

SCera
University of Southern California
Research Administration Portal

Registration, Login, and Helpdesk Information Guide

<https://aisportal.usc.edu/fis/>

The purpose of the SCera portal is to support the Principal Investigator by providing a central point of access for on-line research administration related services and information

The key tenets for the SCera Portal are:

- *User-friendly interface*
- *Secure authentication*
- *Services designed from the PI's perspective*

Version 1
September 4, 2007

Accessing the SCera Portal:

- Visit the SCera Portal at <https://aisportal.usc.edu/fis/>
- For optimal user experience, it is recommended to use higher versions of the following browsers:
 - Mozilla Firefox 1.5 and higher
 - Internet Explorer 6.0 and higher
 - Netscape 8.0 and higher
- You can download Firefox for free at: <http://www.mozilla.com/en-US/firefox>.
- SCera was designed and built for the *Principal Investigator* in response to feedback and requests for easy-to-use, secure, on-line services to support researchers with limited administrative support
- SCera will continually evolve and be refined with additional features during regular releases
- SCera contains the following features:
 - Ability self-register on-line without having to fill in paperwork
 - Ability to access sponsored projects account information on accounts that you are listed as a PI in the Contracts and Grants system or have WEBBA access to view ASRs for those accounts
 - On-line access to contracts and grants reports that contain award and proposal information
 - Useful directory of links to research departments and news
- Future releases will include single sign-on access to the ISTAR, IACUC, pre-award processing application, on-line effort certification, and reminder alerts

First Time SCera Visitors -

One-Time Self-Registration Process:

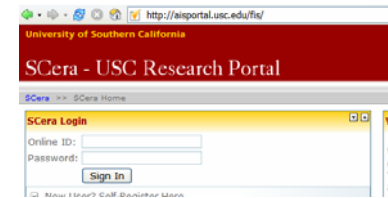
(The following procedure is only done once during your first visit to SCera to securely authenticate yourself to access financial information within the portal)

1. Click on the "New User? Self-Register Here" area under the SCera login box
2. Enter your 10-digit USC ID or your 7-digit employee ID number
3. Enter your home zip code that Payroll Services has on record
4. Enter the last 4 digits of your net pay from your most recent paycheck without the decimal point. This can be found on your green paystub or on www.usc.edu/etrac. If you have not yet had a paycheck, you can enter your home zip code.
5. Enter a Hint – For example you can type "My High School mascot" or "My favorite food".
6. Enter the Hint Answer – Enter the answer to your hint you keyed in above
7. Choose a unique on-line ID – 6 character minimum, no spaces or special characters
8. Choose a password – 6 character minimum with at least one number and one letter, no spaces or special characters
9. Confirm your password – type in your selected password again to confirm it
10. Click Register and the system will notify you on the screen if you were successful.
11. Proceed to Login



Login:

1. Enter the login you selected during the self-registration process
2. Enter the password you selected during the self-registration process
3. Click the Sign In button



Username and Password Reminder:

1. Click on "Forgotten Password. Go Here..."
2. Enter your 10-digit USC ID
3. Click submit button
4. A new password, username and a link to reset your password will be emailed to you at the email address the system has listed on the screen



Need Tech Assistance? Have Feedback?:

1. AIS Helpdesk Assistance - Monday through Friday 8:00-5:00pm you can call 213-740-5857
2. Feedback? Email scera@usc.edu