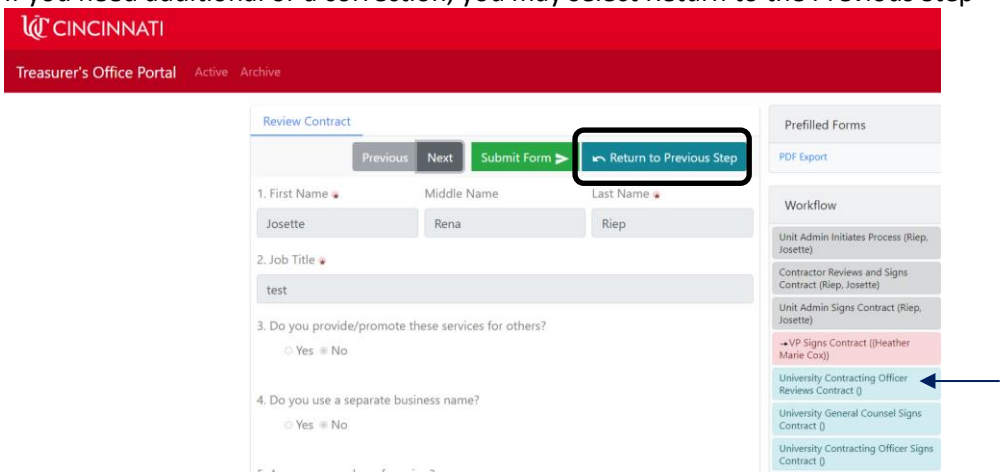
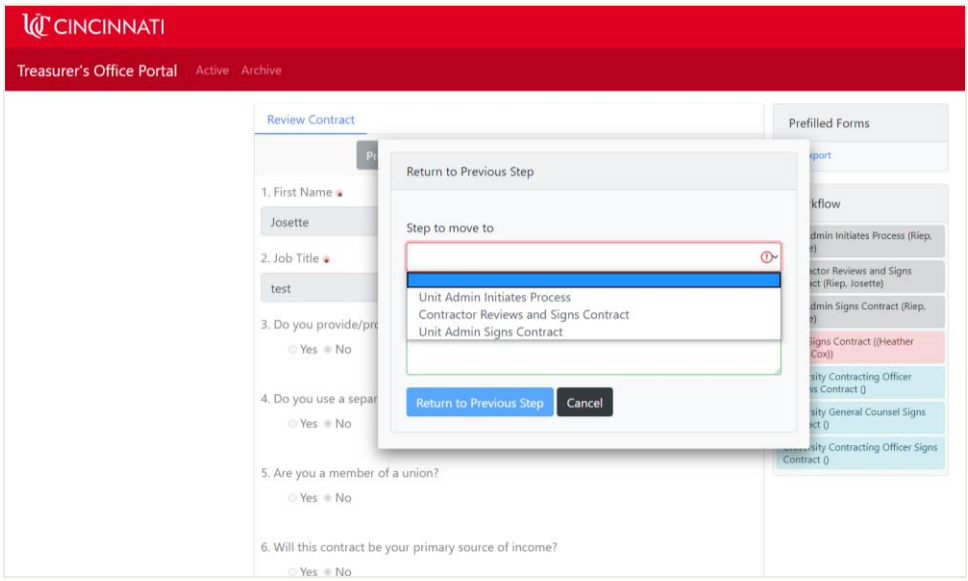


4. Review the contract information. Select Submit button to move the contract to the next workflow step.



5. Once submitted, the workflow will send an email to the role next step and update the workflow on the right side of the application. In this case, it will send an email to the University Contracting Officer for review.

6. If you need additional or a correction, you may select Return to the Previous Step



7. From the dialog box, select the role in the drop down menu and click Return to the Previous Step to return the contract to a previous step.