



THE RESEARCH FOUNDATION

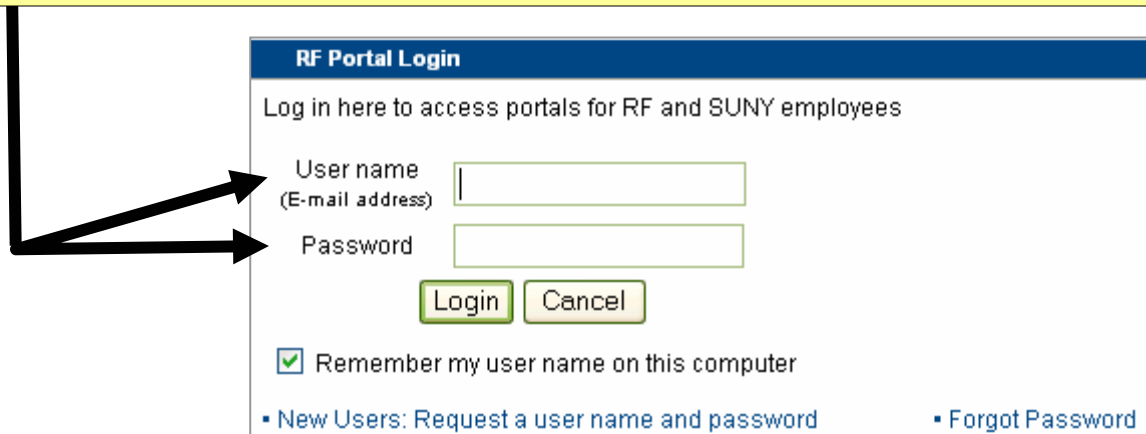
The State University of New York

Linking Your RF Portal Account to Access the PI Award Interface and PIAI Reformatted Layout

May 2007

Log In to the RF Portal

- All users must access the RF business systems, including PIAI, through the RF portal
- Existing portal users, enter your username and password



The screenshot shows a web form titled "RF Portal Login". The form has a blue header bar with the title. Below the header, there is a blue bar with the text "Log in here to access portals for RF and SUNY employees". The form contains two input fields: "User name (E-mail address)" and "Password". Below the input fields are two buttons: "Login" and "Cancel". At the bottom of the form, there is a checkbox labeled "Remember my user name on this computer" which is checked. Below the checkbox are two links: "New Users: Request a user name and password" and "Forgot Password". Two black arrows point from the left side of the slide to the "User name" and "Password" input fields.

RF Portal Login

Log in here to access portals for RF and SUNY employees

User name (E-mail address)

Password

Remember my user name on this computer

[New Users: Request a user name and password](#) [Forgot Password](#)



Principal Investigator Portal Home

PI Award Interface

First time users: Click here to access the applications. (Printable Instructions)

PI Award Interface is not available until your portal account is linked

Initial login requires users to link their RF portal account to their RF PIAI account

- Princ. Investigator Home
- Apply for an Award
- Manage Your Awards
 - > Manage Your Awards
 - > Pay Someone
 - > Buy Something
 - > Travel
- PI Award Interface
- Intellectual Property

Also navigates to the window to link accounts

Principal investigator portal home page

Link Accounts



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More Information Requested

* Indicates required field.

Your Oracle E-Business Suite account has not been linked with the Single Sign-On account that you just entered. Please enter your Oracle E-Business Suite information. The next time you sign on with your Single Sign-On account, it will automatically sign you on to the Oracle E-Business Suite using the following account information.

* Username

* Password

Terminology

- Oracle E-Business Suite account = Oracle account information
- Single Sign-On Account = portal user name

[Logout](#)

- Enter your Oracle account information
 - Oracle username = Location # + (up to) first 6 letters of last name + first 2 letters of first name
 - Example: Mike Johnson at Empire State College: 280johnsomi
 - Oracle password is the same password you've been using to access PIAI
 - If you do not know your Oracle account information, contact [RF Customer Services](#), 518-434-7222
- Click *Apply* to link your accounts



Oracle Applications Screen

- You are taken directly to the Oracle applications screen
- You cannot access the PIAI from this screen

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E-Business Suite

Diagnostics **Home** Logout Preferences Help

Navigator

There are no active responsibilities available for this user.

Indicates you have no responsibilities within the Oracle applications

Favorites

Edit Favorites

You have not selected any favorites. Please use the "Edit Favorites" button to set up your favorites.

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About this Page

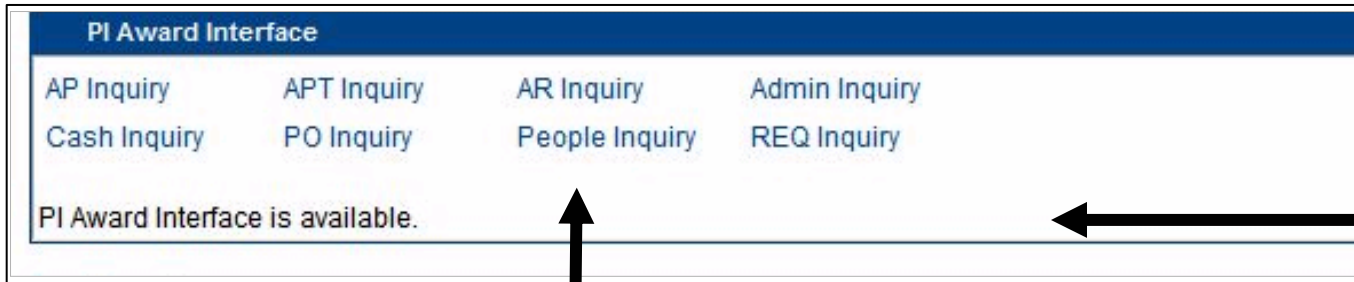
Diagnostics **Home** Logout | Preferences | Help

Privacy Statement

To access the PIAI, click *Home* or close window

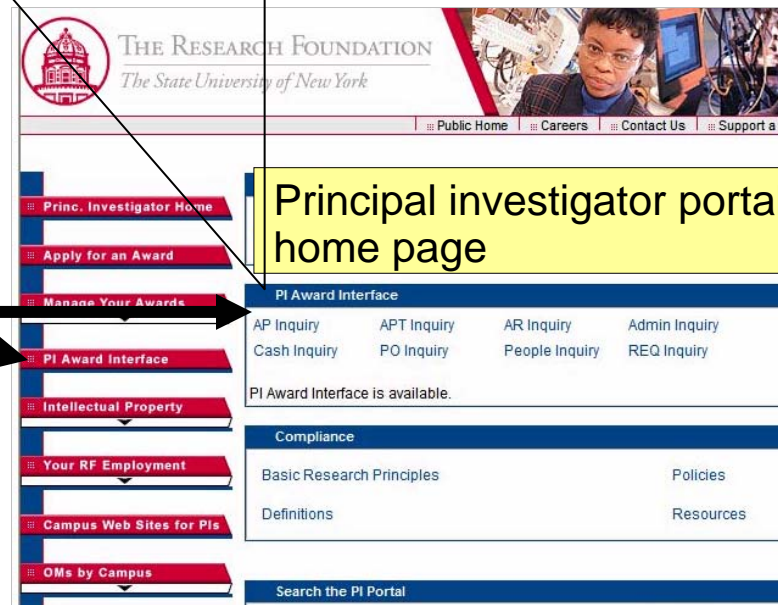
- If you close the window, you need to refresh your home page by clicking the *Refresh* button or logging in to and out of the applications

Access PI Award Interface



Availability of applications included in portlet

- The next time you access the RF portal, your PIAI responsibilities display in the PI Award Interface portlet
- Access the PIAI by clicking a responsibility or through the portlet or the left navigation bar



Principal investigator portal home page



PI Award Interface Form Layout

The screenshot displays the 'PI Award Interface' form layout. At the top left is the logo for 'THE RESEARCH FOUNDATION The State University of New York'. A navigation bar contains links: 'Edit', 'Public Home', 'Careers', 'Contact Us', 'Support a SUNNY Campus', 'Search', and 'Logout'. The main header area includes a welcome message: 'Welcome, John Paris' and 'Current As Of 1:48 PM on July 2, 2006'. The title 'PI Award Interface' is centered, with 'PO Inquiry' below it. A horizontal menu contains 'Business Applications', 'Functions', 'Field Help', 'Function Help', and 'Contact Us'. The form is organized into sections: 'By Purchase Order', 'By PO Description/Release Campus Use', 'By Supplier', and 'By Award/Project/Task'. Each section contains input fields and 'select' buttons. The 'By Award/Project/Task' section includes explanatory text: 'Entering Award Number only will combine all projects funded by the award into one view' and 'Entering Project Number only will combine all awards (including Cost Share awards) that fund the project into one view'. At the bottom of the form are 'Submit' and 'Reset' buttons. Red callout boxes with numbers 1 through 9 point to specific elements: 1 points to the 'PO Inquiry' title; 2 points to the navigation bar; 3 points to 'Field Help'; 4 points to 'Function Help'; 5 points to 'Business Applications'; 6 points to the 'Submit' button; 7 points to the 'Functions' menu item; 8 points to the welcome message; and 9 points to the 'Contact Us' menu item.

Welcome, John Paris
Current As Of 1:48 PM on July 2, 2006

PI Award Interface
PO Inquiry

Business Applications | Functions | Field Help | Function Help | Contact Us

By Purchase Order
Purchase Order Number:

By PO Description/Release Campus Use
PO Description:

By Supplier
Supplier Name:

Create Date From: 01-JUL-2006
Create Date To: 31-OCT-2006

By Award/Project/Task
Award Number: Entering Award Number only will combine all projects funded by the award into one view
Project Number: Entering Project Number only will combine all awards (including Cost Share awards) that fund the project into one view
Task Number:
Create Date From:
Create Date To:

Privacy Policy | Terms of Use | SUNY Web Site

PI Award Interface-Form Changes

1 → PI Award Interface Application name was added to the form with the function name placed directly under it

2 → Exit button replaced by logout link on the portal frame

3 → Field Help button replaced by a link

4 → Function Help button replaced by a link

5 → Main Menu button replaced by a link called Business Applications

6 → Submit and reset buttons moved to the bottom center of the page

7 → Function links moved from the bottom of the form to a link with a drop down list at the top right of the form

8 → Date and time stamp moved from the bottom center of the form to the top left of the form

9 → Email button moved from the bottom right corner of the form to a link called “Contact Us” located on the top right corner of the form



Contact

- RF Customer Services
customerservices@rfsuny.org
518-434-7222

