

Comprehensive Cancer Center



Friday, May 12, 2006

To all UCSF PIs and/or PI's Designees:

This communication is to inform you of changes to the Cancer Center CoreAdmin database.

The PI now has the ability to make the following changes to the CoreAdmin database via <http://coreadmin.ucsf.edu>, without having to go through the Finance Office:

- Add:
 1. new users
 2. FUND/DPA
- Update/Extend/Expire authorizations (within the life of the grant):
 1. Authorizations for existing users
 2. Authorizations to core facilities

The PI may designate someone to handle these transactions. This is accomplished by having the PI provide their username/password information to the Designee. Please note that Cancer Center Finance can not be held responsible for any actions that the designees does on behalf of the PI.

Add new FUND/DPA

To add a new FUND/DPA to the CoreAdmin database, go to the "**Manage Funds**" page. Click on "**Add**". Complete the requested information and click "**Add**". Make sure that the start and end date of the fund is correct. Please conform your Fund title i.e. "Smith – XXXXX", whereas smith is your last name, spaces around the hyphen, followed by the fund title.

Update/Extend existing FUND/DPA

To update existing FUND/DPA, go to the "**Manage Funds**" page, then click on corresponding "**update**" link. Make appropriate changes on the pop-up page, then click "**update**". Sandy Ng will contact you if updating/extending existing FUND/DPA requires documentation (award, continuation letter, or valid explanation).

Authorize Brand New User

To add a brand new user to the CoreAdmin database, go to the "**Manage Funds**" page to make sure that the account (FUND/DPA) to be used is valid, then go to the "**Manage Authorizations**" page. Click on "**Authorize Brand New User**". Complete the requested information; (user's name, email address, box number and phone number are required) and click "**Authorize**".

Authorize Existing User

To authorize a user who is already in the CoreAdmin database to one of your accounts, go to the "**Manage Funds**" page to make sure that the account (FUND/DPA) to be used is valid, then go to the "**Manage Authorizations**" page. Click on "**Authorize Existing User**". Choose a name from the pull-down menu. Complete the requested information and click "**Authorize**".

