TOSM Memorandum of Understanding Instructions
How to Add, Review and Renew MOUs

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1. Browse to http://www.tosm.ttu.edu/mou.aspx. Follow the link to the TOSM Customer Portal and sign in with your eRaider username and password. Once authenticated, you'll be redirected to the TOSM Customer Portal Home Page. Select the first option (Assets, Inventory and MOUs).

2. The first time you go to this area, you'll notice that any and all VMs and physical servers will have a "Start MOU Process" button. When you click this button, you'll be able to view the associated MOU for the system and agree to the MOU.

3. Once you have agreed to the MOUs associated with the system, the "Add MOU" button will be replaced with an expiration date of the agreement. You can view the agreements by clicking on the links under the MOU Type and Backups columns.

4. Each VM and Physical server should have an active MOU at any given time. Once a system with an associated MOU is within 45 days of the expiration date, a "Renew MOU" link will appear, presenting the user with an opportunity to renew the MOU.

5. The MOUs for each system must be renewed annually.