PICTURE GUIDE # 2: Approving Proposals via Cayuse Website Link

1.) Log into Cayuse Proposals via the LMU ORSP website: https://academics.lmu.edu/orsp/submittingaproposal/. Use your LMU username and password, when prompted for this information.
   On the overview page, you will see “Routing & Approval.”

2.) Click to open the “Routing Hot List” box. All the proposals needing your review and approval (or retraction) are listed. The Hot List Box tells you how many people (steps) are ahead of you on the routing chain. If the steps are zero, you are up next to review and approve. “Days old” is how long the proposal has been in the routing queue.

Click on the link for the proposal that you need to review. The proposal’s Summary Page opens, from which you can review and approve or retract, as necessary.