SCARS SUPPLIER JOB AID

CREATE NEW USER ACCOUNT

1	Navigate to https://scars.lanl.gov/ Click on Create a new User Account	Login Welcome to the Supplier Corrective Action Portal. The Portal allows you to submit your response to corrective actions. Enter your Email and Password to log in. Email: Password: Email: Description Test-time User? Create a new User Account
2	Fill out information. All fields are required.	First Name: Last Name: Email Address: (this will be your username) Password: Your password must be at least 8 characters long and have more than two characters of at least two different kinds (uppercase, lowercase, numeral, special characters).
3	Once you have created your account, enter your Email (user name) and Password to log in.	Image: Sector Secto

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UPDATE SCAR

4	Once logged in, select your SCAR.		Open S	Supplie ^{gov}	er Correctiv	e Action	Reports
		Accorement Depart Nei Deficiency Dupy Deficiency No. Chatrie Coast to 1400					
		ASSESSMENT REPORT	Finding	ype: Dencien	CAP Accented		
		AR(16)-008.001	Finding	1	CAP Accepted	Yes	
		AR(16)-008.001	Findin 4	3	CAP Accepted	Yes	
		TEST(17)-test.001	Finding	1	CAs Past Due	Yes	
	Once in your SCAR	Supplier Corrective Action					
5	undete Section II and	Return to corrective action	on list.				
•	update section if and						
	fill out required fields.	Section I: LANL Input					
		Assessment Report No. Deficiency Type			TEST(17)-test Finding	.001	
	Unload documentation	Deficiency No.			1		
		Status Significant Condition Adverse to Quali	ity?		CAs Past Due No		
	for objective evidence.	Effectiveness Review Required?			No		
	Once file is uploaded,	Finding Report Issue Date			2017-08-15		
	file name will annear	Response Due Date Requirement Document			2017-09-14 QC-1		
	the name will appear	Other Required Document			Domo Critorio		
	at pottom.	Requirement			Demo Require	ment	
		Deficiency Lead Auditor			Demo Deficien Marilyn Pruitt	icy	
		Castion III Cumpliar Input					
		Section II: Supplier Input					
		Document upload is the only opt file name AND the file when uplo	tional field. Please ensu ading.	re that you include	the		
		Adverse to Quality was not found.					
		Cause			Incorrect dimensions		
		Action to Preclude Recurrence	_		Correct dimensions		
		Supplier Quality Assurance Represent	tative 5		Lea Sanchez		
		Supplier Quality Assurance Represent	tative Date		2017-06-21		
		Corrective Action Plan			Please see attached.		
		Your total file upload size must l	be less man 5MB.				
		Desiment Title			Document Upload (pdf only)		
		Document ride			Prowers No file colorted		
		Add more documents to upbad	Remove last document en	TV	browse No hie selected.		
				,			
		Dimension Requirements					
		Save and Email LANL					

CHANGE PASSWORD

6	If password has been forgotten, click on Forgot your password?	Login			
		Welcome to the Supplier Corrective Action Portal. The Portal allows you to submit your response to corrective actions.			
		Enter your Email and Password to log in.			
		Email: leas@lanl.gov			
		Password: Forgot your password?			
		Login			
		First-time User? Create a new User Account			

	SCARS SUPPLIER JOB AID						
7	Enter email address and click on Get New Password.	Los Alamos					
		Get New Password					
		Email Address: Get New Password					
8	An email will be sent to the address provided in order to reset password.	Login					
	Click on link in email to reset password.	Email has been sent to leas@lanl.gov with a link to reset your password. Welcome to the Supplier Corrective Action Portal. The Portal allows you to submit your response to corrective actions.					
		Enter your Email and Password to log in.					
		Email: leas@lanl.gov					
		Password: Forgot your password?					
		First-time User? Create a new User Account					
		Set New Password for the Supplier Corrective Action System					
		Supplier-corrective-action@lanl.gov Mon 8/28/2017 2:35 PM Inbox					
		To: Sanchez, Lea Danielle;					
		Action Items					
		To set a new password, please go to the following URL and enter your new password. PLEASE NOTE: This URL will expire in 60 minutes from the time the e-mail was sent. If you need more time, simply enter your e-mail address again from the Get New Password page.					
		URL is: https://scars.lanl.gov/register/reset password.php?password reset token={F0B033CB-D5B6-CF52-C35A-46B480BF78BF}					