

WORK INSTRUCTION | 704.2

ePRMS PI Sign-Off

PURPOSE

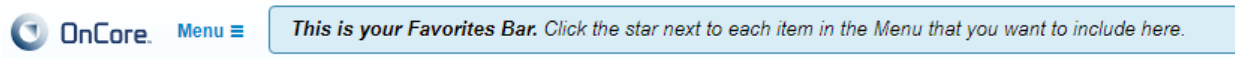
The purpose of this work instruction is to guide Principal Investigators on signing off on CPRC submissions in ePRMS.

SCOPE

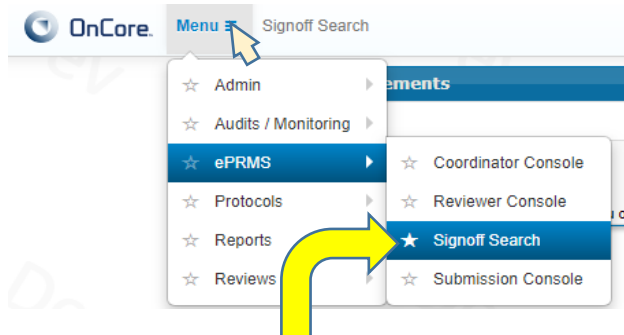
This work instruction is to be used by Principal Investigators.

INSTRUCTIONS

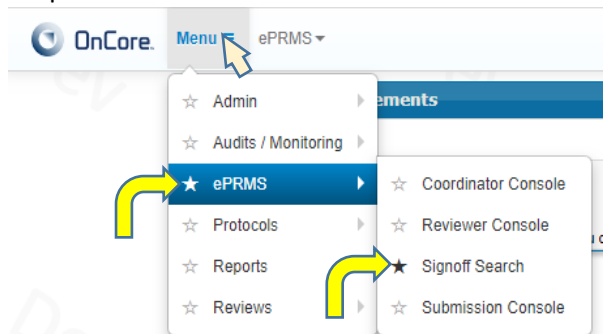
1. **Log into OnCore:** <https://oncore.umn.edu/login/>
 - a. Your login username and password is the same as your x500 login.
 - b. Please contact oncore@umn.edu or [612-626-3080](tel:612-626-3080) if your OnCore password has expired or you require OnCore training. The OnCore new user request form is 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.



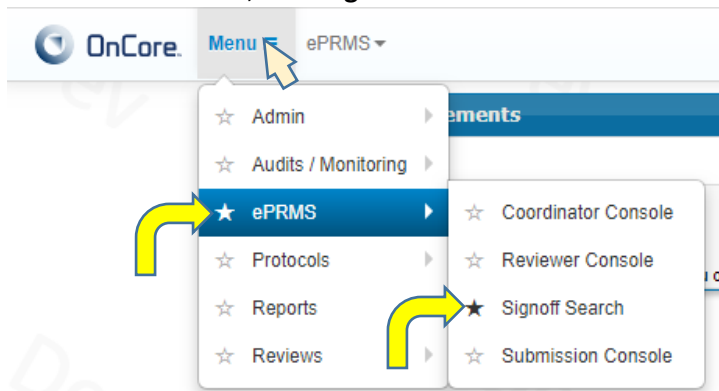
- i. **Option A:** Starring ONLY the **Signoff Search** item will result in **Signoff Search** showing up in your home page Favorites.



- 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.



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):

Signoff Search ?
 Signoff Search
 Submission No:
 Protocol No:
 SRC No:
 Show: ▼
 Signoff:
 Sort by:
Submit Clear
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4. Once you review the summary, click **Signoff Submission**:

Signoff Search Result ?
 Signoff Search Result My Signoffs
 Submission Id: Protocol No: SRC No: Signoff:

 Submission No: 9324

Protocol No:	2019TEST003	SRC No:		Submit Date:		Status:	New
Short Title:							
Signoffs:	PI Signoff						

Documents

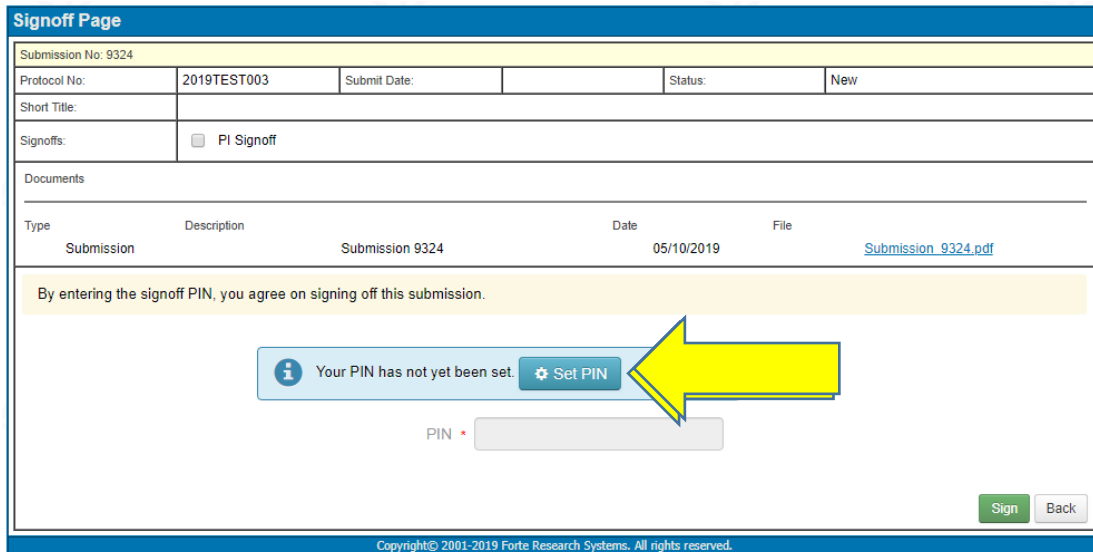
Type	Description	Date	File
Submission	Submission 9324	05/10/2019	Submission 9324.pdf

[Signoff Submission](#)

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5. If you have not yet set your PIN, please do so now:

a. Click **Set PIN**



Signoff Page

Submission No: 9324

Protocol No:	2019TEST003	Submit Date:		Status:	New
Short Title:					
Signoffs:	<input type="checkbox"/> PI Signoff				

Documents

Type	Description	Date	File
Submission	Submission 9324	05/10/2019	Submission_9324.pdf

By entering the signoff PIN, you agree on signing off this submission.

Your PIN has not yet been set. **Set PIN**

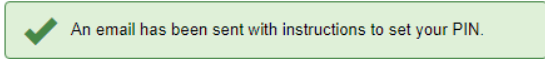
PIN *

Sign Back

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

By entering the signoff PIN, you agree on signing off this submission.



PIN *

c. Click link in email:

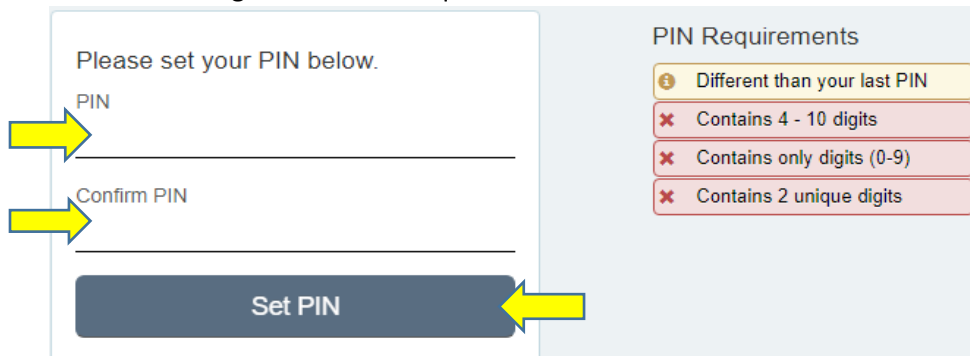


To set your OnCore PIN, click the link below and follow the on-screen prompts.



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

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







Please set your PIN below.

PIN

Confirm PIN

Set PIN

PIN Requirements

-  Different than your last PIN
-  Contains 4 - 10 digits
-  Contains only digits (0-9)
-  Contains 2 unique digits

6. Check the **PI Signoff** box, type in your PIN, then click **Sign**:

Signoff Page

Submission No: 9324					
Protocol No:	2019TEST003	Submit Date:		Status:	New
Short Title:					
Signoffs:	<input type="checkbox"/> PI Signoff				
Documents					
Type	Description		Date	File	
Submission	Submission 9324		05/10/2019	Submission 9324.pdf	

By entering the signoff PIN, you agree on signing off this submission.

PIN *

[Forgot your PIN?](#)

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

Signoff Page

Submission No: 9324					
Protocol No:	2019TEST003	Submit Date:		Status:	New
Short Title:					
Signoffs:					
Signoffs History:	Type	Signed By	Date		
	PI Signoff	CPRC, MCC	05/10/2019		
Documents					
Type	Description		Date	File	
Submission	Submission 9324		05/10/2019	Submission 9324.pdf	

The signoff has been completed.

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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	
New Version # & Date	Summary of changes
v.2 7/17/2019	Updated to reflect format changes with OnCore v15.4
v.3 12/13/2019	Updated after user feedback to clarify that automatic notifications are not sent after PI Signoff