

## **Cayuse Approval Cheat Sheet:**

1. Go to→ <https://csun.cayuse424.com>
2. Click on **“Cayuse SP”**
3. Click on **“Unit Approval Inbox”** (left side, bottom)
4. Click on **Proposal Number.**
  - a. To view proposal, summary budget, etc., click on **PDF icon** to right of Proposal Number
    - i. To confirm that Frances has reviewed, scroll to “Submission Notes”
    - ii. Close pop-up window.
  - b. To view detail budget, click on Proposal No. **“16-0002”** (cancel pop-up)
    - i. Click on **“Proposal Attachments”** (left side)
5. To approve, click on **“Authorize Proposal”**. To reject, click on **“Reject Proposal”**.
6. To finalize, notes may be added.
  - a. Click on **“Submit Authorization”**
7. **Log out** of Cayuse SP **and** Evisions.