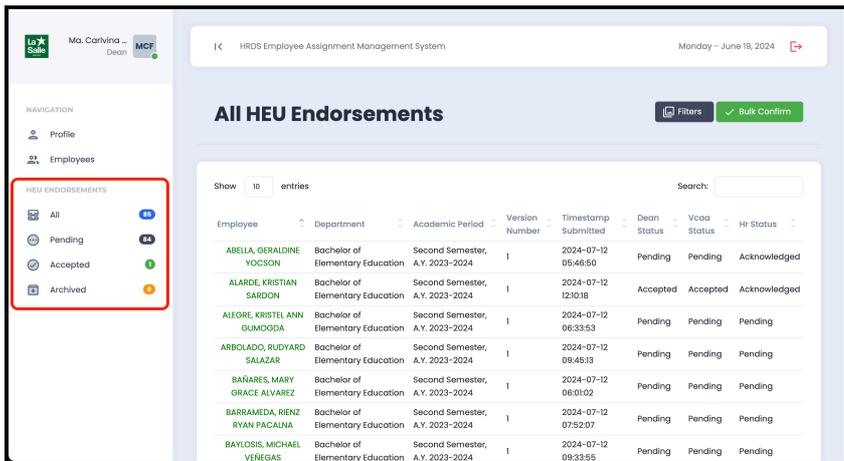
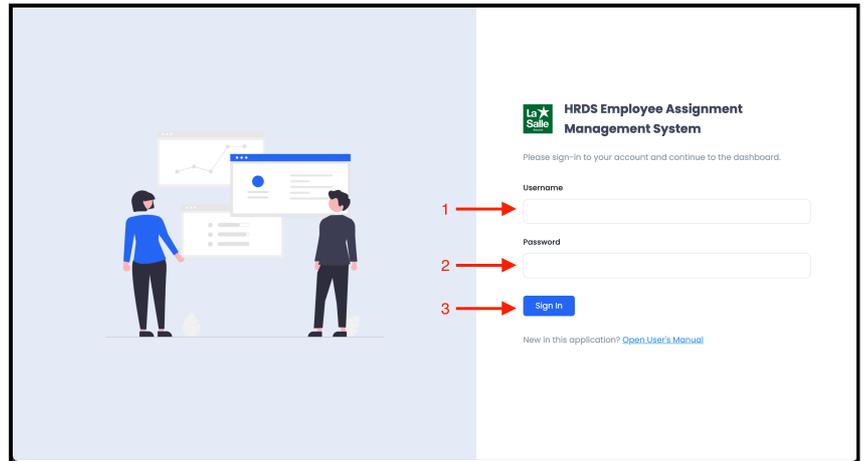


LOA/DOA System Walkthrough for Deans and VCAA

Authentication

1. Visit <https://usls-hrds.com>
2. Enter Username
3. Enter Password
4. Click Sign-in Button

Note: Contact HRDS for assistance in resetting your password.



HEU Endorsements Modules

Note:

All - Shows all endorsements regardless of their status.

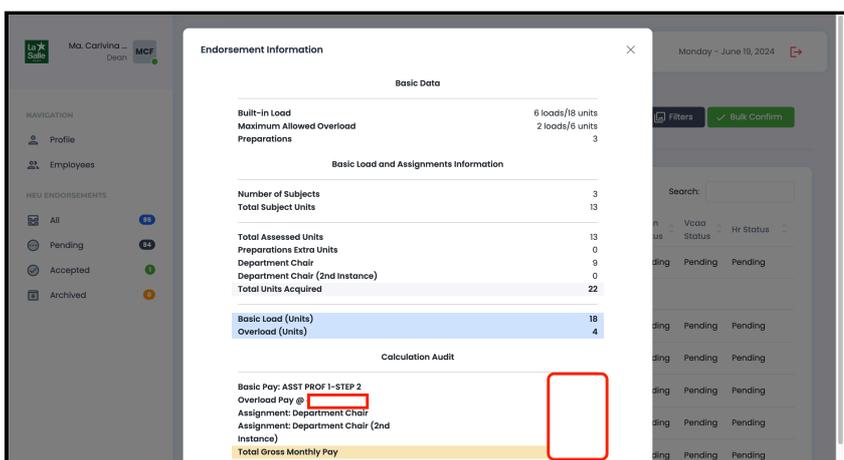
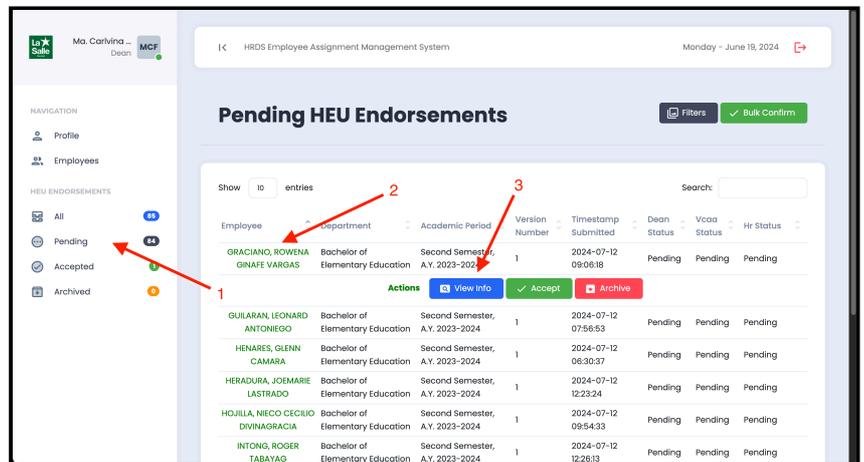
Pending - Shows all pending endorsements

Accepted - Shows all accepted endorsements

Archived - Shows all archived endorsements

Pending HEU Endorsements

1. From the sidebar click on **Pending** under HEU Endorsements
2. Click on selected employee name (green font) to open the actions menu
3. Click on **View Info** button to show endorsement data.



Modifying Employee Information

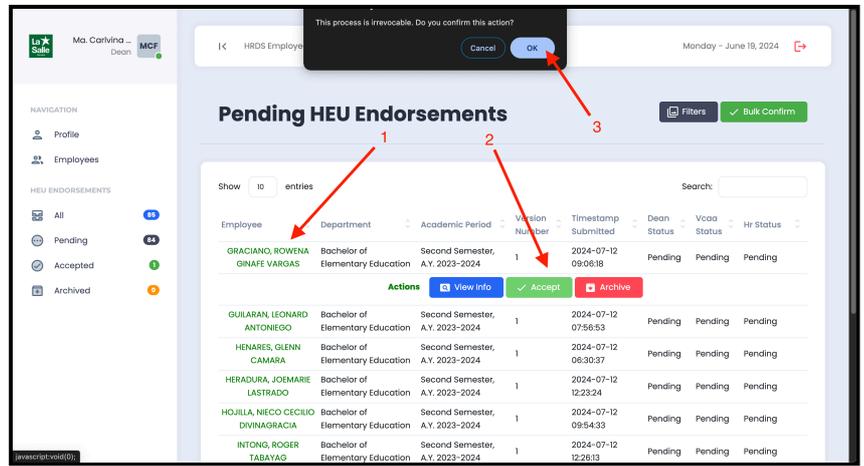
Note: Once **View Info** button is clicked, the endorsement information modal will appear.

1. Verify that the information endorsed is correct.
2. Click the Close icon on the top-right portion of the modal to close it.

Accepting Endorsements

Note: Verify that the information are already correct before accepting the endorsement.

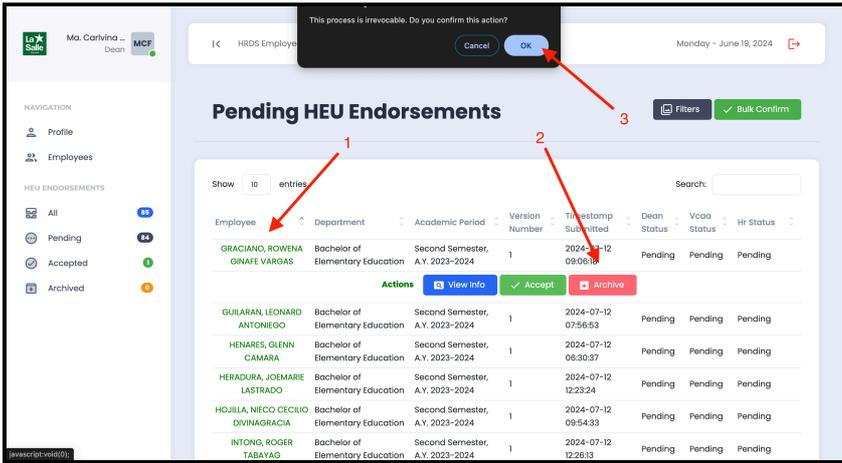
1. From the sidebar, click **Pending** under HEU Endorsements
2. Click on selected employee name (green font) to open the actions menu
3. Click on **Accept Button** and a confirmation prompt will appear.
4. Click on **OK** button submit the endorsement to VCAA/HRDS.



Archiving Endorsements

Note: Once the information is incorrect, you can choose to archive the endorsement instead. This will allow the respective department chairs to review, update, and resubmit the endorsement.

1. From the sidebar, click **Pending** under HEU Endorsements
2. Click on selected employee name (green font) to open the actions menu
3. Click on **Archive Button** and a confirmation prompt will appear.
4. Click on **OK** button submit the endorsement to VCAA.



Bulk Confirm All Pending Endorsements

Note: This allows you to confirm all pending endorsements at once. Note also that this means you have reviewed the pending endorsements and confirmed them.

1. Click on **Bulk Confirm Button** and a confirmation prompt will appear.
2. Click on **OK** perform bulk confirmation of pending endorsements.

