

**Advance Web AWA**

How to Access AWA: <https://advanceweb.psu.edu>

Password: You will log in and set your password during the Introduction to Advance Web (AWA) training session. You cannot access AWA prior to attending this session. If you forget your password, please email ddarsecurity@psu.edu.

Definition: Advance Oracle database that houses data on alumni, donors, and prospects.



How to Access LP3: <https://lp3.ddar.psu.edu>

Password: PSU Access Account User ID and Password.

Definition: Internal web site for the Division of Development and Alumni Relations staff.

**IBM Notes**

How to Access IBM Notes: DDAR Support will install IBM Notes on your computer. If your office is not within DDAR's central administration group, your IT support can go to <http://ibmnotes.psu.edu> for installation instructions.

Password: You will receive an email with your password. If you need your password reset email ddarsupport@psu.edu.

Definition: An application that contains Division databases and web applications.

**eDDS (Electronic Document Distribution System)**

How to Access eDDS: <https://dms.ais.psu.edu> choose eDDS. If you are not paid by DDAR, you will need to contact the ASR for your unit to request access. You will receive an email when this access has been granted.

Password: Log in via WebAccess.

Definition: eDDS is a tool that enables users to access and view reports through the Web.

**iFiles**

How to Access iFiles: AWA

Password: You will receive an email regarding 'iFiles Access' with your password to log in to iFiles.

Definition: A web-based application within AWA providing access to view donor scanned documents.

Advancement Business Intelligence (ABI)

How to Access ABI: <https://abi.psu.edu> or under PSU Links in AWA

Password: Log in via WebAccess

Definition: Provides various dashboards consisting of links to ready-made reports.



How to Access GuideLION: guidelion.psu.edu

Password: IBM Notes Username and Password (see IBM Notes).

Definition: Guideline Agreements & Statements of Donor Intent application.



How to Access eSteward: Access and training for the eSteward system is customized and should be coordinated through your unit stewardship contact or send an email to stewardship@psu.edu.

Definition: eSteward provides a unifying interface to the many sources of stewardship-related data.

**IBIS (Integrated Business Information System)**

How to Access IBIS: Access is requested by the department and requires the completion of an additional form by the new employee and a securID token - [Systems Access Request Form for IBIS](#).

Definition: Electronic business system used to process financial forms.

**ERS (Employee Reimbursement System)**

How to Access ERS: <https://ers.psu.edu> -New employees will be added to the ERS employee file the next business day after the appointment form is completed and the employee is in the HR system.

Password: Log in via WebAccess

Definition: ERS is used to compensate employees for expenses incurred while on travel status and to pay for group meal and meeting expenses.



How to Access WorkLion: <https://worklion.psu.edu/>

Password: Log in via WebAccess

Definition: Penn State's human resources portal. Includes Penn State's HR and payroll system, Workday.



How to Access Workday: Workday icon in WorkLion

Definition: Penn State's HR and Payroll system.

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