CAMPUS APPROVER for Everest K2
Project Initiation Requests and Project Approval Requests

If you are a participant (approver) in the Project Initiation Form and/or Project Approval Form (PIRPAF) workflow and have been assigned a work item, you will either receive an email with a direct link OR you can monitor your worklist with K2 Workspace (described in detail below).

This email will be similar to the example below:

The emails will originate from the sender: k2usrp

The first link is to take action/approve the ePIRPAF.

The second link is to check the status of the ePIRPAF.

From: k2usrp [mailto:k2usrp@fa.ua.edu]
Sent: Thursday, December 12, 2013 2:58 PM
To: Delphine Harris
Subject: PAF Review by Customer Notification for PIR 22

Hello,

If this is your first time using this system, please contact Matt Skinner at 205-348-8845 to schedule a 15 minute training session – either via phone or in person.

-> Click to open worklist item to complete the ORIGINAL PAF FOR 22 Landscape Enhancements/Parking Lot Northeast of Shelby Energy task assigned to you.

To Check the Status of this PIR:

https://everest-sf.fa.ua.edu/Runtime/Runtime/Form/Project+Initiation+Request/?_State=PIR_HISTORY&GUID=B6597479-F314-4327-8816-147A7xyzff

Please email Matt Skinner at mskinner@fa.ua.edu with any questions.

Please note: Do not reply to this email. This mailbox is not monitored for incoming messages.

How do I login?

When participating in an Everest automated workflow process, you will be directed to the login screen below. From here, you will enter your login credentials to access your workflow action items.

Sign In

Sign in with the following format for your User Name:

Financial Affairs users!
FA_NET\username
(Ex: **FA_NET\jdoe**)

Non Financial Affairs users!
K2LDAP:MyBama username
(Ex: **K2LDAP:jmdoe01**)

User Name: _Type your user name_
Password: _Type your password_
☐ Remember Me
[Sign In]

By using specific formatting as highlighted on the login screen, your login credentials can be quickly authenticated within Everest.

- All Campus users (other than Financial Affairs) should login using their MyBama login credentials, you will need to specify "K2LDAP:" in front of your MyBama user name. For example, *K2LDAP:jdoe*. The MyBama password will be the same you use for logging into the MyBama portal.

Workspace login instructions

To action the PAF that has been routed to you for approval outside of the email notification that was sent to your email address please click on the link below.

https://everest.fa.ua.edu/workspace/
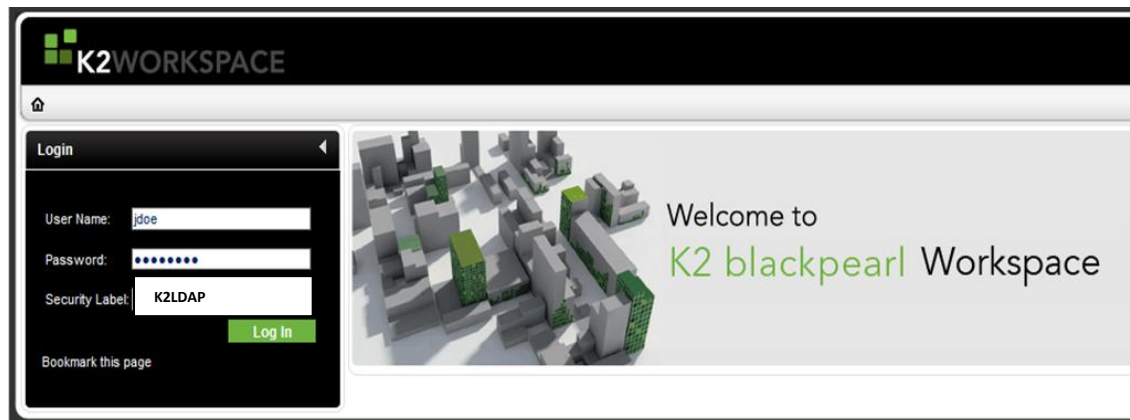
When prompted for a login enter your myBama credentials, please enter:

Your MyBama login id as the username.

Your MyBama password as the password.

K2LDAP as the Security Label.

Once logged in, you will see all the work items that are currently assigned to you. If you have no items assigned to you for action; there will be no items listed. You can open a work item by either of the following:

- Highlighting the item and double-clicking

  or

- Clicking on the down arrow that appears to the right when you hover your mouse over the item Folio and select Open, Hover your mouse cursor over to the PIR number that you would like to action and there will be a dropdown arrow.

Click on this arrow and select open.
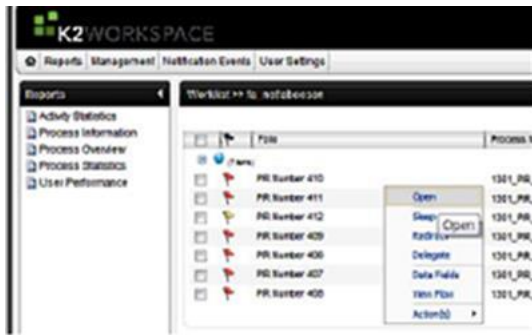
Once the ePIRPAF has been opened, then you can action/modify any fields that are highlighted in blue. You also have the ability to insert comments. If you have any questions and/or would like additional training, please contact Margaret Smith at 205/348-6413 or msmith@fa.ua.edu