

UR Requirements Review - Accept Invitation

Last Modified on 11/01/2022 12:45 pm MST

UR Finance/HCM Requirements Review - Accept Invitation

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Please Note

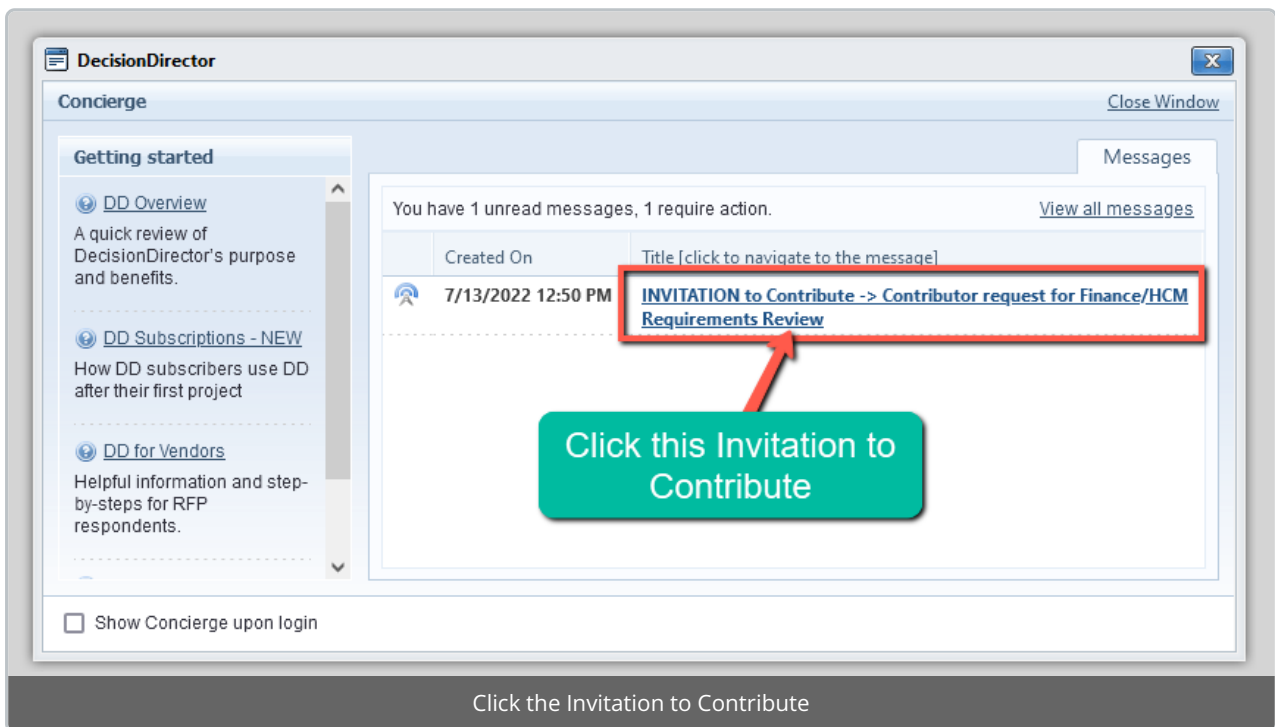
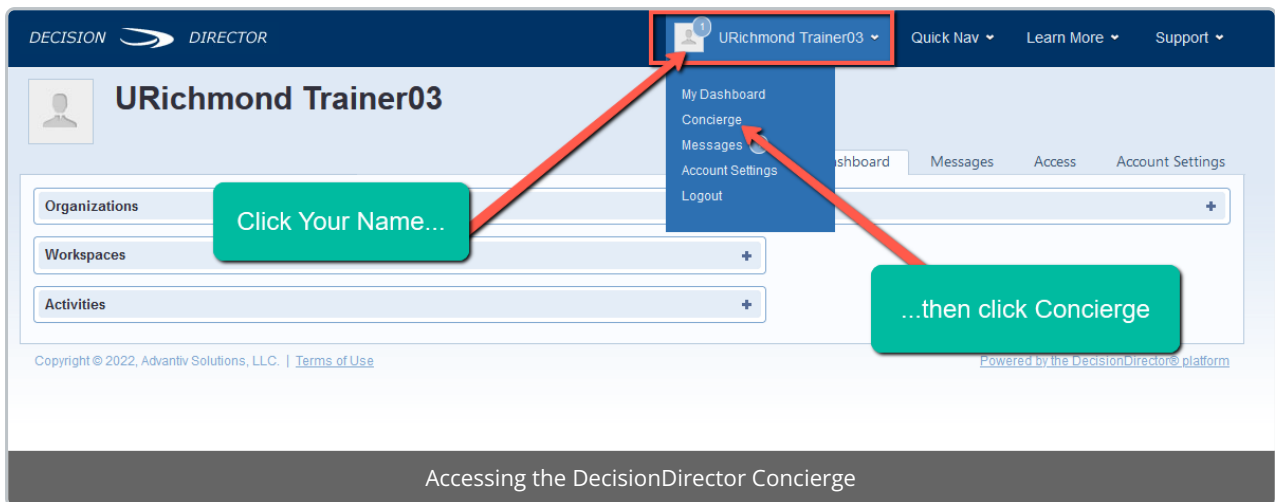
While this page was initially written for the first DecisionDirector activity at UR, the steps for accepting an invitation to participate in ANY activity (requirements review, bid evaluation, demo evaluation, et cetera) are the same.

Welcome

Thank you for agreeing to participate in the requirements review activity in DecisionDirector. This page explains how to accept the invitation to contribute to this important step.

Fast Track to Invitation without the Invitation Email

1. Go to <https://advantiv.decisiondirector.com/>
2. **NOTE: You do not need to create a DecisionDirector account - it has already been created for you.**
3. Login with your email address and your initial password, which is **"URichERP22#" (without the quotes)**.
4. Click your name in the top, dark blue header (shown below).
5. Click **Concierge** from the pull-down menu (shown below).
6. Click the **Invitation to Contribute** presented in the Concierge.



Continue on to the [Accepting the Invitation](#) section further below.

Invitation by Email

You will receive an email from notify@decisiondirector.com with the subject line: "**DecisionDirector - INVITATION to Contribute -> Contributor request for Finance/HCM Requirements Review**". The body of the email is shown below.

1. Click the link that is provided in the email. The link will take you to the login page for DecisionDirector.
2. **NOTE: You do not need to create a DecisionDirector account - it has already been created for you.**
3. **Login with your email address and the password "URichERP22#" (without the quotes).**

From: DecisionDirector <notify@decisiondirector.com>
Sent: Tuesday, July 12, 2022 11:34 PM
To: Craig Foley <craig.foley@morantechnology.com>
Subject: DecisionDirector - INVITATION to Contribute -> Contributor request for Finance/HCM Requirements Review

DecisionDirector®

INVITATION to Contribute -> Contributor request for Finance/HCM Requirements Review

Regarding: Finance/HCM Requirements Review

You have been invited to participate as a contributor in the Finance/HCM Requirements Review activity. If you are able to participate, please Accept this invitation, and the activity will appear on your dashboard. Otherwise, you may Decline this invitation.

Additional Message Text

For your review

Invitation expires on: 7/29/2022 5:00:00 PM

To view or act upon this message, please click the link below:

<https://advantiv.decisiondirector.com/users/cfoley/messages/85a93d63-ef51-47d2-a410-6e3d6fc08d6b>

To access DecisionDirector, please click the link below:

<https://advantiv.decisiondirector.com>

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To ensure you keep receiving emails as specified for your account, add the following e-mail address to your contacts or safe list: notify@decisiondirector.com

This email was sent to the following email address: craig.foley@morantechnology.com

Please do not reply to this email

Click this link to access your DecisionDirector account.

You will login with your email address.

Your initial password is URichERP22#

Invitation Email from DecisionDirector

DECISION  DIRECTOR

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Login

Email:

Password:

[Login](#)

[Forgot your password?](#)

Don't have an Account?

Sign up and you'll be ready to join whatever projects await you!

[Signup](#)

[Learn More - Account Benefits](#)

DecisionDirector® - A Collaborative Planning and Complex Procurement Support System

DecisionDirector Login Page

When you've logged in, you will be taken to the Invitation message. Follow the steps below to accept the invitation.

Accepting the Invitation

1. Click **Accept...**

The screenshot shows the user interface for URichmond Trainer03. The top navigation bar includes the 'DECISION DIRECTOR' logo, the user's name 'URichmond Trainer03', and links for 'Quick Nav', 'Learn More', and 'Support'. The main header area displays the user's profile and the title 'URichmond Trainer03'. Below this, there are tabs for 'Dashboard', 'Messages', 'Access', and 'Account Settings'. The 'Messages' tab is active, showing a list of messages. One message is visible: 'INVITATION to Contribute -> Contributor request for Finance/HCM Requirements Review', created on 7/13/2022 at 12:50 PM. The message details are expanded, showing the subject 'INVITATION to Contribute -> Contributor request for Finance/HCM Requirements Review', the date '7/13/2022 12:50 PM MST', and the message type 'Invitation'. The body of the message states: 'You have been invited to participate as a contributor in the Finance/HCM Requirements Review activity. If you are able to participate, please Accept this invitation, and the activity will appear on your dashboard. Otherwise, you may Decline this invitation.' It also includes an 'Additional Message Text' section with details about the user's account and a link to the help page. At the bottom of the message details, there is a red box around the 'Accept...' button, and a red arrow points from a green callout box labeled 'Click Accept...' to this button. The footer of the page includes copyright information for Advantiv Solutions, LLC and a link to the Terms of Use, as well as a note that the platform is powered by the DecisionDirector®.

DECISION DIRECTOR

URichmond Trainer03

Quick Nav Learn More Support

Dashboard Messages Access Account Settings

Messages

Created On	Title
7/13/2022 12:50 PM	INVITATION to Contribute -> Contributor request for Finance/HCM Requirements Review

Message Details

Mark as Read Delete

INVITATION to Contribute -> Contributor request for Finance/HCM Requirements Review

Regarding: Finance/HCM Requirements Review
Created On: 7/13/2022 12:50 PM MST
Message Type: Invitation

You have been invited to participate as a contributor in the Finance/HCM Requirements Review activity. If you are able to participate, please Accept this invitation, and the activity will appear on your dashboard. Otherwise, you may Decline this invitation.

Additional Message Text
URichmond ERP Your DecisionDirector account has already been created for you. Your username is your Campbell email address, the same address to which this invitation was sent. Your initial password is URichERP22#. You may change it after you log in. For more information, visit: <https://help.decisiondirector.com/help/ur-fin-hcm-requirements-review>

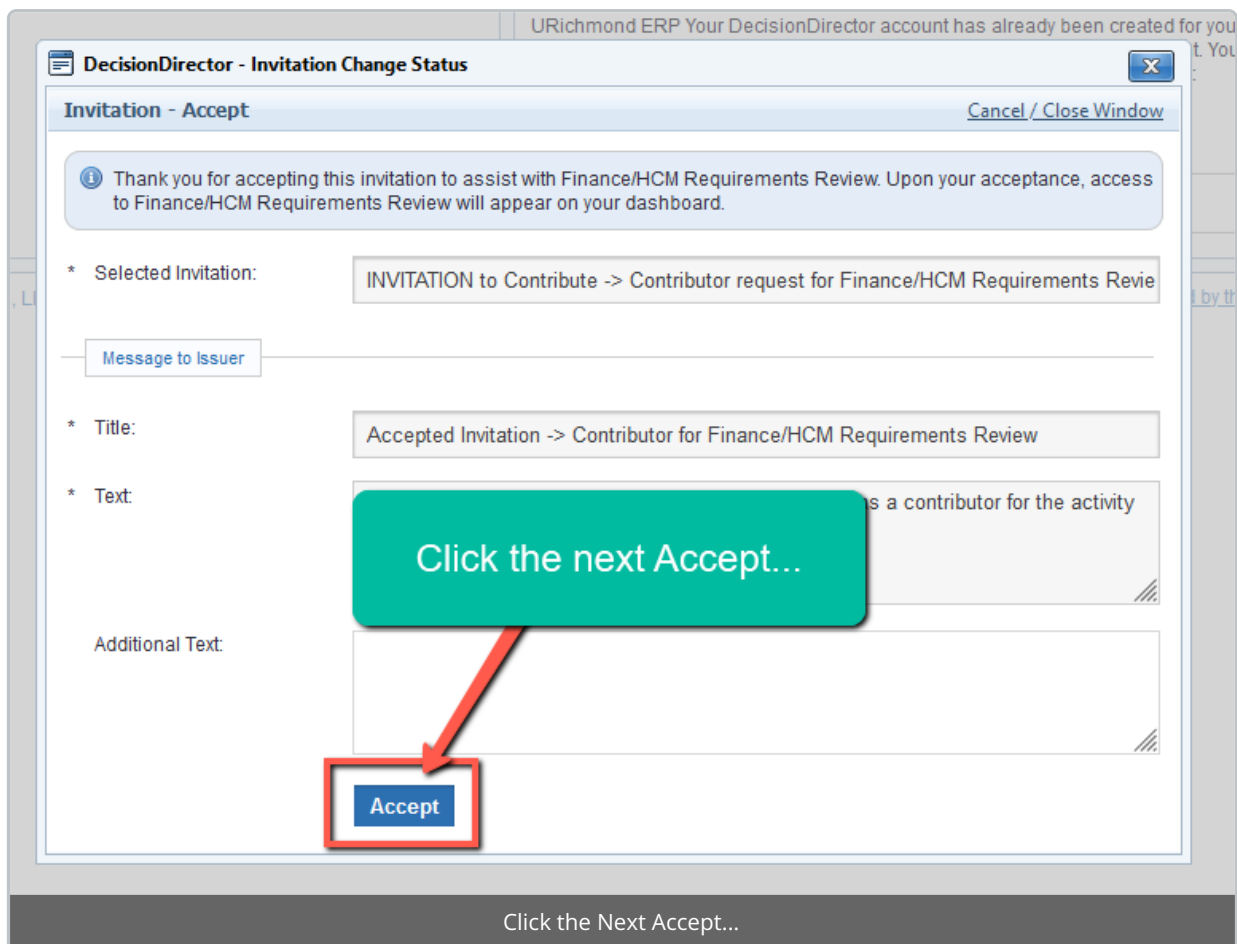
Invitation expires on: 7/19/2022 8:00:00 PM

Invitation (Current Status = Invited): **Accept...** Decline...

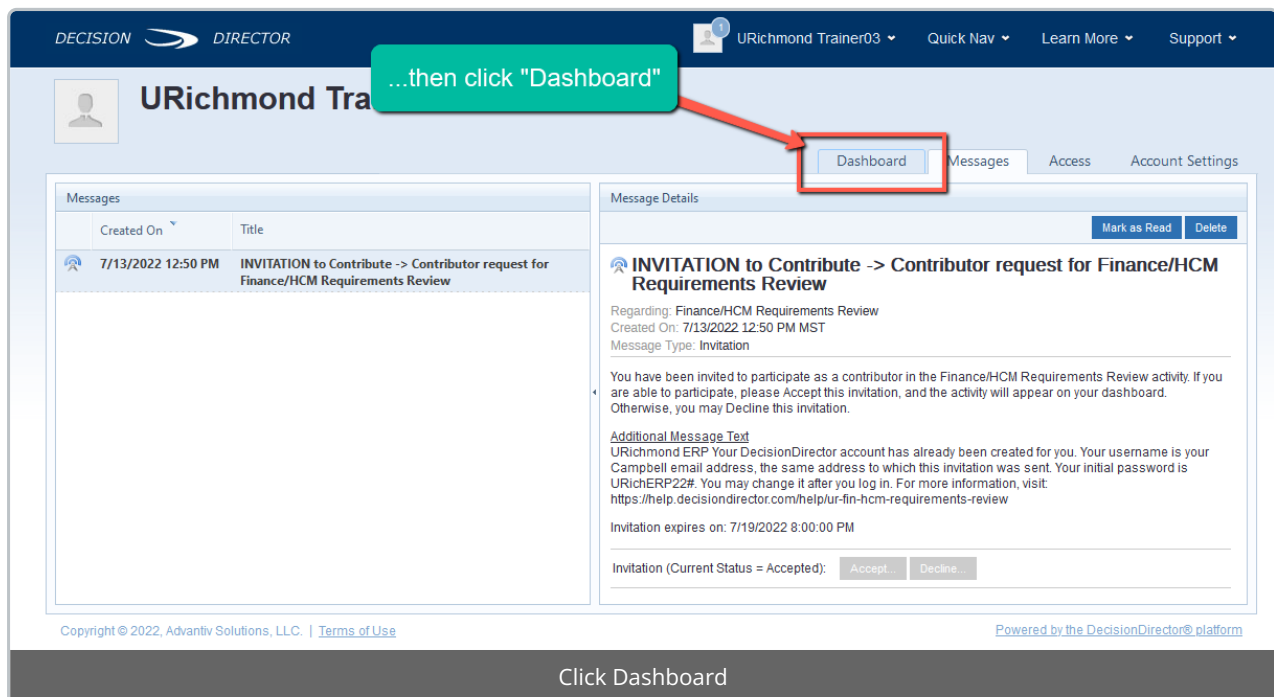
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Click Accept...

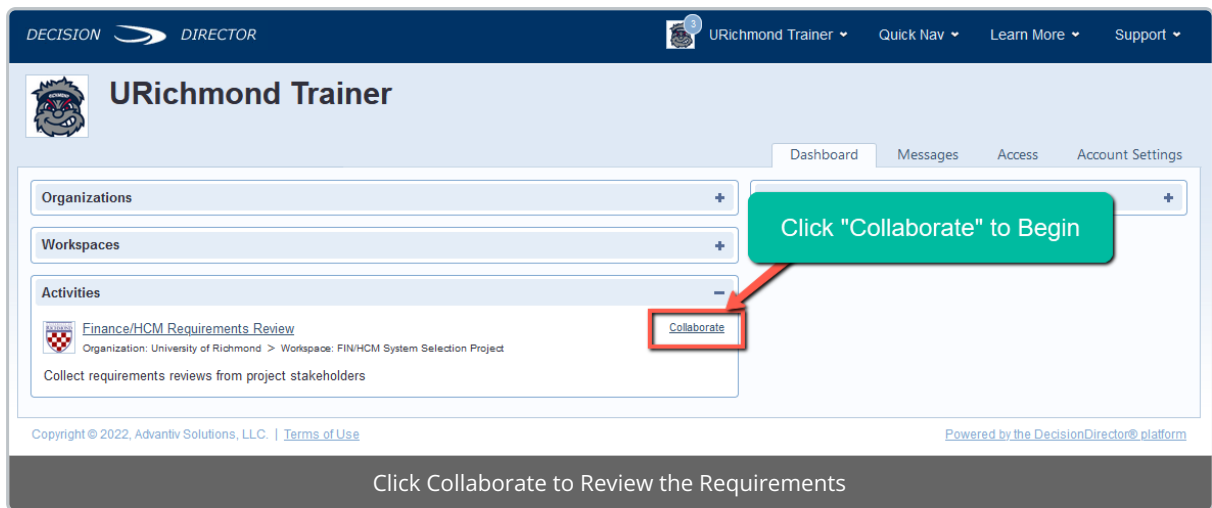
2. Click **Accept** on the pop-up that will appear



3. Click the **Dashboard** tab



4. Click **Collaborate** to review the requirements (for further instructions, see [UR Finance/HCM Requirements Review](#)).



Requirements Validation Instructions

See [UR Finance/HCM Requirements Review](#) for complete instructions.

OPTIONAL: Setting a New Password

Although not required, you may wish to set a new password for your DecisionDirector account.

To set a different password:

1. Click the dropdown menu by your name and select “ **Account Settings**”
2. Navigate to “**Credentials / Change Password**” on the left hand menu
3. Click “**Change Password**”
4. Enter your new password and click “**Save**”. This will set a permanent password for your account.

Questions?

If you have questions about the requirements review process, please contact:

Kris Nordlie and Craig Foley with Moran Technology Consulting at:

richmond@morantechnology.com

For questions about DecisionDirector, please contact support@advantiv.com.