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) 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). Log into the VA MOU application portal using your university netid and password.

4. From the “My Work” page, click the “Step: Proxy Form Fill” link.

5. To start the MOU data entry process, please select the type MOU. At this time only “Annual” or “Revised” MOU forms are available for submission.

6. Your next step is to complete the “Hours and Effort” section on the MOU form. This section captures data related to teaching, clinical, administration and project hours spent at both Veterans Affairs Medical Center and Emory University.
After completing the teaching, clinical, and administration hours sections, add project data where applicable in either the Veterans Affairs or Emory University project sections.

To add new project data, click the green “Add Project” button.

If you need to remove any project data, click the minus sign to remove any unwanted entries.

7. You can start the MOU approval process by clicking the “Submit for Approval” button. You can also “Save” your progress at anytime during the data entry process.

Notice: You and your proxy (if applicable) will receive a notice once your submitted VA MOU form completes the approval process. If your VA MOU form is not approved, the form will be placed back in your queue on the “My Work” page. The approver will list possible reason(s) for the rejection. They can be viewed at the bottom of the form. You or your proxy can correct any mistakes and resubmit the VA MOU for approval.

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.

   - Start VA MOU
   - VA MOU Admin Portal

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.
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 your submitted VA MOU form.