
Medical Operational Data System Home (MODS Home) User Guide

Version 04.22.00

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What's New in MODS Home

Version 04.22.00

Production Release Date: 08/08/24

Medical Operational Data System Home (MODS Home) 04.22.00 is the latest production release of the MODS Home application.

Resolved Issues

- There are no resolved issues in this release.

New Features

- Added support for backend disabling of general notifications or role information in case of issues, which allows time for resolving them. When general notifications are disabled, the Notifications panel includes the following general notification before and after login: “Your administrator has turned off general notifications for this application.” When role information is disabled, the Notifications panel includes the following notification after login: “Your administrator has turned off information about user roles.”

1 Introduction

This user guide is intended to support users of MODS Home, also called MODS Home Page, under the Medical Operational Data System (MODS).

**Note:**

- This user guide does not contain any Personally Identifiable Information (PII); all screenshots display test data.
- The scale of some screenshots in this user guide has been altered for legibility.



Tip - Use the Ctrl+F keyboard shortcut to search this PDF by keyword.

1.1 About MODS

MODS equips the Army Medical Department (AMEDD) with an integrated automation system that supports all phases of Human Resource Life-Cycle Management, both in peacetime and during mobilization. This online system provides commanders, staffs, and functional managers of AMEDD organizations with real-time information on the qualifications, training, special pay, and readiness of AMEDD personnel. Currently, MODS maintains sixty applications, including MODS Home.

1.2 About MODS Home

MODS Home provides a portal for all MODS users to access MODS applications. More than a landing page, MODS Home also presents information and links relevant to MODS, plus personalized notifications, links, and user information for users who log in (i.e., authenticated users).

As a non-authenticated user, you can access the following capabilities:

- Learn about and access applications
- View notifications posted to MODS Home for all users
- Access news items, Army links, frequently asked questions (FAQs), version information, MODS Help Desk contact information, and the latest MODS Home User Guide
- Report suspicious activity

As an authenticated user, you can access these additional capabilities:

- Access specific legacy Human Resources (HR) applications directly
- Filter applications
- Request access to applications
- Access useful links per application

- View your roles and their status per application
- View personalized notifications about your access to specific applications
- View your user information and make certain updates



Reference - The specific options to which you have access in MODS Home depend on your MODS roles and permissions, as well as whether or not you are logged in. For more information on these differences, see [Log into MODS Home](#) on page 16, [Applications](#) on page 23, and [Notifications](#) on page 37.

2 Access MODS Home

To access MODS Home, go to <https://www.mods.army.mil/MODSHome>. MODS Home opens.

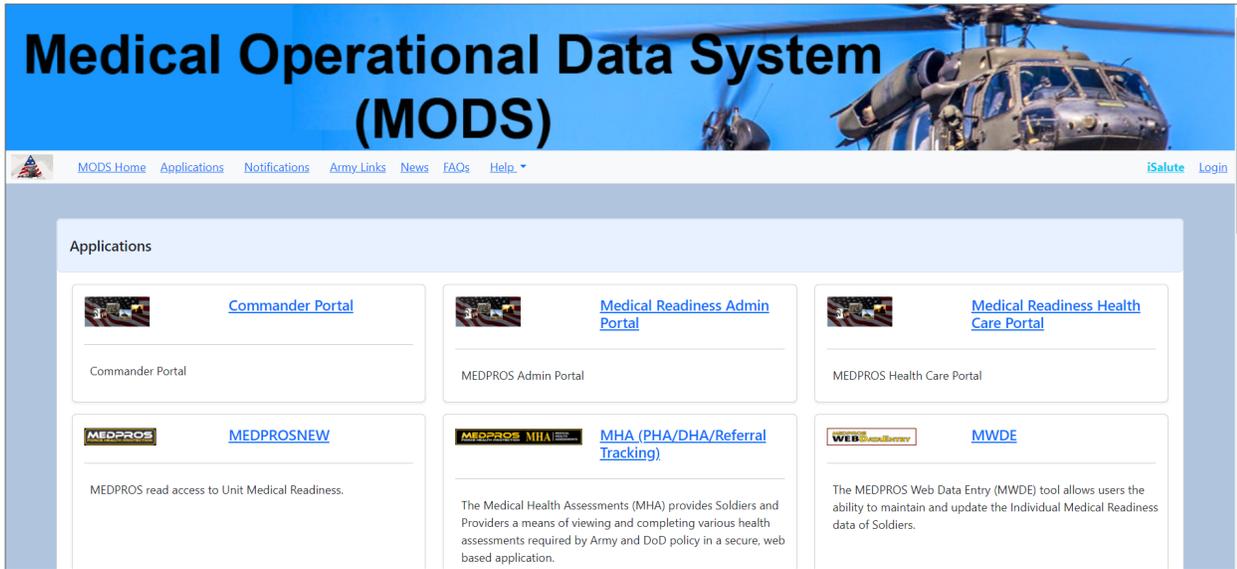


Fig. 1 - MODS Home Homepage (Non-Authenticated View)

You can use MODS Home without logging in, or you can log in to access more features and information.



Reference:

- For an overview of the differences in your user experience when logged in versus logged out, see [About MODS Home](#) on page 6.
- For guidance on logging in, see [Log into MODS Home](#) on page 16.

3 Basic Navigation

Whether you're logged in or logged out, MODS Home opens to the *Applications* page. This presentation serves as the *MODS Home Homepage*.

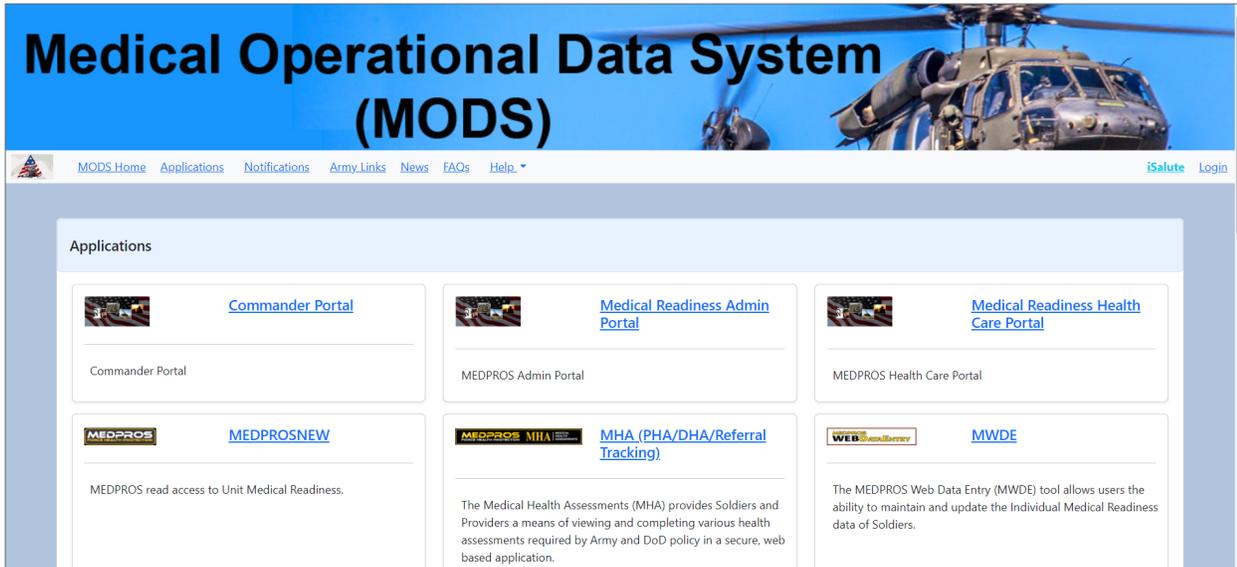


Fig. 2 - MODS Home Homepage (Non-Authenticated View)



Reference:

- For information on the *Applications* page, see [Applications](#) on page 23.
- For an overview of the differences in your user experience when logged in versus logged out, see [About MODS Home](#) on page 6.
- For guidance on logging in, see [Log into MODS Home](#) on page 16.

You can find other site options via the *Navigation Bar* (1 in the following figure). At the top of the screen is the *Banner* (2 in the following figure).



Fig. 3 - MODS Home Navigation Bar and Banner



Tip - To return to the homepage, you can click **MODS Home** or the **Army Medicine** icon from the *Navigation Bar*, or you can click the *Banner*.

 **Reference** - For information on the *Navigation Bar*, see [Navigation Bar](#) below.

3.1 Navigation Bar

The *Navigation Bar* links you to various resources relevant to MODS.



Fig. 4 - MODS Home Navigation Bar (Non-Authenticated View)

3.1.1 MODS Home

To return to the *MODS Home Homepage*, click **MODS Home** or the  **Army Medicine** icon.



Tip - You can also return to the *MODS Home Homepage* by clicking the *Banner*.

3.1.2 Applications

The *Applications* page serves as the *MODS Home Homepage*. This page provides sorted links to MODS applications, as well as descriptions for each. When you're logged in, you can also filter applications, request access to applications, access useful links per application, and view your roles and their status per application.

To access the *Applications* page, click **Applications**.

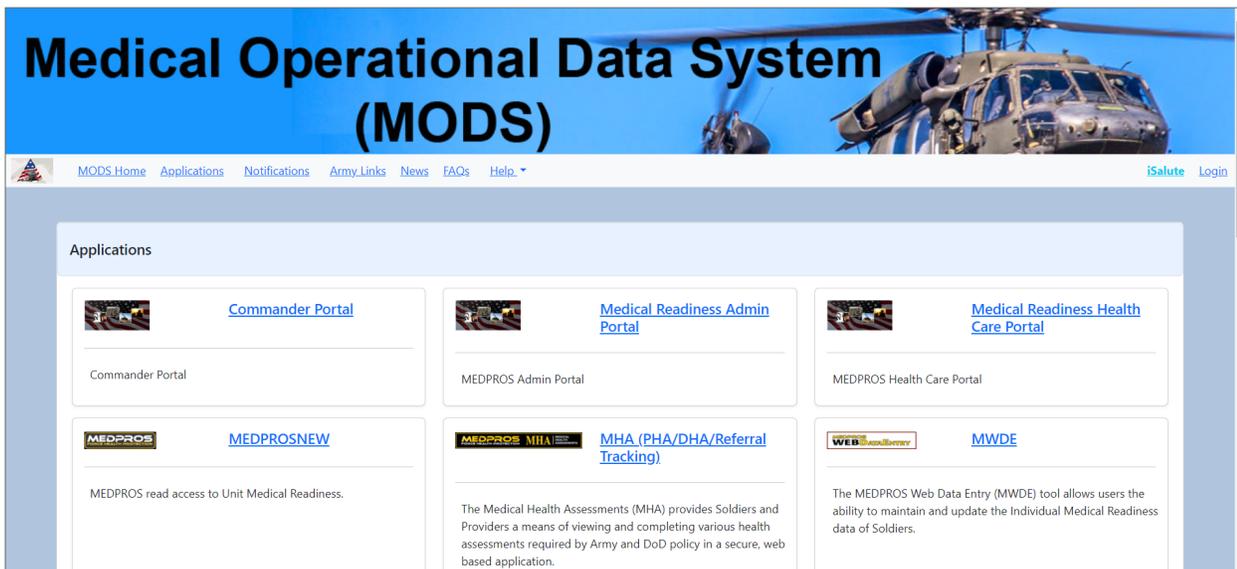


Fig. 5 - Applications Page (Non-Authenticated View)



Note - When you're logged in, **Applications** changes to **My Applications**.



Reference - For more information on the *Applications* page, including the differences in your user experience when logged in versus logged out, see [Applications](#) on page 23.

3.1.3 Notifications

The *Notifications* panel lets you view general notifications related to MODS, as well as personalized notifications when you're logged in.

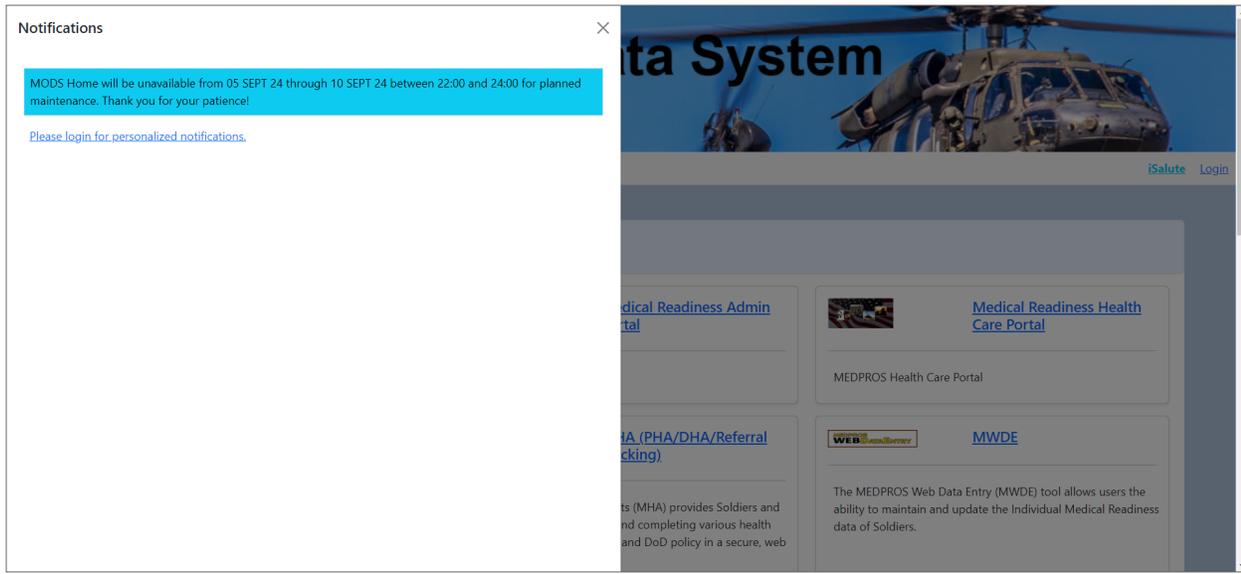


Fig. 6 - Notifications Panel (Non-Authenticated View)

This panel opens automatically when you first log in, but you can also launch it yourself while logged in or logged out to view any available notifications.

To launch the *Notifications* panel, click **Notifications**. To close the panel, click the **x**.



Reference - For more information on the *Notifications* panel, including the differences in your user experience when logged in versus logged out, see [Notifications](#) on page 37.

3.1.4 Army Links

The *Army Links* page features the Army site links most commonly used by MODS users. To access these links, click **Army Links**.

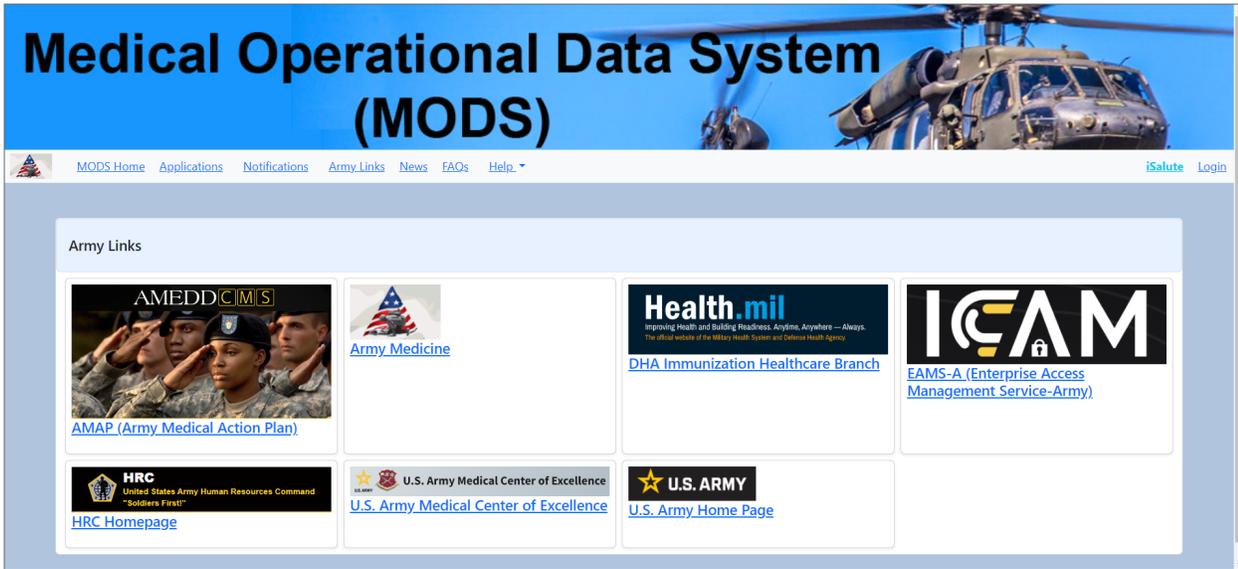


Fig. 7 - Army Links Page

3.1.5 News

The *News* page displays news items related to specific MODS applications. To access these news items, click **News**.

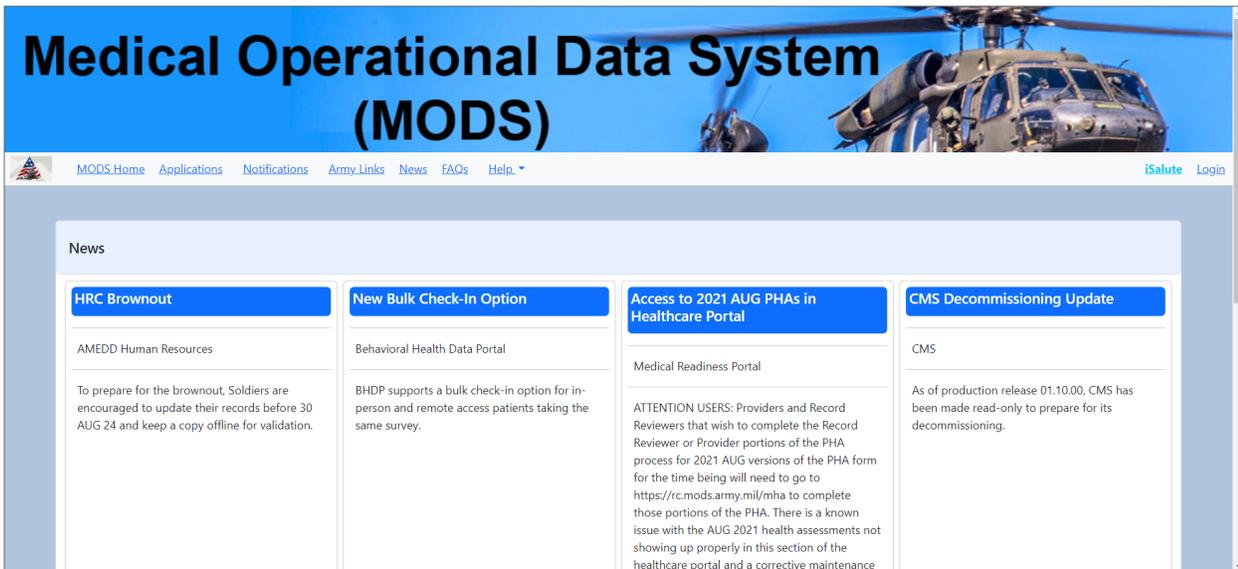


Fig. 8 - News Page

 **Note** - Program Administrators, Site Administrators, and System Administrators in MCP create these news items there for specific application audiences, but all of them display on the *News* page. This is true even after you log in, regardless of your MODS roles or permissions.

3.1.6 FAQs

The *Frequently Asked Questions* page provides MODS Help Desk answers to MODS-related FAQs. To access the FAQs, click **FAQs**.

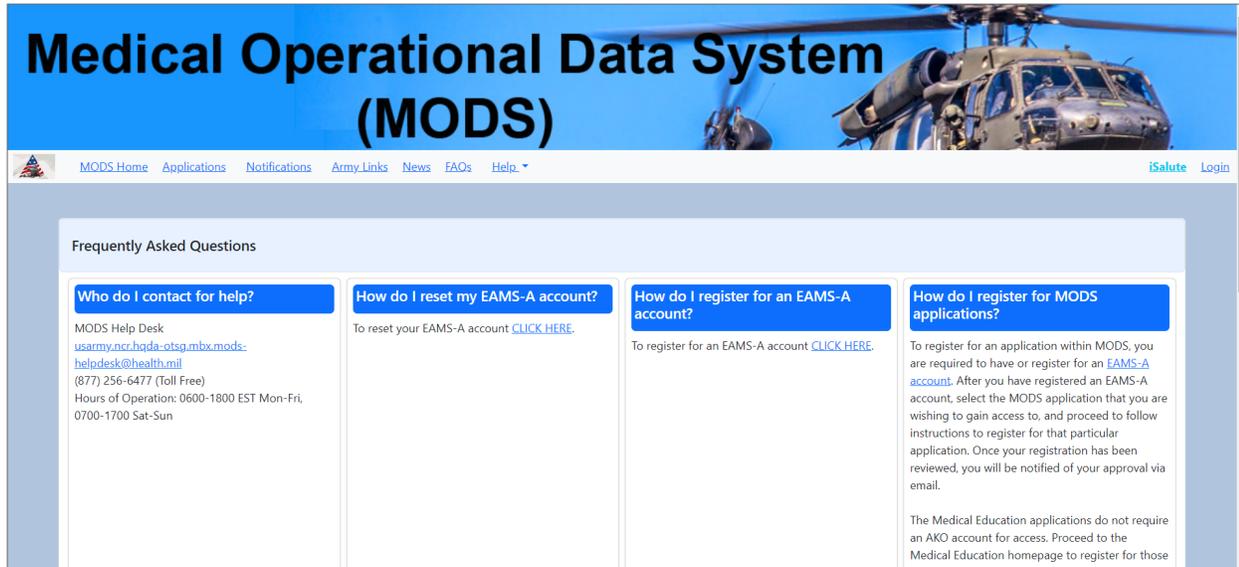


Fig. 9 - *Frequently Asked Questions Page*

3.1.7 Help

The **Help** drop-down menu includes three options:

- **Contact Us**: Provides contact information and hours for the MODS Help Desk
- **User Guide**: Opens the latest MODS Home User Guide PDF in a new browser tab
- **About**: Provides the current version number for MODS Home

To access these options, click **Help**.

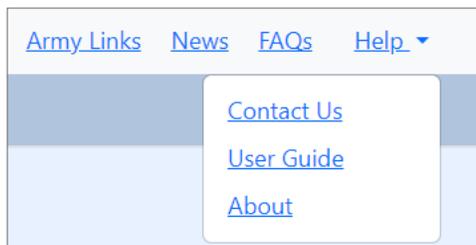


Fig. 10 - *Help Drop-Down Menu*

3.1.7.1 Contact Us

To access MODS Help Desk contact details, click **Contact Us** from the **Help** drop-down menu. The *MODS Help Desk* dialog pops up. When you're done referencing it, click **OK** to close it.

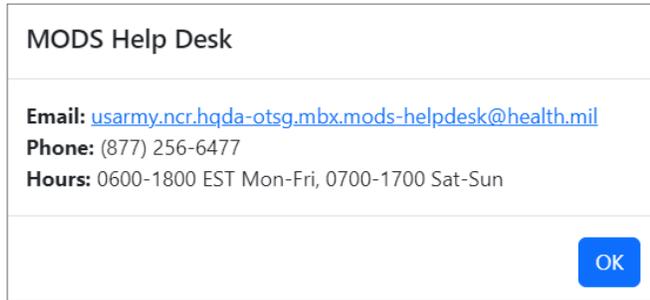


Fig. 11 - MODS Help Desk Dialog



Tip - You can click the MODS Help Desk email address to launch a new email from your desktop email application with the recipient field filled in for you.

3.1.7.2 User Guide

To access the latest MODS Home User Guide PDF, click **User Guide** from the **Help** drop-down menu. The PDF opens in a new browser tab.

3.1.7.3 About

To access the current version number for MODS Home, click **About** from the **Help** drop-down menu. The *About* dialog pops up. When you're done referencing it, click **OK** to close it.

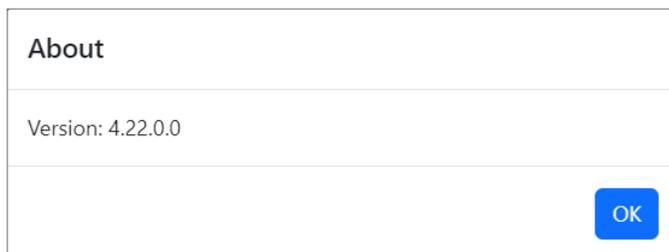


Fig. 12 - About Dialog

3.1.8 iSalute

Through iSALUTE, you can report suspicious activity to U.S. Army Counterintelligence. To start your iSALUTE Suspicious Activity Report, click **iSalute**.

In a new browser tab, the iSALUTE page from the U.S. Army Intelligence and Security Command (INSCOM) site opens.

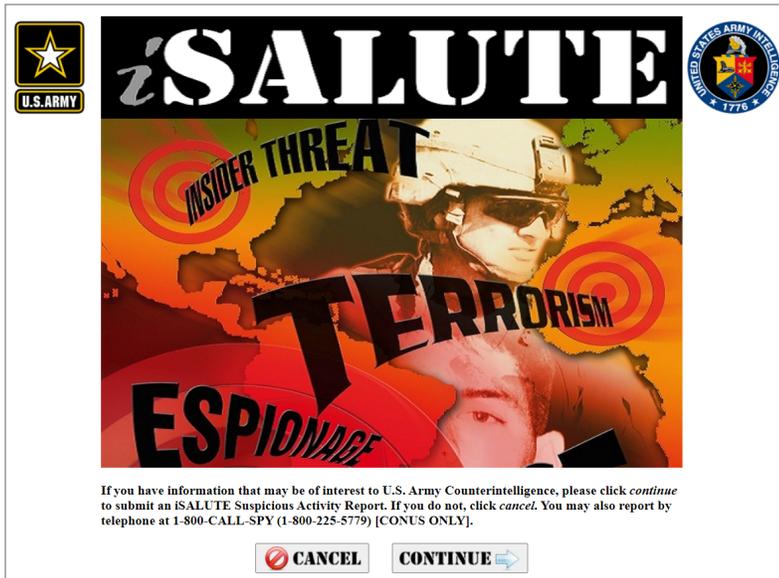


Fig. 13 - iSALUTE Page from INSCOM Site

3.1.9 Login

Though you can use MODS Home while logged out, logging in gives you access to additional capabilities and information.

To log into MODS Home, click **Login**.



Reference:

- For an overview of the differences in your user experience when logged in versus logged out, see [About MODS Home](#) on page 6.
- For guidance on logging in, see [Log into MODS Home](#) on the next page.

4 Log into MODS Home

This section guides you through the experience of logging into MODS Home and details the *Login* drop-down menu available to authenticated users.

Though you can use MODS Home while logged out, logging in gives you access to additional capabilities and information.

 **Note** - Once you're logged in, your MODS Home session carries over to other applications if you open them within the same browser, whether you visit them directly or by clicking a link from MODS Home.

Reference:

- For an overview of the differences in your user experience when logged in versus logged out, see [About MODS Home](#) on page 6.
- For help navigating MODS Home, see [Basic Navigation](#) on page 9.

To log in, click **Login** from the *Navigation Bar*.

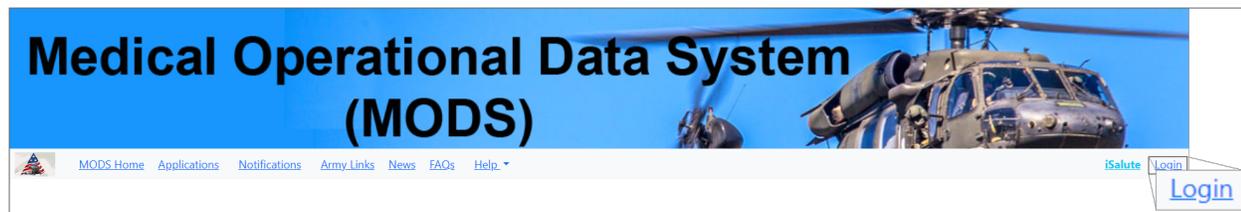


Fig. 14 - MODS Home Login Option

 **Tip** - You can also log in via the login reminder in the *Notifications* panel.

After you log in, MODS Home reloads, and the **Login** option updates to reflect your name. The *Notifications* panel opens automatically and may include new notifications specific to your account.

4 Log into MODS Home

The image shows a 'Notifications' panel overlaid on the MODS Home homepage. The notification panel contains a blue banner about maintenance on 05 SEPT 24 and 10 SEPT 24. Below it is a yellow banner titled 'You have lost access to the following MODS applications due to inactivity.' which includes a table of applications, roles, and last access dates. The table lists 'MODS Distribution Plan' with roles 'ADP Administrator, MEDCOM' and 'User Role, MTF Reclama POC', and a last access date of '11/28/2023'. The notification panel also includes instructions on how to reactivate access and a note about logging in every 35 days. The background shows the MODS Home homepage with a helicopter image and the title 'Medical Operational Data System (MODS)'. The user 'iSalute Jane Doe' is logged in.

Application	Roles	Last Access
MODS Distribution Plan	ADP Administrator, MEDCOM User Role, MTF Reclama POC	11/28/2023

Fig. 15 - Notifications Panel (Authenticated View)



Tip - Always review your notifications after logging in, as there may be critical information about your access to specific applications.



Reference - For more information on the *Notifications* panel, including the differences in your user experience when logged in versus logged out, see [Notifications](#) on page 37.

To close the *Notifications* panel, click the x. You are presented with the *MODS Home Homepage*.

The image shows the MODS Home homepage. The header features the title 'Medical Operational Data System (MODS)' and a navigation menu with links for 'MODS Home', 'My Applications', 'Notifications', 'Army Links', 'News', 'FAQs', and 'Help'. The user 'iSalute Jane Doe' is logged in. The main content area is titled 'Applications' and contains a 'Filters' section. Below the filters are three application cards: 'MODS UMT', 'MODS Contract Utilities', and 'EMS'. Each card has a 'Request Access' link and a brief description of the application's purpose.

Fig. 16 - MODS Home Homepage (Authenticated View)



Reference - The options you see when logged into MODS Home depend on your MODS roles and permissions. For more information on these option differences, see [Applications](#) on page 23.

4.1 Login Drop-Down Menu

Once logged in, you can use the *Login* drop-down menu to view or update your user information, as well as log out of MODS Home.



Note - After you log in, the **Login** option updates to reflect your name.

4.1.1 View Your User Information

The *Login* drop-down menu lists your EDI, FASC-N, email address, MODS ID, and username. To view these details, click your name from the *Navigation Bar*.

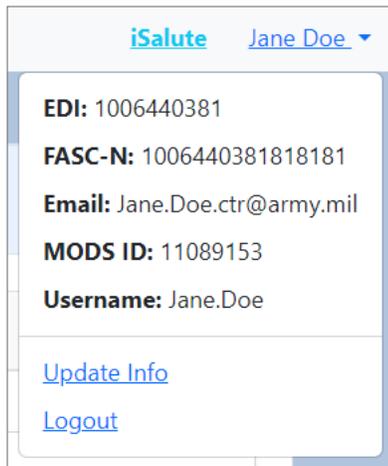


Fig. 17 - Login Drop-Down Menu



Tip - If the MODS Help Desk ever needs this kind of information from you, logging into MODS Home is a quick way you can find it.

4.1.1.1 Copy Your User Information

To copy your user information from the *Login* drop-down menu, first highlight the information you'd like to copy. In the following figure, Jane Doe's EDI is highlighted for copying.

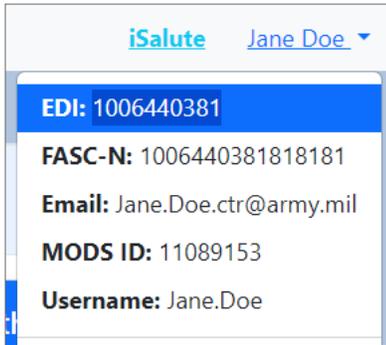


Fig. 18 - Login Drop-Down Menu - EDI Highlighted

As soon as you stop highlighting, the menu collapses. Click your name to open it again. Your highlighting is still in place, as shown in the following figure. You can now right-click to copy the highlighted text.

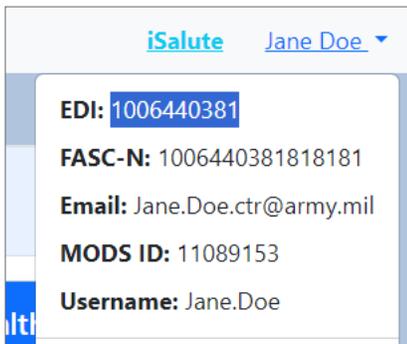


Fig. 19 - Login Drop-Down Menu - EDI Ready for Copying



Development Note - The process documented here is temporary; a smoother process is under development.

4.1.2 Update Your Information

The *Login* drop-down menu includes a link to the *Update Your Information* page in the MODS Control Panel (MCP) application. Through this page, you can update the following fields:

- Alternate email address
- Duty title*
- DSN (Defense System Number)
- DSN Extension
- Phone Number

- Phone Number Extension
- Receive Notifications

If you are a healthcare provider, you can also update your medical specialty and signature block.

 **Note** - *This field is required for you to submit any other updates.

 **Tip** - Hover over the text field names in MCP for guidance on each.

To access the *Update Your Information* page in MCP, first click your name from the *Navigation Bar*. Next, from the *Login* drop-down menu, click **Update Info**.

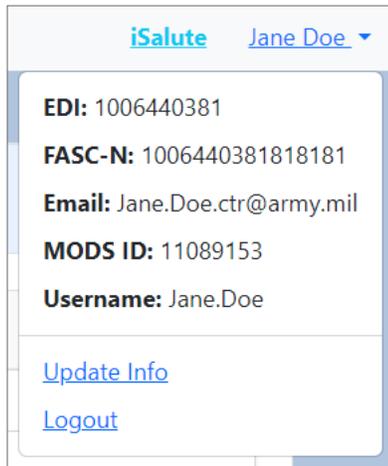


Fig. 20 - Login Drop-Down Menu: Update Info

The page opens in a new browser tab.

 **Note** - Because you're logged into MODS Home, you are automatically logged into MCP.

UM user management

Logged in as: Jane Doe [Logout](#) Quick Search: EDI Search

[User Guide](#)

Home :: Update Your Information

Please update your contact information below and click **Update!**. Note that some information is automatically updated from DMDC and AMID, and cannot be modified here.

Note: You can mouse over a field to receive more information about that field

Jane Doe			
First Name Jane	Last Name Doe	ID 11089153	FASCN 1006440381818181
Primary Email Address Jane.Doe.ctr@army.mil	Duty Title <input type="text"/>	Phone Number <input type="text"/> (123456789)	Phone Number Extension <input type="text"/> (1234)
Alternate Email Address <input type="text"/>	DSN <input type="text"/> (1234567)	DSN Extension <input type="text"/> (1234)	Receive Notifications <input type="checkbox"/>

Note: If provided, Alternate Email Address will be used for email notifications. Otherwise, Primary Email Address will be used.

Healthcare Providers

Note: Non-Medical providers do not need to select a medical specialty or enter a signature block.

Medical Specialty ---Select Medical Specialty---	Signature <input type="text"/> (Smith, John, M.D.)
--	---

Fig. 21 - Update Your Information Page in MCP

When you're done making your updates, click **Update!** to save them. A message at the top of the page confirms your information successfully updated.

4.1.3 Log Out of MODS Home

To log out of MODS Home, first click your name from the *Navigation Bar*. Next, from the *Login* drop-down menu, click **Logout**.



Note - You are logged out immediately after clicking.

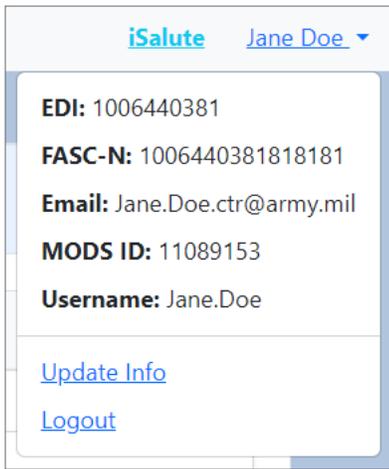


Fig. 22 - Login Drop-Down Menu: Logout

5 Applications

This section details how to use the *Applications* page of MODS Home, both while logged in and logged out. Though you can learn about and access applications while logged out, logging in grants you access to additional capabilities:

- Filter applications
- Access specific legacy HR applications directly
- Request access to applications
- Access useful links per application
- View your roles and their status per application

To access the *Applications* page, either return to the homepage or click **Applications** from the *Navigation Bar*.



Fig. 23 - Navigation Bar (Non-Authenticated View): Applications



Note:

- When you're logged in, **Applications** changes to **My Applications**.
- Once you're logged in, your MODS Home session carries over to other applications if you open them within the same browser, whether you visit them directly or by clicking a link from MODS Home.



Tip - To return to the homepage, you can click **MODS Home** or the  **Army Medicine** icon from the *Navigation Bar*, or you can click the *Banner*.



Reference - For help navigating MODS Home, see **Basic Navigation** on page 9.

5.1 Filter Applications

By applying filters, you can reduce the number of applications on the *Applications* page to target only the applications you want to see. To access the application filters, click the *Filters* accordion.



Fig. 24 - Filters Accordion (Collapsed)



Reference - You must be logged in to access the application filters. For help logging in, see [Log into MODS Home](#) on page 16.

The *Filters* accordion expands. All filters are selected by default to reflect that all applications show on the *Applications* page by default.

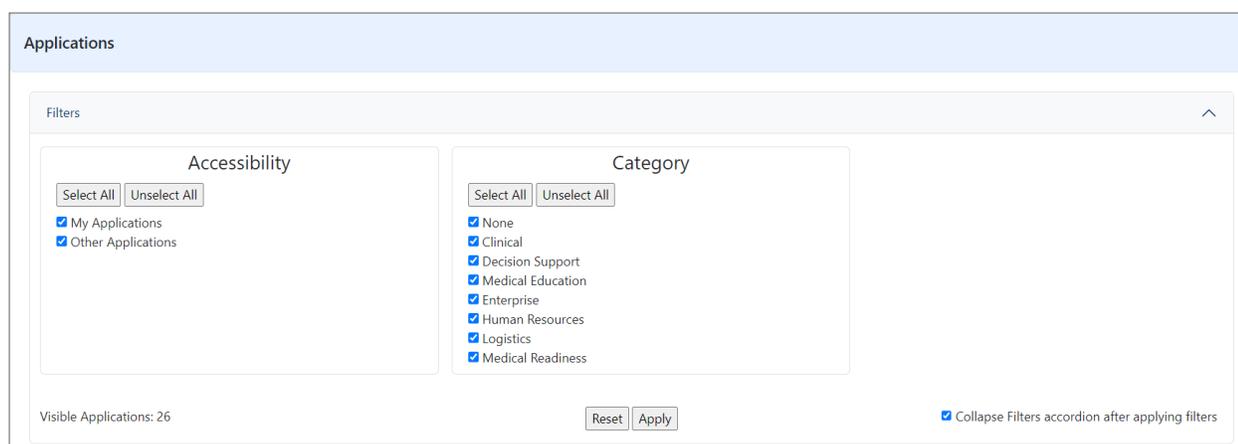


Fig. 25 - Filters Accordion (Expanded)

You can filter the applications on this page based on whether you have access to them or based on their category.



Tip - By default, the accordion is set to collapse after you apply your filters. If you'd prefer the accordion to stay expanded, deselect the **Collapse Filters accordion after applying filters** checkbox.

5.1.1 Accessibility Filters

Through the Accessibility filters, you can include applications on the page based on your access status:

- To include only applications to which you have access, select the **My Applications** checkbox and deselect the **Other Applications** checkbox.

- To include only applications to which you lack access, select the **Other Applications** checkbox and deselect the **My Applications** checkbox.

Accessibility

Select All
Unselect All

My Applications

Other Applications

Fig. 26 - Accessibility Filters

When you're ready to apply your filters, click **Apply**. To instead revert the filters to their default settings, click **Reset**.

Visible Applications: 26

Reset
Apply

Collapse Filters accordion after applying filters

Fig. 27 - Apply Your Filters



Tip:

- To quickly select all the filters listed, click **Select All**. To quickly deselect them all, click **Unselect All**.
- After you apply your filters, the *Visible Applications* count shows you the number of applications returned based on them.

5.1.2 Category Filters

Through the Category filters, you can include applications on the page based on their category, such as Clinical or Logistics:

- To include a category of applications, select its checkbox.
- To exclude a category of applications, deselect its checkbox.

Category

Select All
Unselect All

- None
- Clinical
- Decision Support
- Medical Education
- Enterprise
- Human Resources
- Logistics
- Medical Readiness

Fig. 28 - Category Filters



Note - Certain applications could be uncategorizable and fall under "None." Currently, however, there are no uncategorizable applications on the *Applications* page.

When you're ready to apply your filters, click **Apply**. To instead revert the filters to their default settings, click **Reset**.

Visible Applications: 26

Reset
Apply

 Collapse Filters accordion after applying filters

Fig. 29 - Apply Your Filters

**Tip:**

- To quickly select all the filters listed, click **Select All**. To quickly deselect them all, click **Unselect All**.
- After you apply your filters, the *Visible Applications* count shows you the number of applications returned based on them.

5.2 Access Specific Applications

Whether you're logged in or logged out, you can use the *Applications* page to access specific applications.

5.2.1 Logged Out

When you're logged out, the applications are sorted from most to least popular, and each application's name serves as its link. Every *application card* includes this link, as well as a graphic and description for the application.

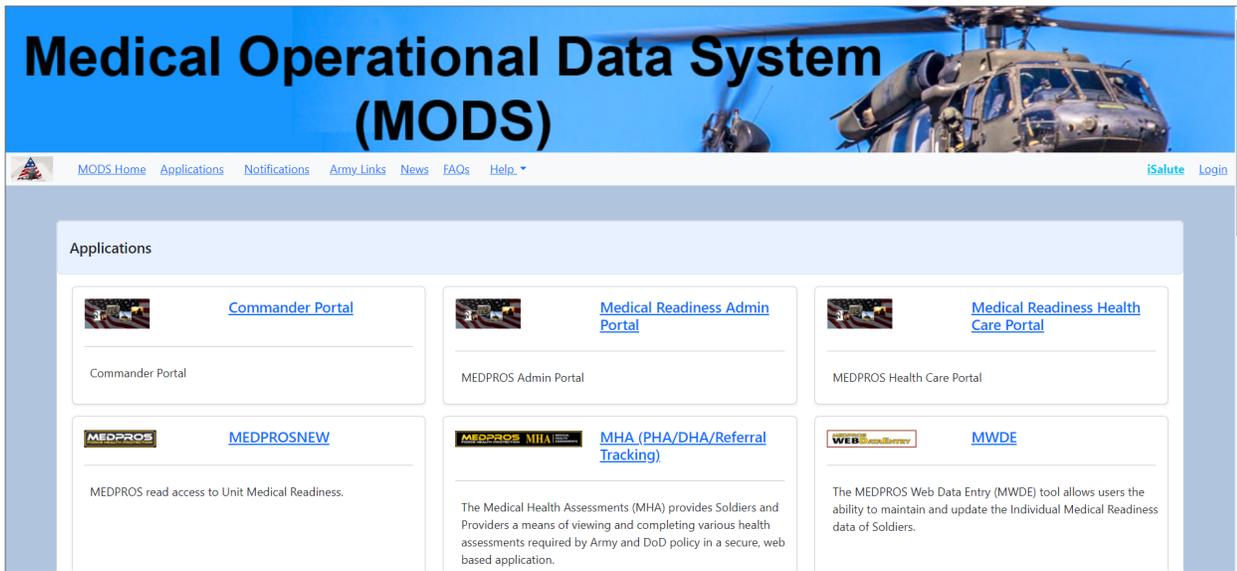


Fig. 30 - Applications Page (Non-Authenticated View)

To access an application, click its name or graphic inside its application card. The application loads in a new browser tab.

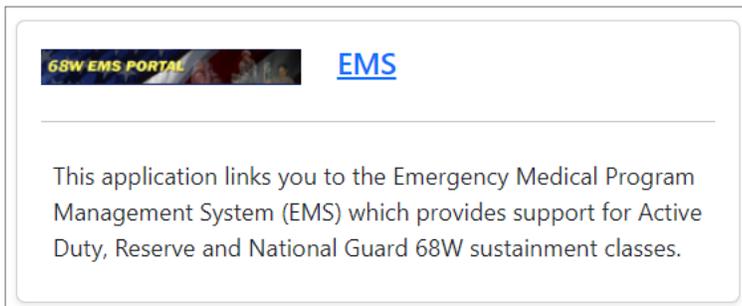


Fig. 31 - Sample Application Card (Non-Authenticated View)



Note:

- UPTick applications are listed before legacy applications of the same name.
- You cannot access individual legacy HR applications directly if not logged in. To access these applications indirectly, click the AMEDD Human Resources application.



Reference - You may not have access to certain applications listed. For help requesting access to an application, see [Request Access to Applications](#) on page 29.

5.2.2 Logged In

When you're logged in, the applications are sorted by your last access date, and the application cards differ depending on your access status, although all include a description.

**Reference:**

- You can reduce the number of applications on the page by applying filters. For more information, see [Filter Applications](#) on page 23.
- For help logging in, see [Log into MODS Home](#) on page 16.

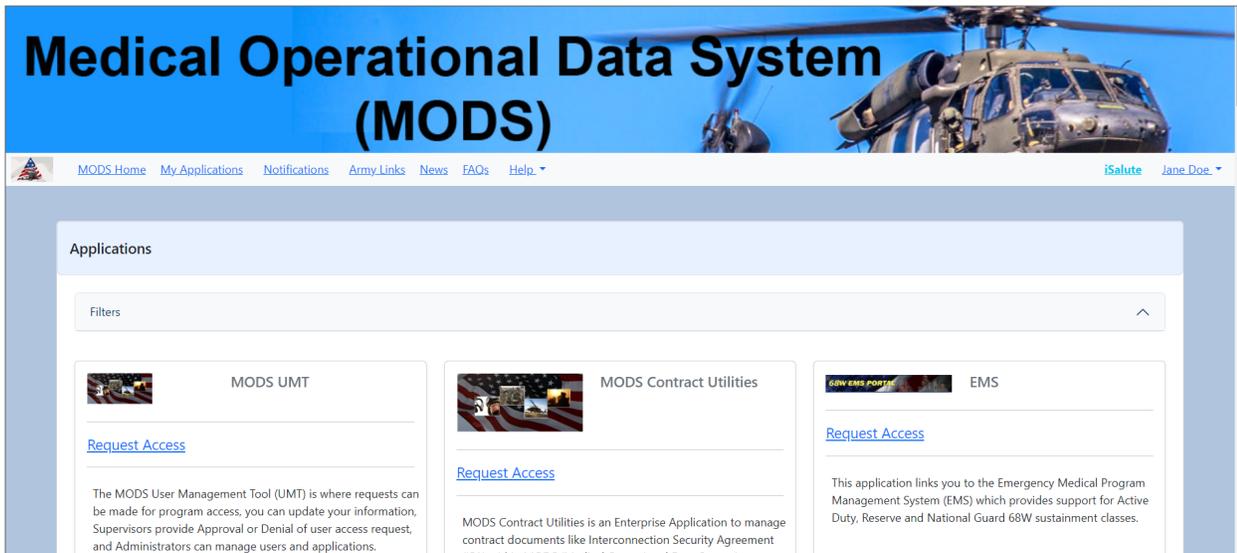


Fig. 32 - Applications Page (Authenticated View)

If you have access to an application, its name serves as its link. To access one of these applications, click its name or graphic inside its application card. The application loads in a new browser tab.

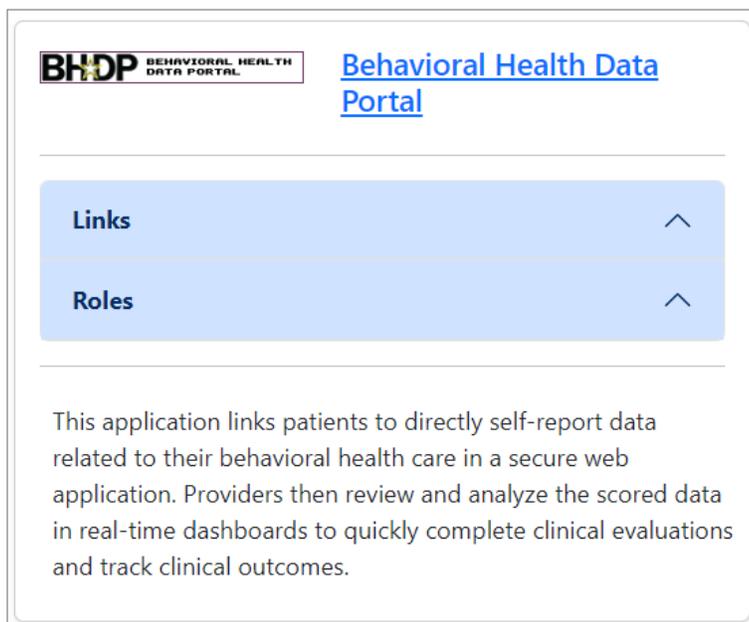


Fig. 33 - Sample Application Card (Authenticated View)

 **Note** - Because you're logged into MODS Home, you are automatically logged into the individual applications that you access from this page.

 **Reference** - These application cards always include a *Roles* accordion (with the exception of Medical Readiness application cards) and sometimes include a *Links* accordion. For more information on these options, see [Access Application Links](#) on page 33 and [View Your Application Roles](#) on page 35.

If you don't have access to an application, its application card only includes a description and a link for requesting access.

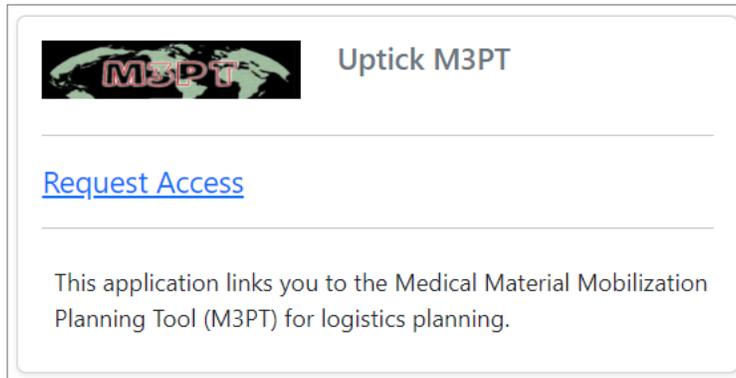


Fig. 34 - Sample Application Card with Request Access Link

 **Note** - For Medical Readiness applications, the application cards are identical before and after login, regardless of whether you have access to them, with one exception: If you have access to one of these applications, its application card includes the *Links* accordion.

 **Reference** - For help requesting access to an application, see [Request Access to Applications](#) below.

5.3 Request Access to Applications

When you're logged in, you can easily tell whether you have access to a given application and request access if you need it. If you don't have access to an application, its application card only includes a description and a link for requesting access.

**Reference:**

- You must be logged in to request access to applications. For help logging in, see [Log into MODS Home](#) on page 16.
- You can filter the applications to show only the applications to which you don't have access. For more information, see [Accessibility Filters](#) on page 24.

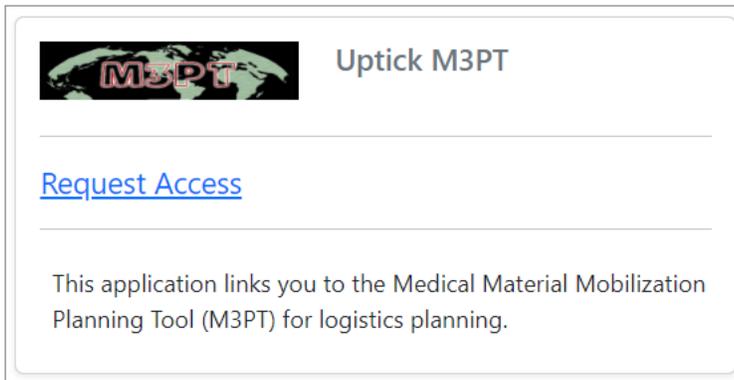


Fig. 35 - Sample Application Card with Request Access Link



Note - For Medical Readiness applications, the application cards are identical before and after login, regardless of whether you have access to them, with one exception: If you have access to one of these applications, its application card includes the *Links* accordion.

To request access to a Medical Readiness application, visit MCP. For help requesting access in MCP, refer to the MODS Control Panel (MCP) User Guide. To access this user guide, click **User Guide** from any page of MCP, or click [here](#).

5.3.1 Legacy Applications

To request access to a legacy application, click **Request Access** in its application card.

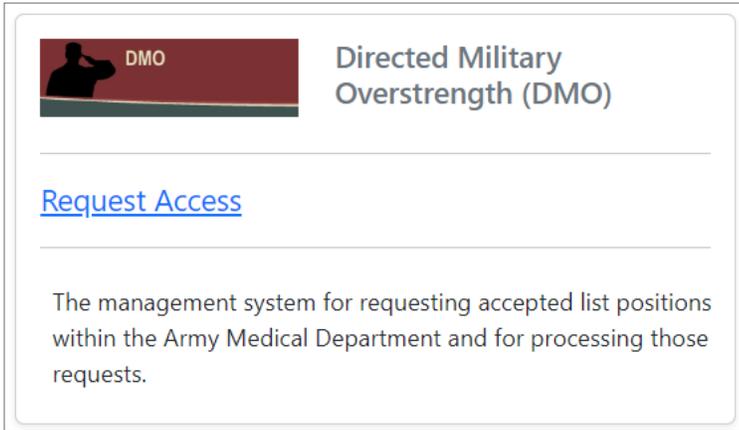


Fig. 36 - *Sample Legacy Application Card with Request Access Link*

MCP opens in a new browser tab to the first page in the process for requesting access: *Update Your Information.*

UM user management

Logged in as: Jane Doe [Logout](#) Quick Search: EDI Search

[User Guide](#)

Home :: Update Your Information

Please update your contact information below and click **Update!**. Note that some information is automatically updated from DMDC and AMID, and cannot be modified here.

Note: You can mouse over a field to receive more information about that field

Jane Doe			
First Name Jane	Last Name Doe	ID 11089153	FASCN 1006440381818181
Primary Email Address Jane.Doe.ctr@army.mil	Duty Title <input type="text"/>	Phone Number <input type="text"/> (123456789)	Phone Number Extension <input type="text"/> (1234)
Alternate Email Address <input type="text"/>	DSN <input type="text"/> (1234567)	DSN Extension <input type="text"/> (1234)	Receive Notifications <input type="checkbox"/>

Note: If provided, Alternate Email Address will be used for email notifications. Otherwise, Primary Email Address will be used.

Healthcare Providers

Note: Non-Medical providers do not need to select a medical specialty or enter a signature block.

Medical Specialty ---Select Medical Specialty---	Signature <input type="text"/> (Smith, John, M.D.)
--	---

Fig. 37 - Update Your Information Page in MCP



Note - Because you're logged into MODS Home, you are automatically logged into MCP.



Reference - For help requesting access in MCP, refer to the MODS Control Panel (MCP) User Guide. To access this user guide, click **User Guide** from any page of MCP, or click [here](#).

5.3.2 UPTick Applications

To request access to an UPTick application, click **Request Access** in its application card.

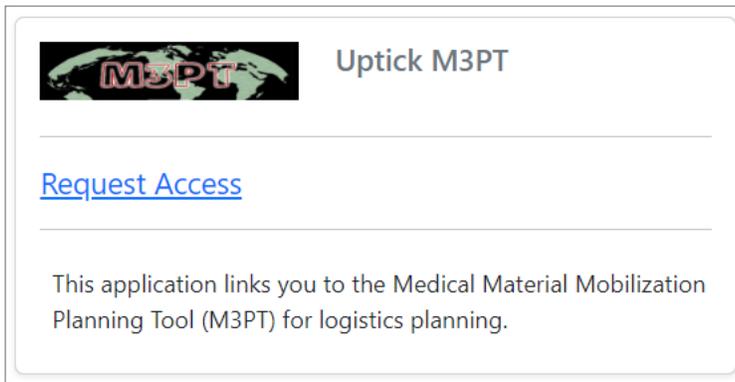


Fig. 38 - Sample Uptick Application Card with Request Access Link

A page opens in a new browser tab and includes a link for you to request access through the User Management Tool (UMT).

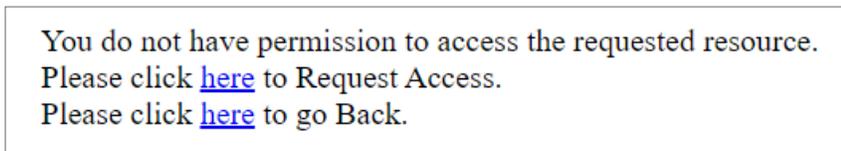


Fig. 39 - Link to Request Access through UMT

5.4 Access Application Links

When you're logged in, you can access useful links for certain applications to which you have access. You can find these links through the *Links* accordion in the application cards.



Reference - You must be logged in to access application links. For help logging in, see [Log into MODS Home](#) on page 16.



Development Note - Links will be added to more application cards over time.

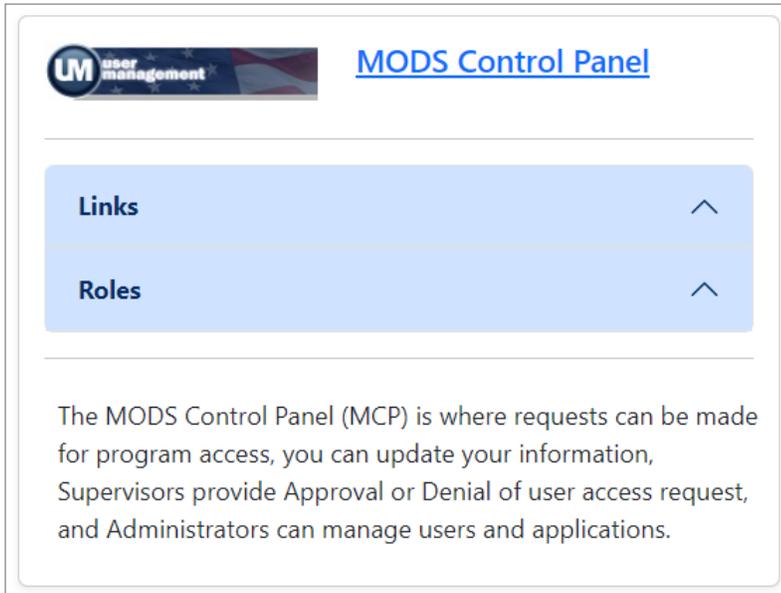


Fig. 40 - Sample Application Card with Links Accordion (Collapsed)

To expand the *Links* accordion, click on it; to collapse it, click on it again.

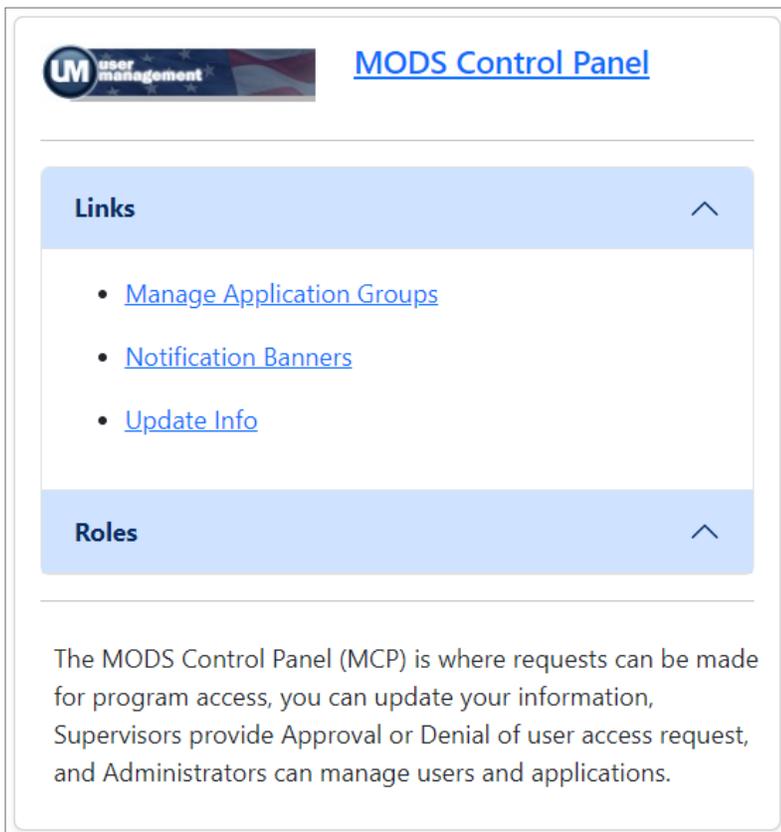


Fig. 41 - Sample Application Card with Links Accordion (Expanded)

To open an application link, click on it. The link opens in a new browser tab.

 **Note** - Because you're logged into MODS Home, you are automatically logged into the individual applications whose links you access from this page.

5.5 View Your Application Roles

When you're logged in, you can view your roles and their status for each application to which you have access. You can find these details through the *Roles* accordion in the application cards.

 **Reference** - You must be logged in to view your application roles. For help logging in, see [Log into MODS Home](#) on page 16.

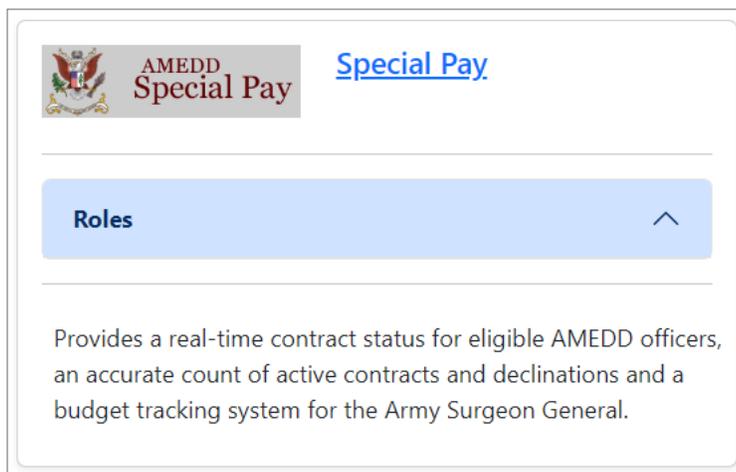


Fig. 42 - Sample Application Card with Roles Accordion (Collapsed)

To expand the *Roles* accordion, click on it; to collapse it, click on it again.

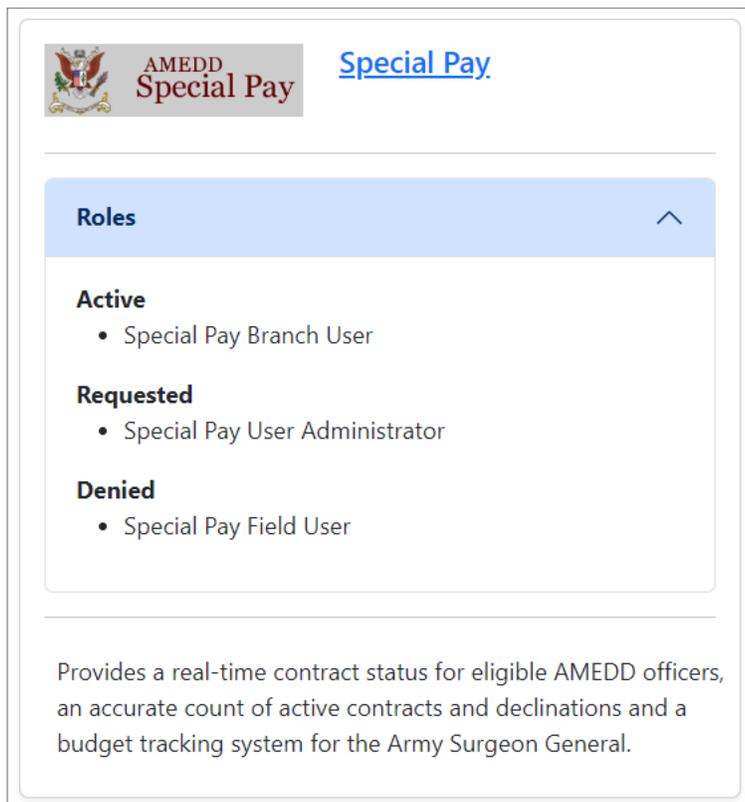


Fig. 43 - Sample Application Card with Roles Accordion (Expanded)



Note:

- Medical Readiness application cards never include the *Roles* accordion.
- There are five main role statuses: Active, approved, denied, inactive, and requested. You can log into an application with active roles only.
- For more details on your roles, visit MCP for legacy applications and UMT for UPTick applications.

6 Notifications

This section explains the *Notifications* panel in MODS Home and how to interact with it. This panel lets you view general notifications related to MODS, as well as personalized notifications when you're logged in.

 **Reference** - For help navigating MODS Home, see [Basic Navigation](#) on page 9.

6.1 Check for Notifications

You can check for notifications any time while logged in or logged out by launching the *Notifications* panel. To launch this panel, click **Notifications** from the *Navigation Bar*.



Fig. 44 - Navigation Bar (Non-Authenticated View): Notifications

6.1.1 Logged Out

Any notifications you see in the *Notifications* panel while logged out are general notifications posted to MODS Home for all visitors.

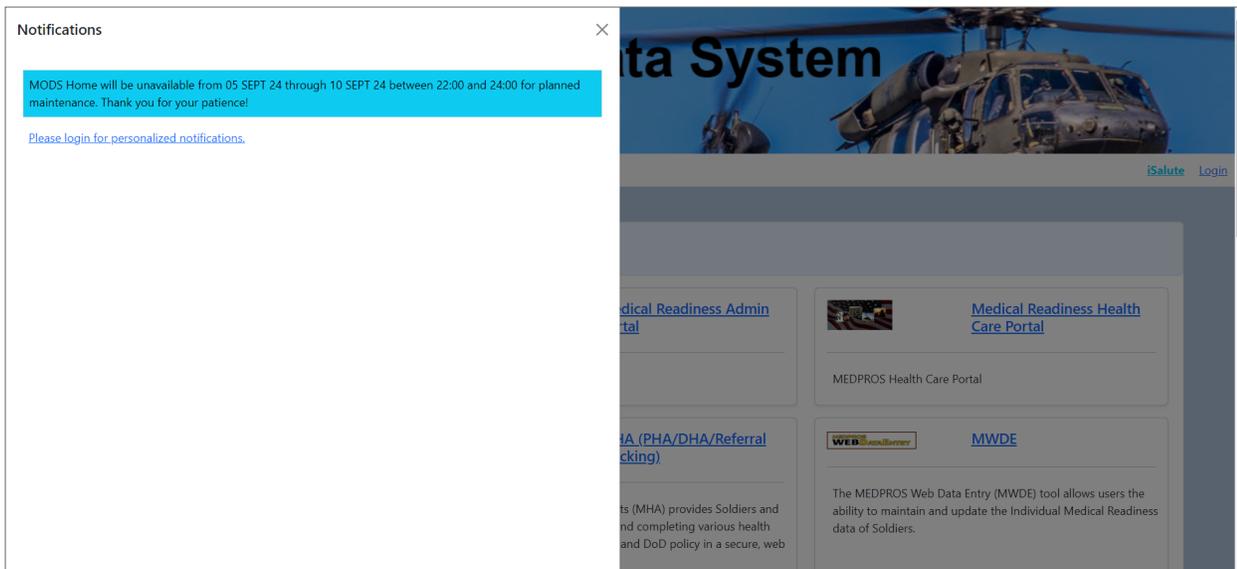


Fig. 45 - Notifications Panel (Non-Authenticated View) with a Notification

If there are no general notifications posted, the *Notifications* panel presents only a reminder to log in to view personalized notifications.

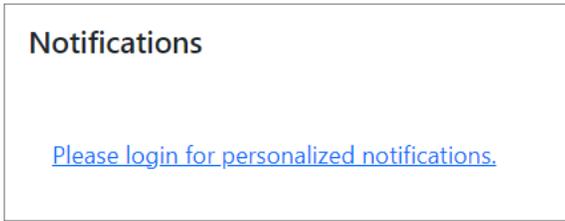


Fig. 46 - Notifications Panel (Non-Authenticated View) without Notifications



Note:

- The color of general notifications is set by their authors in MCP and generally corresponds to their severity level: Critical (red), Important (amber), and Informational (blue).
- To close the *Notifications* panel, click the **x**.



Tip:

- If you don't plan to log in, be sure to check for and review these notifications when MODS Home loads, as the panel does not automatically open like it does when you log in. You may also want to check for notifications throughout your session in case any new ones have come in.
- To log in, you can click **Login** from the *Navigation Bar*, or you can click the reminder.

6.1.2 Logged In

After you log in, the *Notifications* panel may include new notifications specific to your account, alongside any general notifications posted.



Note - When you first log in, the *Notifications* panel opens automatically.



Reference - For help logging in, see [Log into MODS Home](#) on page 16.

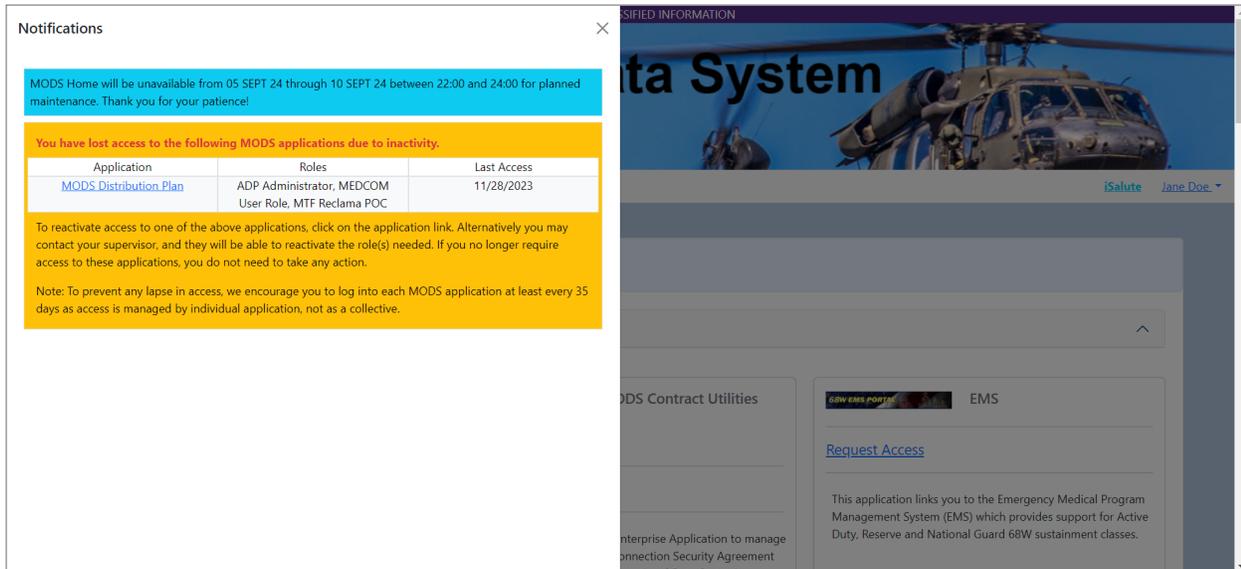


Fig. 47 - Notifications Panel (Authenticated View) with a General Notification and Personalized Notification

If there are no general or personalized notifications available, the *Notifications* panel lets you know.

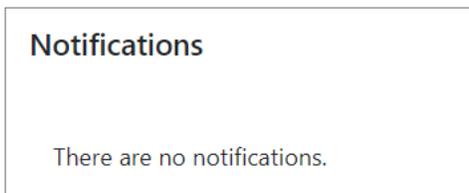


Fig. 48 - Notifications Panel (Authenticated View) with No Notifications

 **Note** - To close the *Notifications* panel, click the **x**.



Tip:

- Always review your notifications after logging in, as there may be critical information about your access to specific applications. For more information, see [Act on Personalized Notifications](#) below.
- You may want to check for notifications throughout your session, because the Notifications panel does not automatically open again until you re-log into MODS Home, even if new notifications have come in since your session began.

6.2 Act on Personalized Notifications

When you're logged in, the *Notifications* panel presents any personalized notifications posted to your account. These notifications relate to your access to specific applications and take the form of either

deactivation warnings or deactivation notices. Through these notifications, you can prevent losing access to applications or you can request access again once it has lapsed.

 **Note** - Deactivation policies apply only to legacy applications, so you will not receive deactivation warnings or notices for UPTick applications.

 **Reference** - You must be logged in to access personalized notifications. For help logging in, see [Log into MODS Home](#) on page 16.

6.2.1 Deactivation Warnings

Deactivation warnings let you know that you are at risk of losing access to one or more applications if you do not log into them before 180 days of inactivity.

The *Notifications* panel consolidates all deactivation warnings into one notification featuring a table. For each application affected, this table presents your active roles and the date on which you last accessed the application.

 **Note:**

- Deactivation warnings appear in gold blocks with green text.
- In addition to the *Notifications* panel, you will receive deactivation warnings via your primary military email address.

Notifications ✕

You will lose access to the following MODS applications after 165 days due to inactivity.

Application	Roles	Last Access
AMEDD Web Reporting	Basic User Access	09/06/2023
Behavioral Health Data Portal	Clerk, Provider	09/06/2023
Warrior Transition	User Admin	08/24/2023

To maintain access to one of the above applications, click on the application link and log in. If you no longer require access to these applications, you do not need to take any action.

Note: If your account is deactivated, your supervisor will be able to reactivate the role(s) needed. To prevent any lapse in access, we encourage you to log into each MODS application at least every 35 days as access is managed by individual application, not as a collective.

Fig. 49 - *Notifications Panel with Deactivation Warnings*

6.2.1.1 Maintain Access

To maintain access to applications, you need to log into them, which you can do from the *Notifications* panel. To log into a given application, click its name in the table. The application opens in a new browser tab after automatically logging you in.



Tip - To refresh your personalized notifications after logging into an application, refresh MODS Home through your browser.

6.2.2 Deactivation Notices

Deactivation notices let you know that you have lost access to one or more applications due to 180 days of inactivity.

The *Notifications* panel consolidates all deactivation notices into one notification featuring a table. For each application affected, this table presents your deactivated roles and the date on which you last accessed the application.



Note:

- Deactivation notices appear in gold blocks with red text.
- In addition to the *Notifications* panel, you will receive deactivation notices via your primary military email address.

Notifications ✕

You have lost access to the following MODS applications due to inactivity.

Application	Roles	Last Access
Behavioral Health Data Portal	Clerk	10/25/2022
Contingency Battle Roster	CBR Write Access (non-WTU), CBR MC Access (non-WTU)	08/11/2022
MODS Distribution Plan	ADP Administrator	01/26/2022

To reactivate access to one of the above applications, click on the application link. Alternatively you may contact your supervisor, and they will be able to reactivate the role(s) needed. If you no longer require access to these applications, you do not need to take any action.

Note: To prevent any lapse in access, we encourage you to log into each MODS application at least every 35 days as access is managed by individual application, not as a collective.

Fig. 50 - Notifications Panel with Deactivation Notices

6.2.2.1 Regain Access

Once your access to an application has been deactivated, you need to request access again to continue using the application, which you can do from the *Notifications* panel. To request access to a given application, click its name in the table.

MCP opens in a new browser tab to the first page in the process for requesting access: *Update Your Information*.

The screenshot shows the 'Update Your Information' page in the MCP. The page header includes the 'UM user management' logo and a navigation bar with 'Logged in as: Jane Doe Logout', a 'Quick Search' field containing 'EDI', and a 'Search' button. A 'User Guide' link is located in the top right corner.

The main content area is titled 'Home :: Update Your Information' and contains the following text: 'Please update your contact information below and click **Update!**. Note that some information is automatically updated from DMDC and AMID, and cannot be modified here.'

A note states: 'Note: You can mouse over a field to receive more information about that field'.

The user profile section is titled 'Jane Doe' and contains the following fields:

First Name Jane	Last Name Doe	ID 11089153	FASCN 1006440381818181
Primary Email Address Jane.Doe.ctr@army.mil	Duty Title <input type="text"/>	Phone Number <input type="text"/> (123456789)	Phone Number Extension <input type="text"/> (1234)
Alternate Email Address <input type="text"/>	DSN <input type="text"/> (1234567)	DSN Extension <input type="text"/> (1234)	Receive Notifications <input type="checkbox"/>

A note below the fields states: 'Note: If provided, Alternate Email Address will be used for email notifications. Otherwise, Primary Email Address will be used.'

The 'Healthcare Providers' section contains the following text: 'Note: Non-Medical providers do not need to select a medical specialty or enter a signature block.'

The 'Healthcare Providers' section includes the following fields:

Medical Specialty ---Select Medical Specialty---	Signature <input type="text"/> (Smith, John, M.D.)
--	---

An 'Update!' button is located at the bottom left of the page.

Fig. 51 - Update Your Information Page in MCP



Note - Because you're logged into MODS Home, you are automatically logged into MCP.



Reference - For help requesting access in MCP, refer to the MODS Control Panel (MCP) User Guide. To access this user guide, click **User Guide** from any page of MCP, or click [here](#).

6.3 Notifications about Unavailable Functionality

In case of issues, general notifications or role information may be turned off during troubleshooting. With general notifications turned off, no visitors to MODS Home will receive general notifications. With role information turned off, no visitors logged into MODS Home will see information about their roles in the *Roles* accordion in application cards.

When general notifications are turned off, the *Notifications* panel includes a special general notification before and after login: "Your administrator has turned off general notifications for this application."

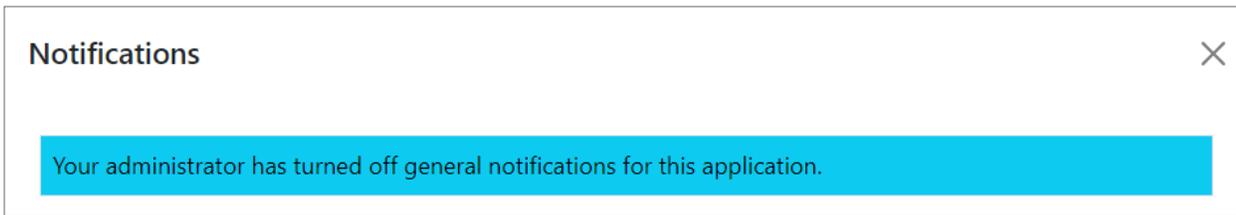


Fig. 52 - Notification Announcing that General Notifications are Turned Off

When role information is turned off, the *Notifications* panel includes a special notification after login: "Your administrator has turned off information about user roles."

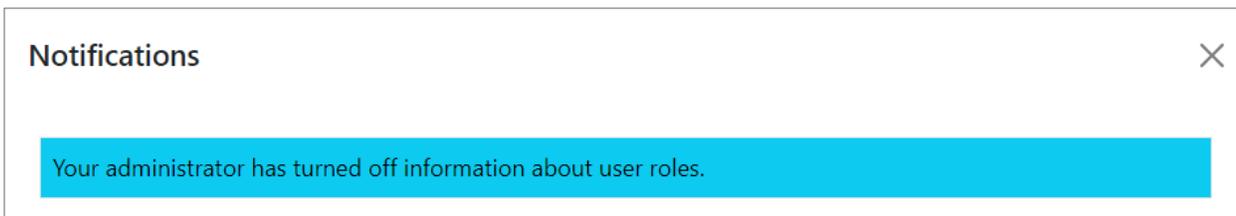


Fig. 53 - Notification Announcing that Role Information is Turned Off



Reference:

- For information on general notifications, see [Check for Notifications](#) on page 37.
- For information on the *Roles* accordion, see [View Your Application Roles](#) on page 35.

7 Acronym List

The following alphabetized table contains the full definition of each acronym found in this user guide.

ACRONYM	DEFINITION
AMEDD	Army Medical Department
DSN	Defense System Number
EDI	Electronic Data Interchange; short for EDIPI (Electronic Data Interchange Personal Identifier); also called a Department of Defense (DoD) ID
FASC-N	Federal Agency Smart Credential Number
FAQs	frequently asked questions
HR	Human Resources
INSCOM	U.S. Army Intelligence and Security Command
MODS	Medical Operational Data System
MCP	MODS Control Panel
PII	Personally Identifiable Information
UMT	User Management Tool
U.S.	United States