The EPCS User Profile Update  
EPCS User marked as a DGA

Reminder: When logged into EPCS, please ensure the Submitting Unit(s) and the Administering Unit(s) DGA assignments are up-to-date and current.

1. The EPCS programming for the eMail e-mail address field has been updated.

2. This EPCS programming update is applicable to the User Maintenance section of EPCS which the DGA has access to when logging into EPCS.

3. The eMail e-mail address field can be left unchanged. If unchanged, the EPCS programming and associated e-mail notifications are unchanged.
   a. The EPCS User’s e-mail <Duck ID>@uoregon.edu e-mail address (UO Email address) is unchanged.
   b. The “Don’t update eMail from Banner” checkbox is not checked.
   c. A Guidance statement appears below the eMail e-mail address field, “Guidance: e-mails sent from the EPCS system use the eMail address above (includes the DGA lookup webpage e-mail address if the DGA Lookup e-mail field below is empty), except the payroll certification e-mails which are sent based on the DGA contact information assigned to the grant in Banner. E-mails sent via a listserv use the UO Email address noted below.”

4. If an EPCS User wishes to enter an e-mail address in this field, this can be done, however, if done, the new eMail e-mail address field must contain an e-mail ending in “uoregon.edu.” The EPCS system will not accept an e-mail address not ending in “uoregon.edu” and alert the User by throwing an error message. The “Don’t update eMail from Banner” checkbox is then checked.

5. The DGA Lookup Email address field:
   a. If the DGA Lookup Email address field is empty, the DGA Lookup page on the OVPRI website will reference the EPCS User’s “eMail,” UO e-mail <Duck ID>@uoregon.edu e-mail address (UO Email address). There are no e-mail distribution changes in EPCS.
   b. When the DGA Lookup Email address field has an entry in it, the e-mail address must contain an e-mail ending in “uoregon.edu.” The OVPRI website is programmed to update periodically, so it will update automatically within 24 hours to show the e-mail address entered in the DGA Lookup Email address field. There are no e-mail distribution changes in EPCS associated with the DGA Lookup Email address field.

6. Three Examples are provided below for reference.
Example #01 - No Changes: In the Example (screenshot below from the User Maintenance section of EPCS), the “eMail” address field is unchanged and the DGA Lookup Email address field is empty. This means e-mails sent from the EPCS system use the eMail address (UO Email address) which includes the DGA lookup webpage e-mail address since, in this example, the DGA Lookup e-mail field below is empty, except the payroll certification e-mails which are sent based on the DGA contact information assigned to the grant in Banner. E-mails sent via a listserv use the EPCS User’s UO e-mail <Duck ID>@uoregon.edu e-mail address (UO Email address). There are no other e-mail distribution changes in EPCS.
Example #02 - DGA Lookup Email: The DGA Lookup Email address field now has an entry in it. In the Example (screenshot below from the User Maintenance section of EPCS), the “eMail” address field is unchanged, but the DGA Lookup Email address field now has an entry in it. This means e-mails sent from the EPCS system use the eMail address (UO Email address) which will now not include the DGA lookup webpage e-mail address, but will still send all EPCS e-mail notifications referencing the eMail address (UO Email address), except the payroll certification e-mails which are sent based on the DGA contact information assigned to the grant in Banner. The DGA Lookup webpage on the OVPRI website will display the new DGA Lookup Email address within 24 hours. E-mails sent via a listserv use the EPCS User’s UO e-mail <Duck ID>@uoregon.edu e-mail address. There are no other e-mail distribution changes in EPCS.
Example #03 – eMail address and DGA Lookup Email: The eMail and the DGA Lookup Email address field both now have entries. In the Example (screenshot below from the User Maintenance section of EPCS), e-mails sent from the EPCS system use the eMail address instead of the UO Email address which will now include the DGA lookup webpage e-mail address. The checkbox for “Don’t update eMail from Banner” checkbox is checked, preventing the EPCS system from automatically updating the e-mail address back to the (UO Email address) from the Banner System. The EPCS System will now send all EPCS e-mail notifications referencing the new eMail address, except the payroll certification e-mails which are sent based on the DGA contact information assigned to the grant in Banner. The DGA Lookup webpage on the OVPRI website will display the new DGA Lookup Email address within 24 hours. E-mails sent via a listserv use the EPCS User’s <Duck ID>@uoregon.edu e-mail address (UO Email address).