Logging in to Telework Online

Telework Online can be accessed via your web browser using the custom URL for your institute which is typically in the format:

http://telework.<icname>.nih.gov

Where <icname> is the letter abbreviation or acronym for your institute. Check with your institute for the correct link.

1. Enter your NIH domain user name and password. This is the same information you use to log in to your NIH computer or VPN.
2. Click **Login**.

Creating a New Application

1. On the applicant home page, click **Submit a New Application** at the top of the page to begin the telework application process.
2. For more information on filling out the various forms, see the sections later in this guide.

Saving an Application to Complete Later

1. Click **Save Application and Complete Later** located at the bottom of any application page.

Completing a Saved Application

1. In the **Recent Application** section, click the **Application Number** link to continue an application in progress.

Submitting an Application for Approval

1. Click **Submit Application** located at the bottom of the application to begin the approval process.

Viewing an Application or Agreement

1. From the applicant home page, select a link in the **What Else Can I Do?** section, or select an option on the menu bar and choose **List applications**.
2. In the **Actions** column click the **View** link of the application number.

Renewing an Agreement

1. On the applicant home page, click **Renew / Submit Application** at the top of the page.
2. The data from the previous application will appear.
3. Update or change data as needed or submit the application as is.
4. Click **Submit Application**, and proceed with completing the additional forms.
5. The data from the previous **Home Office Evaluation** and **Hardware Inventory** forms WILL NOT be carried over to the new agreement. Fill out these forms and **Submit** them.

Withdrawing an Application in Progress

1. On the applicant home page, in the **Recent Application** section, click **Withdraw Application.**
2. Enter a reason for the withdrawal.
3. If you are unsure about withdrawing, click **Cancel and Return to Home Page**.
4. If you choose to continue with withdrawing the application, click **Withdraw Application**.
5. Click **OK** to confirm the withdrawal.
6. Click **OK** again to acknowledge the request.

Terminating an Existing Agreement

1. On the applicant home page, in the **Current Active Application** section, click **Request Termination**.
2. Fill in the termination date desired and an explanation for terminating the agreement.
3. If you are unsure about terminating, click **Cancel and Return to Home Page**.
4. To continue with terminating the agreement, click **Submit Application Termination Request**.
5. Click **OK** to confirm the termination. Click **OK** again to acknowledge the termination request.

Making Changes to an Existing Agreement

1. On the applicant home page, in the **Current Active Application** section, click **Edit & Submit Changes**.
2. Make changes to any of the fields on this page.
3. Once you are finished making changes, scroll to the bottom and click **Submit Changes**.
4. Another page will appear listing the changes.
5. On this page enter a reason for making each change in the area identified as **Reason for Change**. If a reason is not entered, an error message will appear.
6. Click the **Home Office Evaluation** form tab if you would like to make changes to the form. Repeat steps 3 through 5 for this form.
7. Click the **Hardware Inventory** form tab if you would like to make changes to the form. Repeat steps 3 through 5 for this form.

Printing an Application or Agreement

1. On the applicant home page, click the number of the current application, or **List** your applications and select an application number to display it.
2. Select one of the application form tabs.
3. Click **Print** in the upper right corner of the form.
4. A printer-friendly version of the form is displayed in a new window.
5. Select a printer and click **Print**. If you have Adobe Acrobat, you can create a PDF of the form by selecting the Adobe PDF printer.
6. Select other form tabs and click **Print** as desired.

Getting Help

For any further questions or problems, please contact your Telework Administrator or Coordinator.

Telework Application – User Information

Some fields of this section may be pre-populated. Please check this information for accuracy and make corrections as necessary.

Fill out the remaining form fields by entering your **User Information**.

Your **SAC Code** can be found on your pay stub, PMAP, or you can check with your supervisor for the correct code for your department, branch, or office.

Telework Application – Telework Information

All fields in this section must be completed. If all fields are not completed, an error message will appear notifying you what areas must be completed.

#	Details
1	Describe (as a paragraph or bulleted list) the work tasks you will perform while teleworking. **Please reply to this question thoroughly**.
2	Describe (as a paragraph or bulleted list) how you will continue to provide optimal customer service.
3	Select all options desired for your telework agreement. Depending on your selections, additional checkboxes and options will appear.
4	Enter your starting and ending work times in 12-hour **hh:mm** format. Your telework work schedule could potentially be different than your usual tour of duty (check with your supervisor).
5	Check with your supervisor to determine if you are an essential employee for emergencies.
6	If you have been appointed a member of the Crisis Response Team (CRT), select **Yes**.
7	If you have an arranged flexible work schedule such as AWS or similar, select **Yes** and fill out the additional question and information.
8	Select your teleworking location. If your telework location will not be home, select **Other** and describe the location.

#	Details
9	Provide a description such as 8 hours, 24 hours, 2 hours, etc. This is typically the amount of time it would take you to get in to the office.
10	Check as many items that are applicable. If you select **Other**, please provide a description.
11	List the applications and systems that you will access via VPN or remotely while teleworking.
12	If you will need to transport PHYSICAL (not electronic) documents to and from the office, select **Yes** and answer the three additional questions.
13	If you require access to sensitive data, select **Yes** and then provide an explanation.
14	Select the checkboxes to indicate you have previously completed these items. If you have not completed these items, click the links to access.

Telework Application – Terms and Conditions

1. Review the terms and conditions, and then select the check box to accept the terms and conditions of the telework agreement.
2. Click **Submit Application** when the form is completed.
3. If you forget to complete any fields, an error message will appear notifying you which questions must be completed to continue.

Home Office Evaluation Form

If you selected **Home** as your teleworking location in question #8, you will need to fill out this form.

1. Respond to all of the questions by selecting either **Yes**, **No**, or **Not Applicable**.
2. Click **Submit Application** when the form is completed.
3. If you forget to complete any fields, an error message will appear notifying you which questions must be completed to continue.

Hardware Inventory Form

1. Complete all applicable areas on the form.
2. Click **Submit Application** when the form is completed.

Ad Hoc Telework Request Form

Check with your department or supervisor regarding whether this form will be used by your institute.

There may be additional steps required in ITAS for requesting individual ad hoc telework days.

1. On the applicant home page, in the **What Else Can I Do?** section, click **Submit Ad Hoc Request**, or select the **Ad Hoc** option on the menu bar and choose **New application**.
2. Fill out all fields, options, and checkboxes as requested.
3. Confirm that the information provided is correct by selecting the check box.
4. Click **Submit Application**.

Medical Telework Request Form

If your original Telework Agreement DID NOT have the **Medical** option selected, you will need to add it before completing this form.

You must select BOTH **Ad Hoc** and **Medical** in question #3 to create a Medical Telework request.

The **Start Date** and **End Date** MUST be within the date range of your current telework agreement.

1. On the applicant home page, in the **What Else Can I Do?** section, click **Submit Medical Request**, or select the **Medical** option on the menu bar and choose **New application**.
2. Fill out all fields, options, and checkboxes as requested.
3. Click **Submit Application**.