UNIVERSITY OF TEXAS ARLINGTON

OFFICE OF EMERGENCY MANAGEMENT

Business Continuity Plan Review
Frequently Asked Questions

What is the log-in address for Kuali?

The log-in address is: www.uta.edu/bcp or https://uta.kuali.co/ready

Once you type the address you can go to your browser history and pull the address and click on it to take you to the log-in.

New Users: How do I log-in to Kuali?

Contact the Office of Emergency Management (OEM) Justin Cox (justin.cox@uta.edu, 817-272-3451) to gain access into the system. Will need to provide your full name, your department, and your email address. Once your account is set up you will be directed to the log-in location. (Please note access to the system may take a couple of days to complete.)

Why do I have to develop a plan or keep my plan updated?

Developing a plan will enable UT Arlington to carry on the university's mission and recover from an incident or lessen the impact. Carrying out the mission of the university under adverse conditions means that campus may be working with diminished resources, such as loss of space or Information Technology infrastructure. Critical functions will be identified in your plan that will help limit vulnerability.
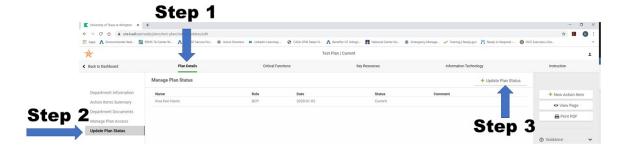
Once my department has read and updated the plan, how do I change the plan status in the system?

Completing the Business Continuity Plan Review

Once the Business Continuity Plan review is complete, please update the plan status.

1. Make sure "Plan Details" is selected on the dashboard.
2. Select "Update Plan Status" on the left sidebar.
3. Select "+Update Plan Status" box located on the far right
4. Fill in information and mark your plan "Current".

By changing the plan status to current you are confirming the plan has been reviewed with members of the department and necessary changes, if any, have been made.

Notify Justin Cox (justin.cox@uta.edu) when the plan is updated.

Updated 2021

How do I print the updated plan?

Go to your home page and on the right sidebar, click the button called **Printing PDF**. Click to have the plan printed. Your plan will be created in a PDF format.

How many plans should I print out?

As many as you need to ensure key personnel have a copy at home and one at work. In case you are audited, have a binder with your plan, review sheet that is signed, Step by Step sheet, and the exercise you participated in during the year.

What is the Step by Step Process for Plan Activation?

When a disaster strikes the campus and your department is affected either by your building being affected or you have limited staff, this document is an instrument to follow in activating your plan. As you read the steps of implementation, if you find that you do not have what is being asked, then that would be a great action item to work on for the year.

The key to a successful plan is one that is updated, shared with staff, and ensure all the boxes are filled in with something.