WORK INSTRUCTION | 704.2

ePRMS PI Sign-Off

PURPOSE
The purpose of this work instruction is to guide Principal Investigators on signing off on CPRC submissions in ePRMS.

SCOPE
This work instruction is to be used by Principal Investigators.

INSTRUCTIONS
1. **Log into OnCore:** [https://oncore.umn.edu/login/](https://oncore.umn.edu/login/)
   a. Your login username and password is the same as your x500 login.
   b. Please contact oncore@umn.edu or 612-626-3080 if your OnCore password has expired or you require OnCore training. The OnCore new user request form is at z.umn.edu/oncoreaccess.
   c. While the CPRC does not provide OnCore technical support or training, CPRC staff are available to support staff who are having issues with ePRMS submissions. Please contact ccprc@umn.edu for support.
   d. **[OPTIONAL STEP]** You may wish to configure your Favorites Bar so that Menu items show up on your home page without having to click on the Menu button.

   i. **Option A:** Starring ONLY the Signoff Search item will result in Signoff Search showing up in your home page Favorites.

   ![Option A](image1.png)

   ii. **Option B:** Starring both ePRMS AND Signoff Search will result in ePRMS showing up in your home page Favorites, along with any other sub-ePRMS options you star from the ePRMS drop-down.

   ![Option B](image2.png)
2. Click the ePRMS tab, then Signoff Search:

3. Click **Submit** in the signoff search page (do not enter any information into the search fields):

4. Once you review the summary, click **Signoff Submission**:

   [Click this link to review a pdf of the submission]
5. If you have not yet set your PIN, please do so now:
   a. Click Set PIN

   ![Set PIN Screen](image)

   b. Check email for PIN instructions once you see this message. Email link will expire after 24 hours.

   ![Email PIN Instructions](image)

   c. Click link in email:

   ![OnCore Link](image)

   To set your OnCore PIN, click the link below and follow the on-screen prompts.

   ![Set Your PIN Link](image)

   This link is valid for 24 hours and can only be used once.

   d. Enter PIN according to on-screen requirements. Click Set PIN.

   ![PIN Requirements](image)
6. Check the **PI Signoff** box, type in your PIN, then click **Sign**:

7. Once Signoff is complete, you will see a confirmation screen

**IMPORTANT**: There are no automatic notifications from ePRMS upon PI Signoff execution. If the person submitting your application is waiting for you to complete the signoff, please notify them via email that PI Signoff is complete.

**Revision Tracking**

<table>
<thead>
<tr>
<th>New Version # &amp; Date</th>
<th>Summary of changes</th>
</tr>
</thead>
<tbody>
<tr>
<td>v.2 7/17/2019</td>
<td>Updated to reflect format changes with OnCore v15.4</td>
</tr>
<tr>
<td>v.3 12/13/2019</td>
<td>Updated after user feedback to clarify that automatic notifications are not sent after PI Signoff</td>
</tr>
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