

# 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

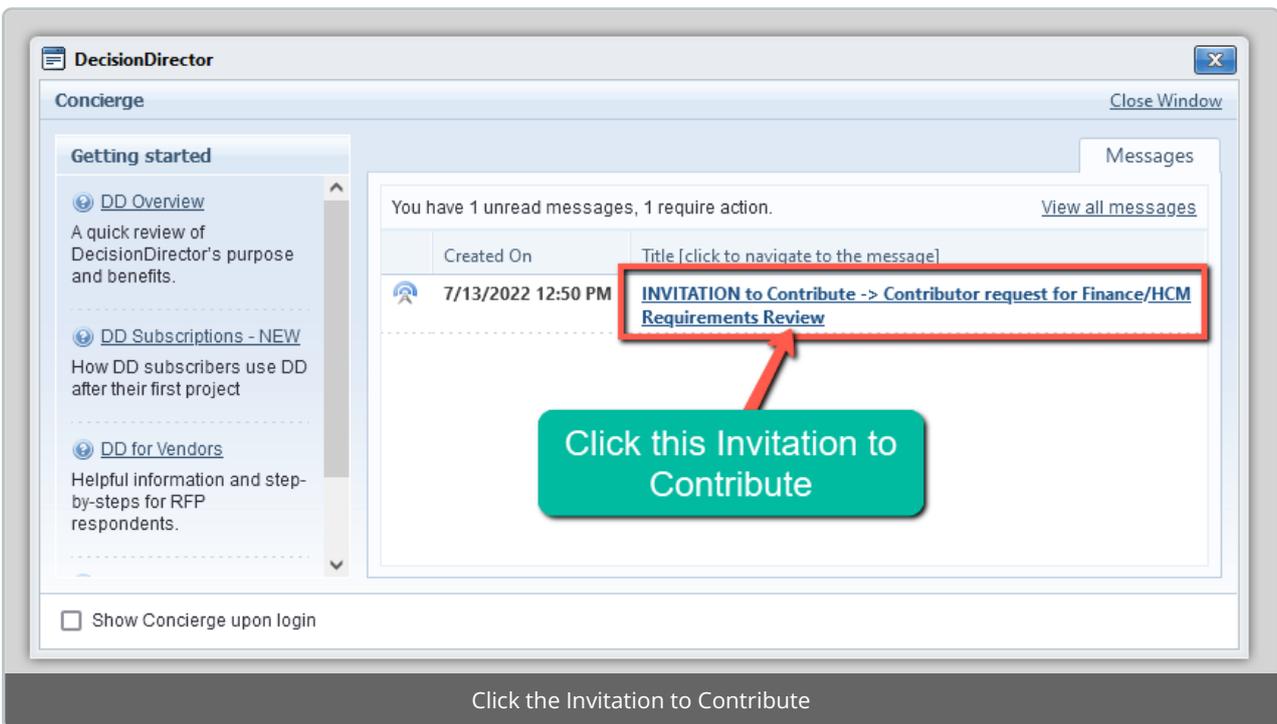
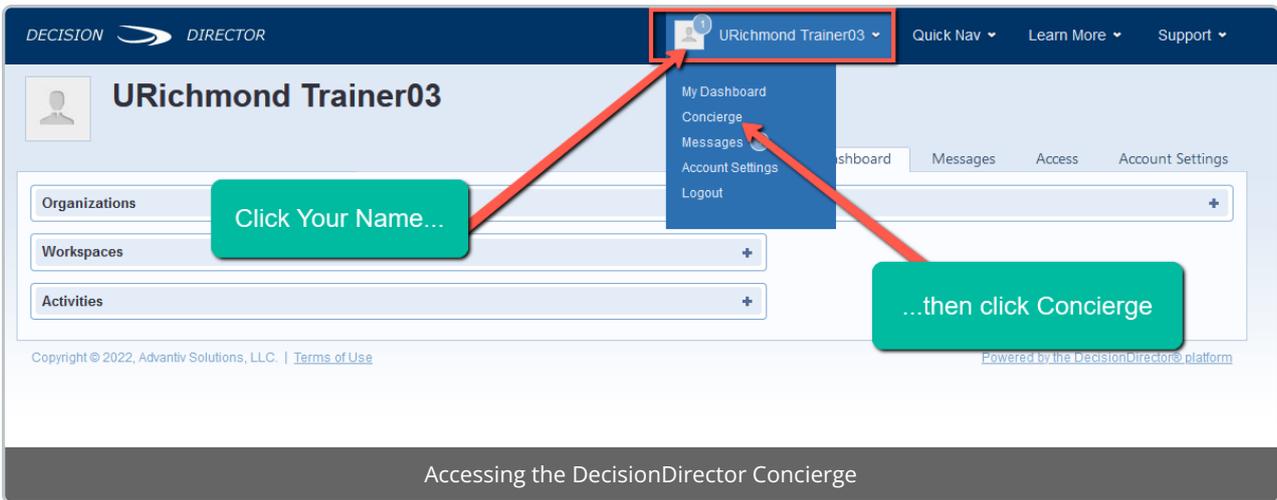
While this page was initially written for the first DecisionDirector activity at UR, the steps for accepting an invitation to participate in ANY activity (requirements review, bid evaluation, demo evaluation, et cetera) are the same.

## 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](mailto: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](mailto:notify@decisiondirector.com)

This email was sent to the following email address: [craig.foley@morantechnology.com](mailto: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

[Login](#)

[Learn More](#)

[Support](#)



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

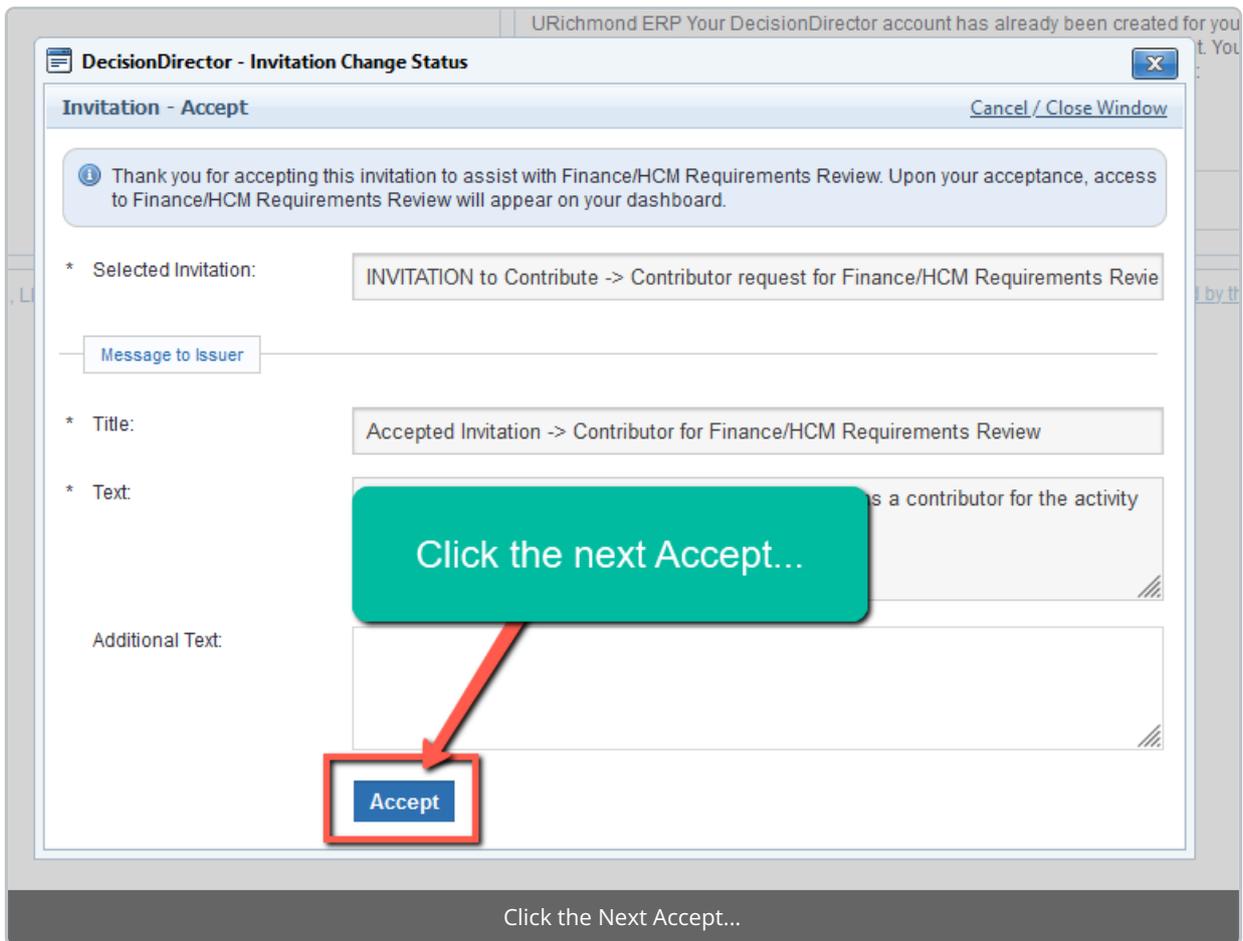
When you've logged in, you will be taken to the Invitation message. Follow the steps below to accept the invitation.

# Accepting the Invitation

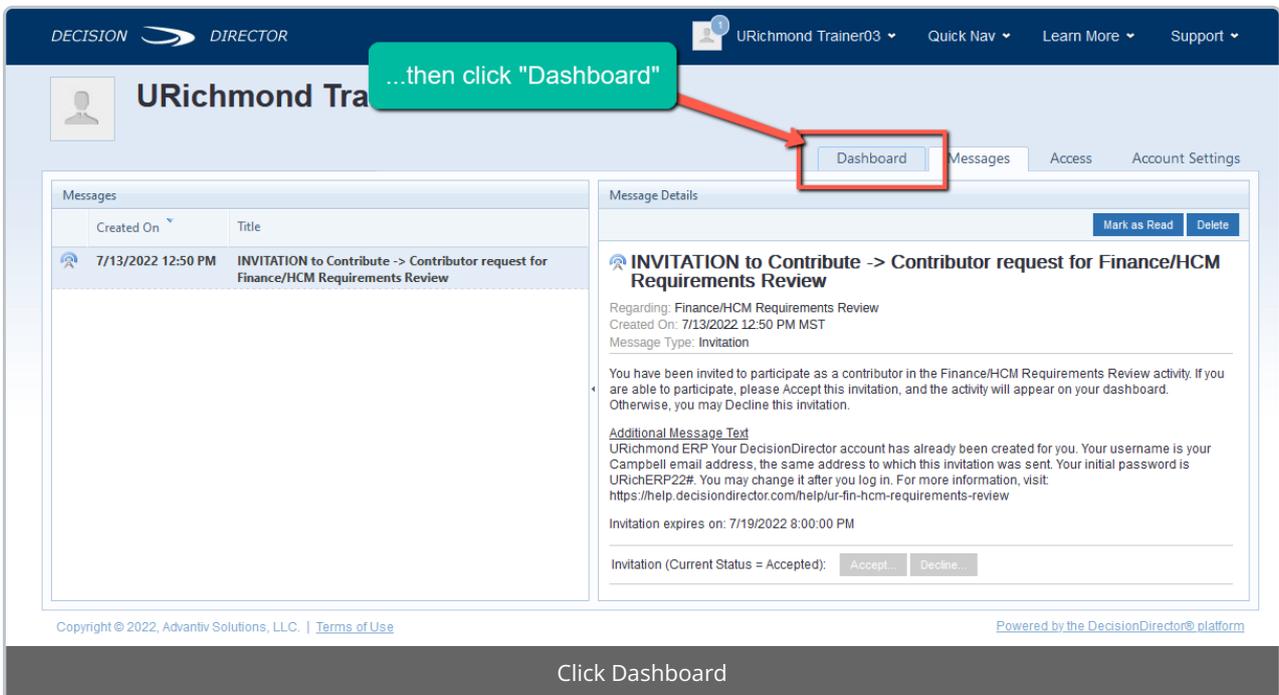
1. Click **Accept...**

The screenshot displays the Decision Director user interface for 'URichmond Trainer03'. The top navigation bar includes 'DECISION DIRECTOR', a user profile icon, and links for 'Quick Nav', 'Learn More', and 'Support'. The main header shows the user's name and a navigation menu with 'Dashboard', 'Messages', 'Access', and 'Account Settings'. The 'Messages' section on the left contains a table with one entry: '7/13/2022 12:50 PM' and 'INVITATION to Contribute -> Contributor request for Finance/HCM Requirements Review'. The 'Message Details' section on the right shows the full text of the invitation, including 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 explains the invitation and provides additional information. At the bottom of the message details, there are two buttons: 'Accept...' and 'Decline...'. A red box highlights the 'Accept...' button, and a red arrow points to it from a green callout box labeled 'Click Accept...'. The footer of the page contains copyright information and a link to the Terms of Use.

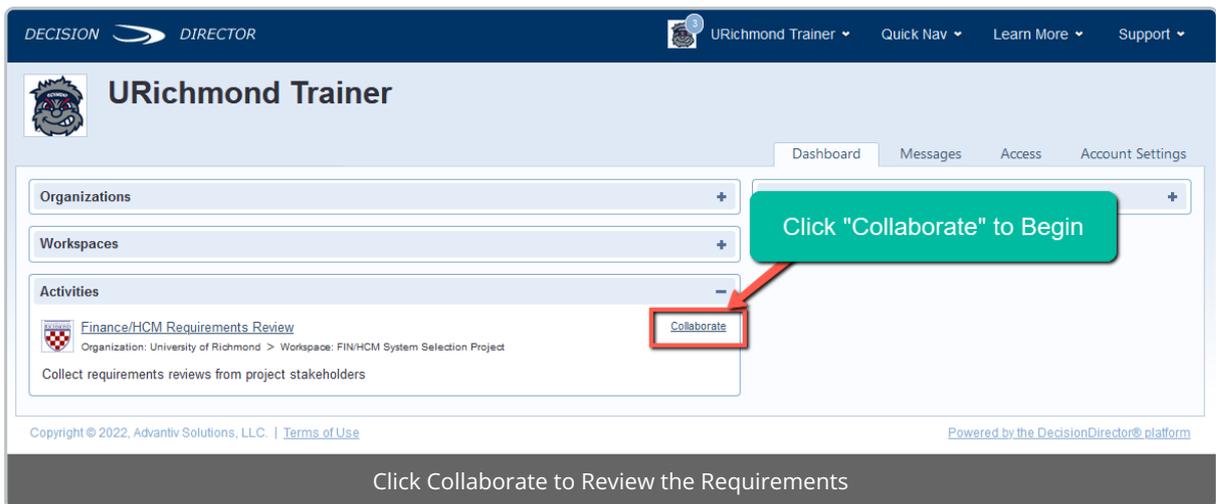
2. Click **Accept** on the pop-up that will appear



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](mailto:richmond@morantechnology.com)

For questions about DecisionDirector, please contact [support@advantiv.com](mailto:support@advantiv.com).