To log in and out of eOAE:

1. Type this link in your web browser: https://eresearch.swmed.edu/eIRB
   
   Note: In order to access eOAE, you must be on campus or using VPN.

2. Type your **User Name** and **Password** (same as Outlook) in the corresponding fields.

3. Click **Login**.

4. Click the **My IRB/COI/OAE Home** link at the top right hand corner of the page. This will direct you to your workspace.

5. To logout, click **Logoff** located at the top right hand corner of the screen.

   **Note:** Be sure to allow pop-ups for this application.

To review an Outside Activity Employment Request Form

**Note:** You will receive a system-generated notification informing you that a form is ready for your review.

1. Click the **My IRB/COI/OAE Home** Link at the top right hand corner of the page. **Note:** Verify that **OAE Requester/Approver** role is displayed in the orange box on the left side of the screen. See Roles in the Navigating eOAE section.

2. Click the **Approver Inbox** tab. This is where all of the employment requests form requiring your attention can be found.

3. Click the hyperlinked name of the outside activity employment request form you would like to review. This will take you to the workspace.

4. Click the **Printer Version** button at the top left hand side of the page to view the request form.

5. Click the **Close** button in the upper right corner after viewing the request.

6. Select the applicable activity under **My Activities** on the left side of the page to either **Decline Employment Request**, **Issue Approval** or **Request Changes**.

Contacts

<table>
<thead>
<tr>
<th>COI Office:</th>
<th>214-648-5398 (for faculty and researcher outside employment questions)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Human Resources:</td>
<td>214-648-9840 (for staff outside employment questions)</td>
</tr>
<tr>
<td>Helpdesk:</td>
<td>214-648-7600 (for technical issues)</td>
</tr>
</tbody>
</table>

**To access eResearch via VPN:**

For information about using VPN, enter this link in your browser:

http://www.utsouthwestern.edu/utsw/cda/dept28610/files/73794.html

View the video here: http://vimeo.com/45661153
Navigating eOAE:

**States:** The eOAE system uses “states” to route the request form through the review process. The orange box displayed in the workspace will reflect the current state of the request form.

For example, while the request form is awaiting your review, it will be in **Approver Review** state. If you request changes to the form, it will change to **Approver Review: Response Pending** state.

**Roles:** Depending on your access in the eResearch system, you may have multiple roles. To ensure you are viewing the correct information, click the **My IRB/COI/OAE Home** link. The role displayed in the orange box indicates what role you are viewing. If it is not already displayed in the orange box, click the **OAE Requester/Approver** role from the list underneath the **My Dashboard** section.

**Tabs:** Tabs are used to sort and display information in the system.
- The **My Requester Inbox** tab will display any items requiring your action.
- The **Approver Inbox** tab will display any request forms requiring your review. **Note:** Only department chairs/division chiefs and managers/supervisors will be able to see this tab.
- The **All Approved OAE** tab will display all of your previously approved outside activity employment request forms.
- The **All OAE** tab will display all of your outside activity employment request forms in all states.
- The **History** tab in your workspace displays all activities that have been executed related to your request form.

**eOAE Icon Glossary**

You should see the OAE Requester/Approver role displayed in the orange box after clicking on the **My IRB/COI/OAE Home** link.