

# VUMC OLA Portal Quick Guide

To begin submitting new LSR, click on the VUMC OLA Portal. <https://vumc-ola.portal.xakiatech.com/>. (If the link does not open, you may have to copy and paste the link into your internet browser.)

## Quick Reference guide

### VUMC OFFICE OF LEGAL AFFAIRS - LEGAL SERVICE REQUEST (LSR) PORTAL

The Office of Legal Affairs (OLA) strives to respond quickly and efficiently to requests for legal advice, strategic business advice, and service. We are dedicated to excellence in legal representation of VUMC. We request that you submit **Legal Service Requests (LSR)** electronically through the **New VUMC OLA Portal**:



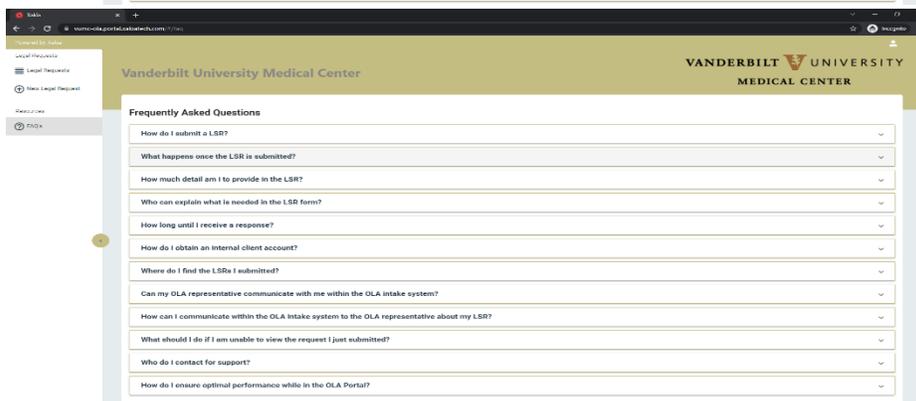
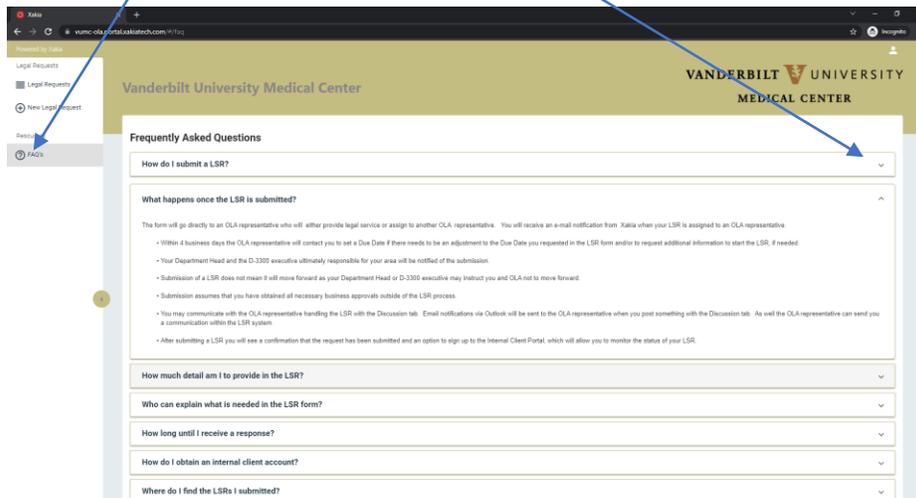
#### Instructions

- This short video will orient you to the VUMC OLA Portal intake system: [Training for submitting LSRs via VUMC OLA Portal](#)
  - Use the following browsers for optimal performance: Chrome, EDGE, or Firefox. Please ensure to clear your cache.
  - Access to the LSR forms may only be made via the VUMC OLA Portal as highlighted: <https://vumc-ola.portal.xakiatech.com/>.
  - VUMC OLA Portal landing page LSR forms are grouped by topic.
- For additional instructions please review the FAQ section within the VUMC OLA Portal.
- In the event you require further assistance with access to the OLA's electronic intake system, please contact Iliana Pluta, at [iliana.pluta@vumc.org](mailto:iliana.pluta@vumc.org)
- If you need assistance with the functionality of OLA's electronic intake system please contact [iliana.pluta@vumc.org](mailto:iliana.pluta@vumc.org) or [support@xakiatech.com](mailto:support@xakiatech.com)
- If you have questions about completing the LSR form, please contact the OLA representative with whom you work with <https://www.vumc.org/legal-counsel/Node/56>
- Click here for screen shot illustrations of the New VUMC OLA Portal.

[/general-counsel/sites/default/files/VUMC%20OLA%20PORTAL%20Quick%20Ref%20Guide.pdf](#)

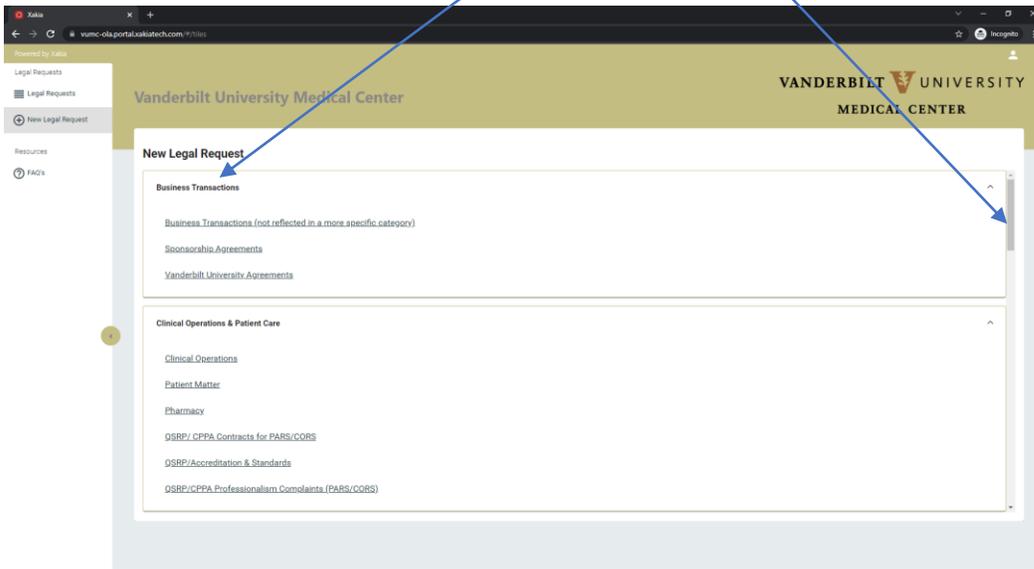
Thank you for requesting service from OLA.

New - Frequently Asked Questions – Click on the dropdown arrow to view instruction details.

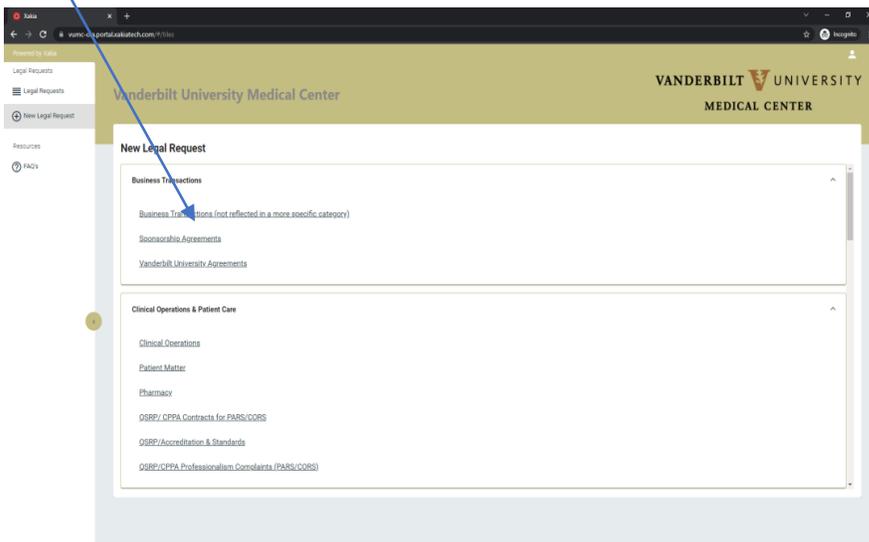


# VUMC OLA Portal Quick Guide

Select your new legal request from the groupings listed below. Scroll down to view additional legal request forms.



Click on your Legal Service Request form to open.



## VUMC OLA Portal Quick Guide

Complete the fields in the form. Required fields are indicated by an asterisk next to the field name. Click next to complete the rest of the questions, also attach any relevant documents. Finally click on submit.

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Legal Requests

Legal Requests

New Legal Request

Resources

FAQs

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### New Legal Request

**REQUEST** **DETAIL**

Request Type: Business Transactions (not reflected in a more spe...)

\* Your Name: Ilana Pluta

\* Your Email Address: Ilana.Pluta@vumc.org

\* Department: \_\_\_\_\_

\* Category: \_\_\_\_\_

\* Title of Project: \_\_\_\_\_

\* By when do you need a response from OLA?  
*Please note that OLA will prioritize LSRs. A member of OLA may be in touch regarding your requested date.*

Reset

Next Submit

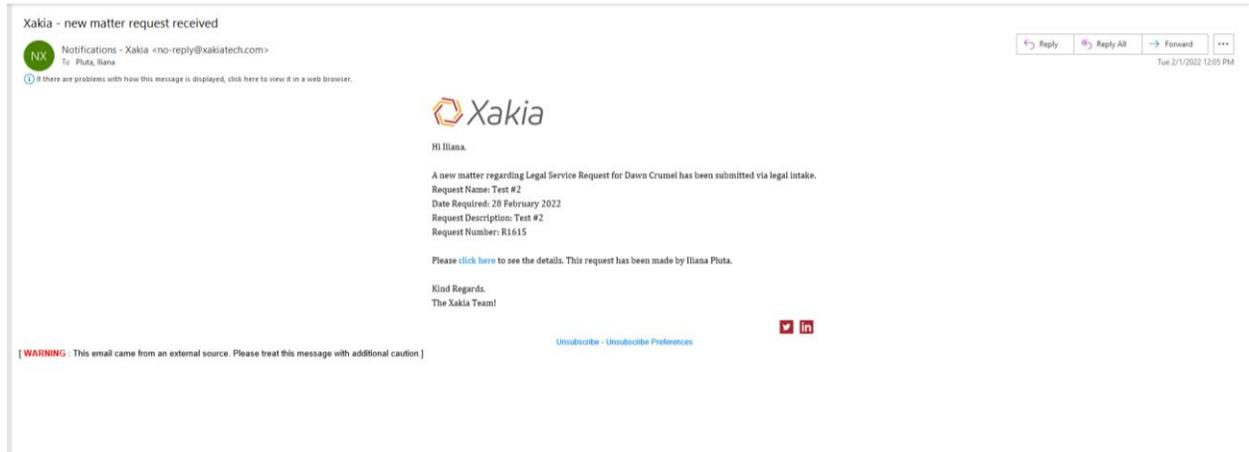
### Documents

Please upload all documents specific to the matter that require OLA review, including all supporting information related to the matter such as existing or prior agreements, confidentiality agreements or emails describing the transaction or its background.

Attach documents: drag files here or browse file to upload.

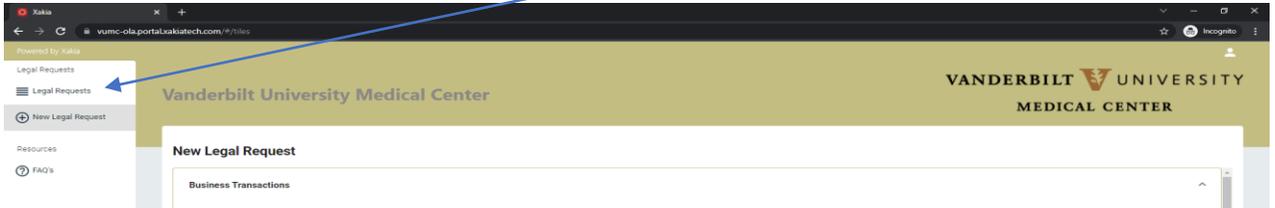
Max 100MB per request.  
(PDF, Word Documents, Excel Spreadsheets, Powerpoint, Email, PNG and JPEG)

Upon submission, a system generated notification will be sent to your inbox informing you the request has been submitted to the Office of Legal Affairs.

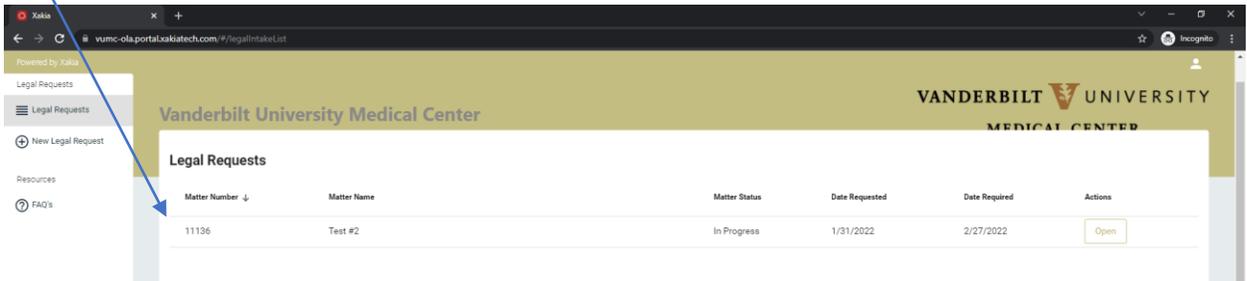


# VUMC OLA Portal Quick Guide

View your existing Legal Service Requests – Click on the  Legal Requests



Your Legal Request appears on this page with corresponding details to your Legal Service Request.



Add/post notes in the discussion tab of your Legal Service Request.

