1. **VETERANS AFFAIRS MOU FORM APPROVAL PROCESS**

   1. The VA MOU application will send you an email notification confirming that task(s) are pending in your MOU work queue.

   2. If you are outside of the Emory University network (e.g. VAMC location(s) or home), you will have to connect to the Emory University VPN [https://vpn.emory.edu](https://vpn.emory.edu) prior to logging into the system.

   3. Click on the link in the email or go to VA MOU process portal [https://bpm.emory.edu/ProcessPortal/login.jsp](https://bpm.emory.edu/ProcessPortal/login.jsp). Log into the VA MOU application portal using your university netid and password.

   4. From the “My Work” page, click the “Step: Approval” link.

   5. To start the MOU approval process, please review the data in the submitted form. You are given the options to “Accept”, “Save for Later” or “Reject” the submitted MOU form.

      ![Login Page](image)

      The “Accept” button acknowledges approval of the submitted MOU form and advances it to the next step in the approval process.

      The “Save for Later” button allows you to come back and “Accept” or “Reject” the MOU form at a later time or date.

      The “Reject” button will place the submitted MOU form back into the faculty member or proxy queue for correction. After clicking the “Reject” button, a dialog box will appear. This dialog box can be used to add specific comments concerning the reason for rejection. The system will attach a record of the comment to the MOU form for everyone in the approval process to review. Once rejected, the process of submission and approval starts over in each instance.
2 VETERANS AFFAIRS MOU ADMINISTRATION TOOL

The VA MOU application provides functionality to allow system users the capability to retrieve “Completed MOU” (approved) data. You can also check the status of in-progress MOU submissions. Instructions on how to perform task in the administration tool are listed below.

2.1 COMPLETED VA MOU FORMS

1. To access completed MOUs, go to the “My Work” page and click the “VA MOU Admin Portal” link in the right navigation pane.

2. Enter data in any of the applicable search fields on the “Completed MOU” web form and click the “Search for MOU” button. If you entered any data incorrectly, click the “Clear” button to reset the web form.
3. The system will return search results from your query. Click the radio button next to the appropriate MOU data and the system will retrieve the MOU record.

4. Clicking the “Print” button at the bottom of the page generates a PDF version of the MOU record, which can be printed or saved as an electronic file.

Print and Save dialog box:
2.2 IN-PROGRESS VA MOU FORMS

1. To access In-Progress MOUs, go to the “My Work” page and click the “VA MOU Admin Portal” link in the right navigation pane.

   ![Screenshot of VA MOU Admin Portal]

   Click the “In-Progress MOU” tab and enter data in any of the applicable search fields on the “In Progress MOU” web form and click the “Filter List” button. If you entered any data incorrectly, click the “Clear” button to reset the web form. The system will display the progress of the submitted VA MOU form.