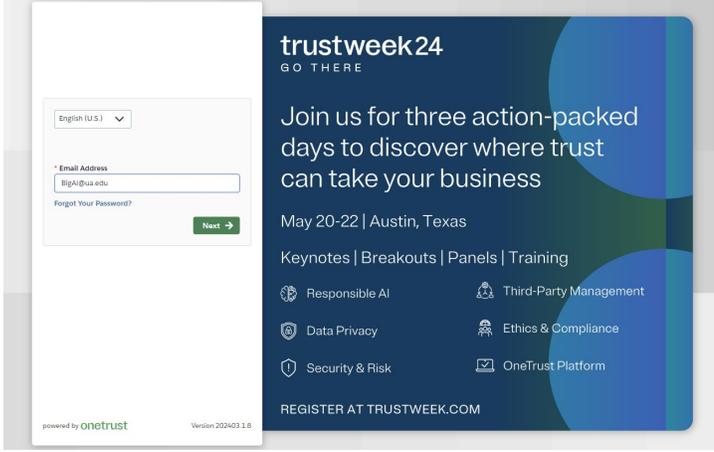
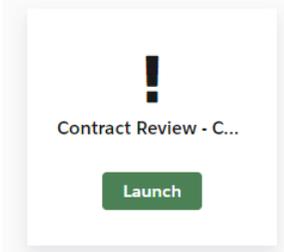


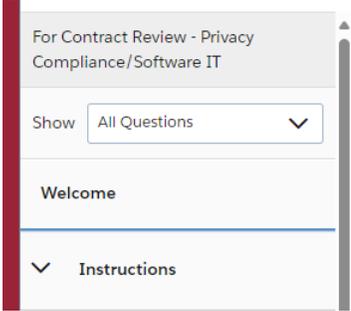
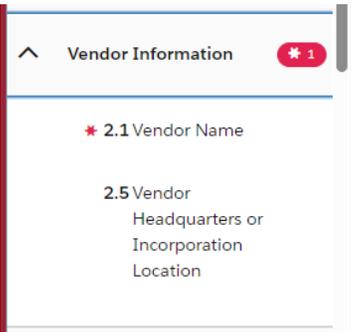
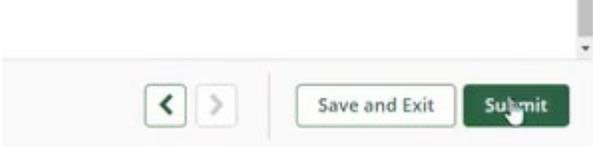
# Compliance Software Contract Review Portal Guide, OneTrust

The Compliance Software Contract Review Form collects pertinent information about prospective new or existing IT vendors and hardware, software platforms and IT service needs. Using this information, we evaluate the contract and determine if adopting the product would compromise UA's compliance and legal obligations and/or information security.

Departments should submit this form if they are interested in working with any IT vendor and/or software platform. This form should be completed and approved prior to uploading any contract documents in the Procurement Contract Portal.

The form needs to be filled out in as much detail as possible, including full and accurate contact information, any contracts/paperwork available from the vendor and costs associated with the project. This will initiate the review process, where various campus partners will review to ensure compliance and legal obligations are satisfied. Some of these areas may reach out to the requestor with additional questions or to request further information if necessary.

Instructions	Related Screen Shots and Details
<p>1. Click the Software Contracts bar on the Compliance Homepage.</p>	
<p>2. Press the Button that says Click Here, to be taken to the OneTrust Self Service Portal.</p>	
<p>3. Use your MyBama email login to access the OneTrust site. If you have not already confirmed with Duo you will be prompted to do so.</p>	
<p>4. From the Self-Service Assessment main page, click the "Launch" button under the Contract Review Assessment</p>	

<p>5. Please make sure that you read the Welcome and all steps of the Instructions thoroughly as they will aid in your ability to complete this form accurately and efficiently.</p>	
<p>6. Begin by clicking the menus on the left preview pane to begin filling out the form. The red asterisk shows <b>REQUIRED</b> information that must be entered to submit your request. You can also navigate using the navigation arrows in the bottom right-hand corner of your screen.</p>	
<p>7. Once you have filled out all the required information, the Submit button will turn green. Click the Submit button and you will be returned to the Self Service Portal Screen.</p>	
<p>8. You will see your newly submitted form with a status next to it reading "Under Review".</p>	
<p>9. You will receive an email with instructions on how to access the approved compliance review once it is complete. Please <b>DO NOT</b> submit for signature through the Procurement Contract Portal until the Compliance Review is marked "Completed".</p>	<p>"please return to the self service portal to access your form and export a pdf to provide to contracts"</p> <p style="text-align: center;"><b>Launch Completed Assessment</b></p> <p><b>NOTE:</b> Anyone with this link can access the assessment.</p>
<p>10. To download your assessment PDF, relaunch the assessment and click on your contract name. Then click the button with three dots in the top right of the screen and select "Export as PDF".</p>	