

# USUHS on-line appointments

Step by Step

# USUHS's Account Request Application (ARA)

12/6/2016

# What is ARA?

ARA is used by non-billeted personnel (except Post Graduate Dental College students) to acquire a Uniformed Services University Single Sign On (SSO) account.

SSO provides access to USU's Web-based systems.

As of 1 NOV 16 ARA is used to request a SSO account for access to the:

- Faculty Appointing System

- Sakai (faculty and students)

- SOM Faculty CV (in development now)

# How do you access ARA?

1. Insert your CAC into your reader
2. Open your Web Browser and go to <https://apps.usuhs.edu/account-registration/>

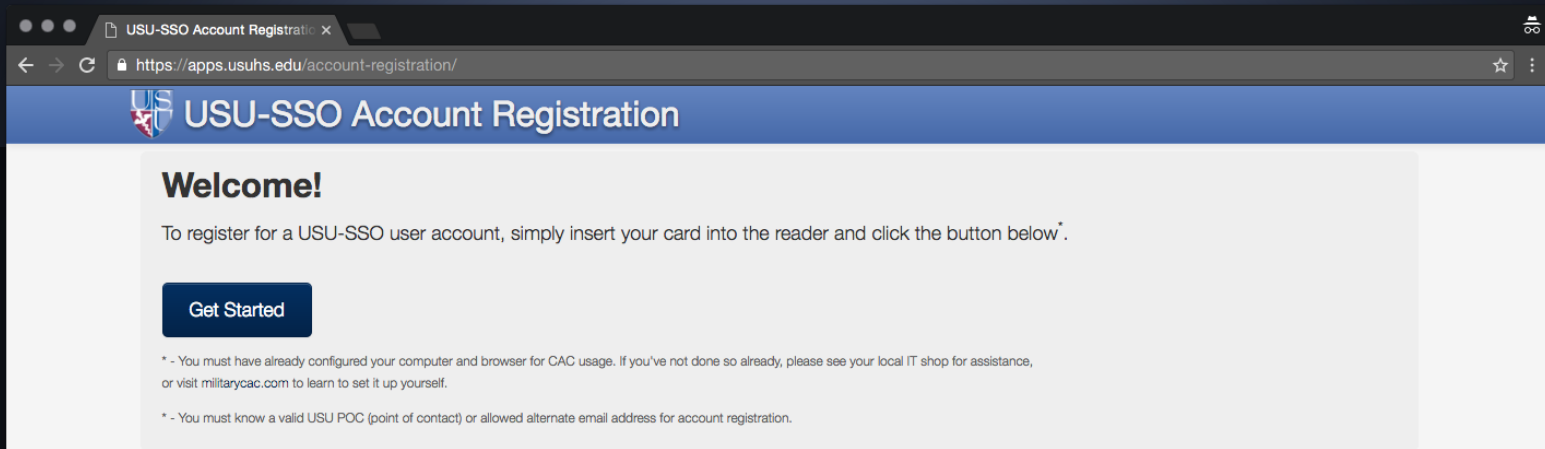
## REQUIREMENTS:

A Department of Defense or Public Health Service Common Access Card (other CACs will not work)

The e-mail of a POC with authority to approve account requests (usually USU, but not always).

## KNOWN ISSUES:

Former USU students, faculty, staff, as well as people who used Sakai in the past, may have issues with ARA. If you encounter difficulty with completing your registration, please contact [sakaihelp@usuhs.edu](mailto:sakaihelp@usuhs.edu) for assistance.



Go To: <https://apps.usuhs.edu/account-registration/>

Click Get Started.



## New User Registration

If the email address on your CAC is not your actual email address, please:

1. Put your correct email address into the secondary address field. You will receive notifications at both addresses.
2. Fix your CAC email by visiting your local DEERS / RAPIDS ID Card station. Keeping these up to date is important!

First Name	<input type="text" value="JEB"/>
Middle Name	<input type="text" value="MILLER"/>
Last Name	<input type="text" value="FREDDOG2020"/>
CAC Email	<input type="text" value="jmiller171@gmail.com"/>
Secondary Email	<input type="text" value="jeffrey.miller.ctr@usuhs.edu"/>
Secondary Email (Confirm)	<input type="text" value="jeffrey.miller.ctr@usuhs.edu"/>
Approving POC Email	<input type="text" value="jeffrey.miller@usuhs.edu"/>
Account Type	<input type="text" value="SSO"/>

**Submit**


From Your CAC

Enter your personal e-mail or correct mil address to receive status e-mails.

You need to know the e-mail address of the person who will approve your request. That person should know you.

USU-SSO Account Registration X

← → ↻ https://apps.usuhs.edu/account-registration/users/ ☆ ⋮

 **USU-SSO Account Registration** Hello FREDDOG2020.JEB.MILLER.0123456789

## Account Request Confirmation

A **SSO** account will be requested using the following information:

Common Name: **FREDDOG2020.JEB.MILLER.0123456789**

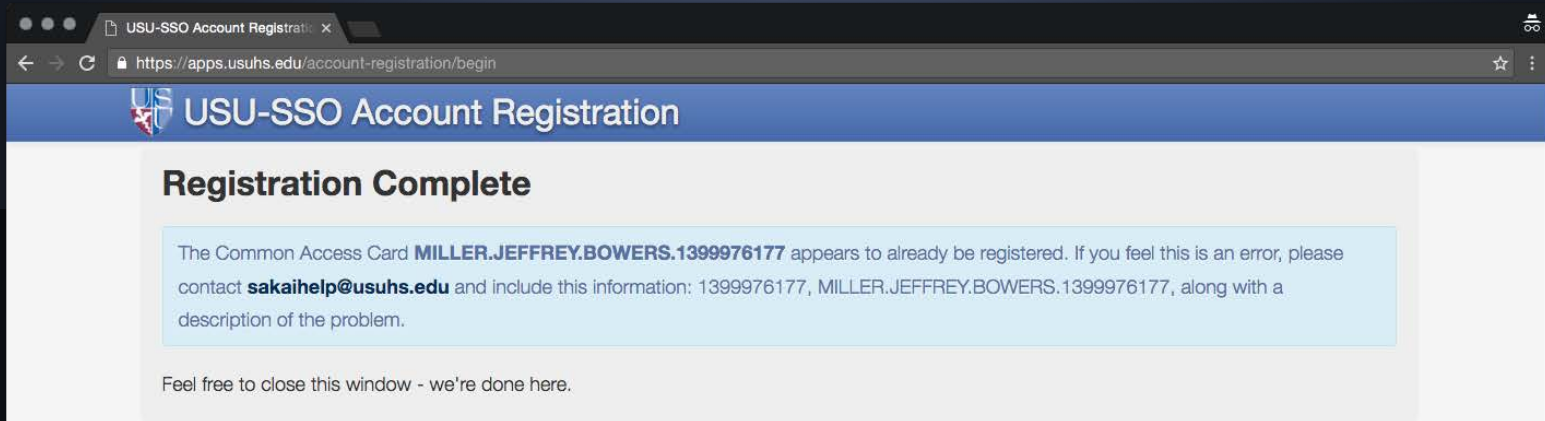
CAC Email: **jmiller171@gmail.com**

An email will be sent to POC **jeffrey.miller@usuhs.edu** for review.

A confirmation email will be sent to **jmiller171@gmail.com** and **jeffrey.miller.ctr@usuhs.edu**.

Continue?

Your confirmation screen, if correct click  
Yes.



If your CAC data is already in our system,  
contact [sakaihelp@usuhs.edu](mailto:sakaihelp@usuhs.edu) for a  
password reset or log into the site you need  
to access with your CAC.





## Registration Complete

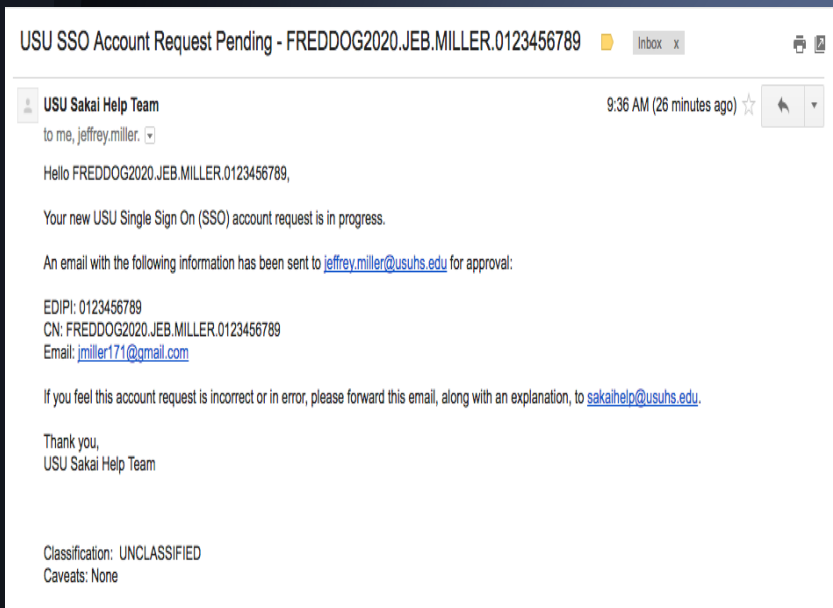
The account registration process is in progress!

Feel free to close this window - we're done here.

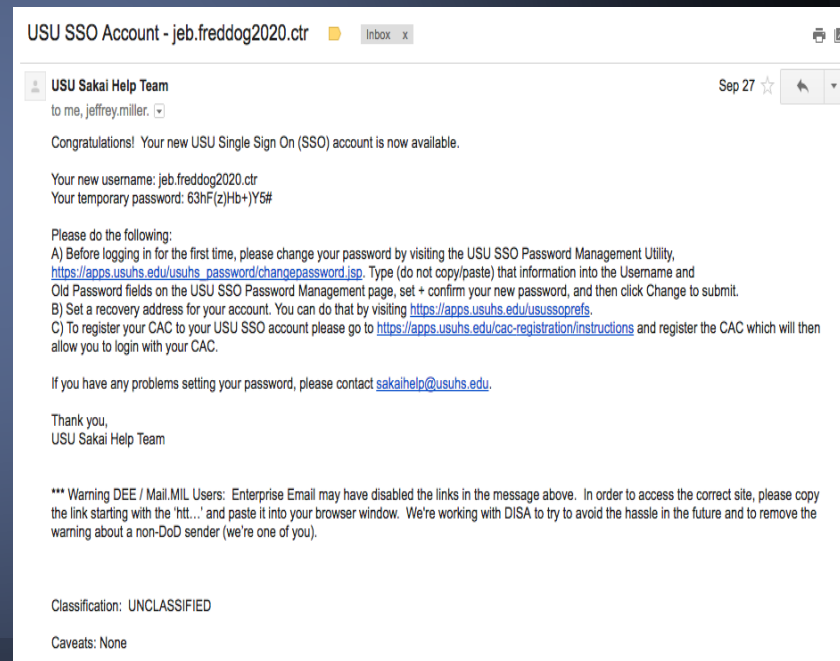
**The system will send you a confirmation email and then an update when your approver has either approved or denied your request.**

# Requestor (you) get an email when:

## 1. Request submitted



## 2. Request approved or rejected



# SSO POC emails by dept. (12-6-16)

For most up-to-date POC list go here:

[https://www.usuhs.edu/sites/default/files/media/medschool/doc/assistant\\_professor\\_and\\_instructor\\_online\\_appointing\\_system.docx](https://www.usuhs.edu/sites/default/files/media/medschool/doc/assistant_professor_and_instructor_online_appointing_system.docx)

Anesthesiology - barbara.pedevillano@usuhs.edu

Dermatology - leonor.mckay.ctr@usuhs.edu

Family Medicine - jeffrey.quinlan@usuhs.edu

Medical & Clinical Psychology - trisha.crum@usuhs.edu

Medicine - lauren.hale@usuhs.edu

Military & Emergency Medicine - kevin.semelrath@usuhs.edu

Neurology - david.bartoszek@usuhs.edu

more depts on next slide

# SSO POC emails by dept. cont. (12-6-16)

For most up-to-date POC list go here:

[https://www.usuhs.edu/sites/default/files/media/medschool/doc/assistant\\_professor\\_and\\_instructor\\_online\\_appointing\\_system.docx](https://www.usuhs.edu/sites/default/files/media/medschool/doc/assistant_professor_and_instructor_online_appointing_system.docx)

Obstetrics & Gynecology - [william.haffner@usuhs.edu](mailto:william.haffner@usuhs.edu)

Pathology - [kendra.turner.ctr@usuhs.edu](mailto:kendra.turner.ctr@usuhs.edu)

Pediatrics - [carol.beadling.ctr@usuhs.edu](mailto:carol.beadling.ctr@usuhs.edu)

Physical Medicine & Rehabilitation- [lauren.mccoll.ctr@usuhs.edu](mailto:lauren.mccoll.ctr@usuhs.edu)

Preventive Medicine & Biostatistics - [maria.smith@usuhs.edu](mailto:maria.smith@usuhs.edu)

Psychiatry - [kelly.cozza@usuhs.edu](mailto:kelly.cozza@usuhs.edu)

Radiology & Radiological Sciences - [ellen.chung@usuhs.edu](mailto:ellen.chung@usuhs.edu)

Surgery - [gary.wind@usuhs.edu](mailto:gary.wind@usuhs.edu)

# Important E-Mail Issue

**NOTE: mail.mil users, URLs in USU E-mail are currently re-written by DEE. The https:// in the message is replaced by “caution -”. Copy the URL to the browser then replace the caution - with https://**

**So**

<https://workflow.usuhs.edu>

**becomes**

**caution - workflow.usuhs.edu**

# AP Workflow

Screen Changes/Comments

9/13/16

# USU Workflow Portal <https://workflow.usuhs.edu>

1. Click on the Assistant Professor Workflow tab
2. Click of Request an Instructor of Assistant Professor Appointment

The screenshot displays the USU Workflow Portal interface. At the top left is the USU logo and the text 'UNIFORMED SERVICES UNIVERSITY'. To its right is the header 'USU WORKFLOW'. On the far right of the header are links for 'HOME', 'ADMINISTRATION', and 'LOGOUT'. Below the header is a navigation bar with tabs: 'Parking Workflow', 'Parking Admin', and 'Assistant Professor Workflow'. The 'Assistant Professor Workflow' tab is selected and circled with a blue line, with a '1.' next to it. Below the tabs, the main content area is titled 'Assistant Professor Workflow'. It contains three sections, each with a description and a 'Go' button. The first section is 'Request an Instructor or Assistant Professor Appointment', with a '2.' next to it. The description is 'Create and submit an Assistant Professor Workflow Document for approval.' and the 'Go' button is circled with a blue line. The second section is 'Open a Saved/Returned Appointment Request', with the description 'View/edit/submit an existing request that has been Saved or Returned to your Inbox.' and a 'Go' button. The third section is 'Document Search', with the description 'Search for a specific Assistant Professor Workflow Document request.' and a 'Go' button.

USU UNIFORMED SERVICES UNIVERSITY

USU WORKFLOW

HOME ADMINISTRATION LOGOUT

DOC SEARCH INBOX OUTBOX USER: TMCFATE

Parking Workflow Parking Admin **Assistant Professor Workflow**

### Assistant Professor Workflow

1. Request an Instructor or Assistant Professor Appointment

Create and submit an Assistant Professor Workflow Document for approval. **Go**

Open a Saved/Returned Appointment Request


View/edit/submit an existing request that has been Saved or Returned to your Inbox. **Go**

Document Search

Search for a specific Assistant Professor Workflow Document request. **Go**



# Step 1: Submitting an Application

USU WORKFLOW

HOME   LOGOUT

INBOX   OUTBOX   USER: MSONG ▾

Backdoor Id **abell** is in use

## Assistant Professor Document

Document Number:	3795	Document Status:	INITIATED
Initiator Network Id:	abell	Creation Timestamp:	03:53 PM 01/06/2016

\* indicates required field

### Details

Please select the name of the Department to which you wish to apply.

1. 

\* USUHS Department: ▾

Position Type (FOR DEPT CHAIR):

### Attachments

You are required to provide a CV, USU 107, USU Faculty Form (download link provided) and Letter of Support from your Commander. An optional Command Letter may also be included but is not required. Please upload the documents (Browse and Upload one file at a time) and then submit. The documents will be forwarded to the chosen Department for review.

CV:	<div>Choose File</div>	No file chosen	
USU 107:	<div>Choose File</div>	No file chosen	
Completed USU Faculty Form:	<div>Choose File</div>	No file chosen	<a href="#">Download blank USUHS Faculty Form</a>
Letter of Support:	<div>Choose File</div>	No file chosen	
Command Letter:	<div>Choose File</div>	No file chosen	

Attachments must be 25MB or less

submit

save

cancel


1. Choose Dept
2. Upload files



# What is the Letter of Support and Command Letter?

- The Letter of Support is required for the application, and is typically written by the Program Director (if residency faculty), or immediate supervisor.
- You must also have a command (or designee) endorsement. This is the administrative approval for your volunteer teaching time. Designee examples: Dept Chair, DCCS, Flight or Sq CC, SGH, etc
- The command endorsement can be submitted as a separate letter (Command Letter) or as an added signature line on the Letter of Support.

# Step 1: Submitting an Application, cont. (Save or Submit)

UNIFORMED  
SERVICES  
UNIVERSITY

USU WORKFLOW

HOMELOGOUT

INBOXOUTBOXUSER: MSONG

Backdoor id abell is in use

Assistant Professor Document

Document Number:	3795	Document Status:	INITIATED
Initiator Network Id:	abell	Creation Timestamp:	03:53 PM 01/06/2016

\* indicates required field

Details

Please select the name of the Department to which you wish to apply.

\* USUHS Department:

Family Medicine

Position Type (FOR DEPT CHAIR):

Attachments

You are required to provide a CV, USU 107, USU Faculty Form (download link provided) and Letter of Support from your Commander. An optional Command Letter may also be included but is not required. Please upload the documents (Browse and Upload one file at a time) and then submit. The documents will be forwarded to the chosen Department for review.

Required Document	CV:	Aloha.docx - (21KB - File successfully uploaded.)	delete	download
Required Document	USU 107:	Aloha.docx - (21KB - File successfully uploaded.)	delete	download
Required Document	Completed USU Faculty Form:	Aloha.docx - (21KB - File successfully uploaded.) <a href="#">Download blank USUHS Faculty Form</a>	delete	download
Required Document	Letter of Support:	Aloha.docx - (21KB - File successfully uploaded.)	delete	download
Optional Document	Command Letter:	<div>Choose File</div> No file chosen	upload	reset

Attachments must be 25MB or less

1. submit

2. save

3. cancel

1. You can 'save' an application, and to access it, return to the workflow portal and click on "Open a Saved/Returned Appointment Request"
2. You cannot 'submit' without all of the required documents uploaded.
3. Hit 'submit' to submit your application for approval

# After you submit your application:

You will receive an e-mail at every step

- Step 2: Department filter approval
- Step 3: Department Chair approval
- Step 4: CHR (human resources) approval

CHR will upload your Appointment Letter at this step.

# Step 5: Completing Your Application - Upload and Submit your signed Appointment Letter

UNIFORMED SERVICES UNIVERSITY USU WORKFLOW HOME LOGOUT

Backdoor Id abell is in use

Assistant Professor Document

Document Number:	3795	Document Status:	ENROUTE
Initiator Network Id:	abell	Creation Timestamp:	03:53 PM 01/06/2016

\* indicates required field

Details

USUHS Department:	Family Medicine
Position Type (FOR DEPT CHAIR):	Instructor

Attachments

Your USUHS appointment is nearly complete. You have your official USUHS Appointment Letter. Download the letter, sign the letter, upload the signed letter and then submit by clicking approve.

CV:	Aloha.docx - (21KB - File successfully uploaded.)	download
USU 107:	Aloha.docx - (21KB - File successfully uploaded.)	download
Completed USU Faculty Form:	Aloha.docx - (21KB - File successfully uploaded.)	download
Letter of Support:	Aloha.docx - (21KB - File successfully uploaded.)	download
Command Letter:		
Appointment Letter:	AppointmentLetter.docx - (21KB - File successfully uploaded.)	1. download
Signed Appointment Letter:	Choose File No file chosen	3. upload reset

4.

Attachments must be 25MB or less

save approve

Access your application on the workflow portal by clicking “Open a Saved/Returned Appointment Request”

1. Download your Appointment Letter
2. Pen or electronically sign your letter
3. Upload your signed Appointment Letter
4. Hit ‘approve’ to submit your signed letter to CHR

## Step 6. CHR Final Processing

When CHR receives your signed Appointment Letter, you will receive an email notification that your application is complete.

Congratulations!

# Tidbits

- At any point, someone in the approval chain can “return to initiator” which is you, the requestor. When this happens you will receive an email with a comment of what needs to be fixed.
- Go to “Open a Saved/Returned Appointment Request” on the workflow portal, fix the problem, and hit ‘submit’ again.
- If you do not hit ‘submit’, no one in the system is notified of the changes you made.



# Questions:

For any questions contact someone

1. Department chair
2. Faculty Development office
  - a. Tom McFate - [Thomas.mcfate.ctr@usuhs.edu](mailto:Thomas.mcfate.ctr@usuhs.edu)
  - b. Jessica Servey - [jessica.servey@usuhs.edu](mailto:jessica.servey@usuhs.edu)