Cayuse

Tips and Tricks

A Guide to Common Cayuse Issues

- Browser Configuration & Compatibility
- Logging in
- Routing and Approval Basics
- Locked Proposals
- Access from Outside the U.S.
- Finding Further Assistance
Browser Configuration & Compatibility

• Here are the main configuration items needed for your browser:
  o JavaScript Enabled
  o Cookies Enabled
  o Pop-ups Allowed

• Currently Cayuse is compatible with Internet Explorer and Firefox only.
  o During the routing process, chairs and deans will receive system generated email containing a link to the proposal requiring their attention. If the default browser is one other than those mentioned above; please copy and paste the link into a supported browser.

Remember:

Or
Logging on

- First time users should contact OSP to ensure that access to the system has been granted.
- Two methods of access:
     - If bookmarking this URL, please do so after logging in
  2. TECHNOLOGY link on the [http://myau.american.edu](http://myau.american.edu) Portal.
- Sign in to Cayuse using your myau.american.edu username and password.
Routing the Proposal

A common task performed within Cayuse is the review and electronic approval of a proposal for submission. Please follow the steps below to ensure the timely execution of the routing process.

- Once ready to indicate your approval, navigate to the lower left side of the screen and click on the routing and approval button.
Approving the Proposal

• Reviewers use the resulting screen to indicate their approval by checking the box adjacent to their name.

• In the pop up window, enter any comments you may have and click the approve button. If no comments are needed, simply click approve.

• Once approved, the next reviewer on the routing chain is notified via e-mail.
Approving the Proposal

As soon as the Authorized Organizational Representative (AOR) checks their box an email is sent to everyone on the routing chain and submission can proceed.

![Routing & Approval Diagram]

Routing Chain

Begin

- Heldens, John (U of C) / University of Cayuse
- Spears, Michael (U of C) / University of Cayuse

End

- Hoff, Andrew (U of C) / University of Cayuse
Proposal Lock Feature

As a safety feature, Cayuse locks the proposal to other users once opened. Occasionally, those working in a proposal will fail to log out properly. This causes the proposal to appear locked to the subsequent users. This is especially problematic during the routing process.

• To avoid this situation:

  o Please ensure that when you are finished working within Cayuse, you use the blue "[Sign Out]" link in the upper right corner and close the browser; include all open tabs.
Proposal Lock Feature

• To resolve this situation if encountered:

  • **Method 1:** If you followed a link emailed to you by Cayuse, and are brought directly to a proposal; double click the lock icon that appears in the tool bar at the top of the screen. Follow the resulting prompts to unlock the proposal.

  ![Proposal Lock Icon](image1.png)

  ![Proposal Tab](image2.png)

  • **Method 2:** If not already in the proposal, navigate to the proposal tab located at the top of the screen.

    o Locate the proposal with which you need to work, and click on the “R”.

    ![Proposal Tab](image3.png)

    o This will open a “Read-Only” copy of the proposal. Double click the lock icon that appears in the tool bar at the top of the screen. Follow the resulting prompts to unlock the proposal.
Accessing Cayuse from Outside the U.S.

- Access to Cayuse is restricted from any computer outside the United States.
  - Should it be necessary for you to use Cayuse from an international location, you will need to utilize AU’s Virtual Private Network (VPN).
  - Directions for connecting to the VPN can be found at: http://www.american.edu/oit/network/VPN.cfm.
For Further Assistance

If you are unable to resolve your issue, please contact:

Joe Gesa
Systems Administrator
gesa@american.edu, or EXT. 3977