

**To log into Cayuse424 and approve/sign a proposal:** *At this point in time the system is set up so that each person in the chain cannot sign until the person ahead of them has signed. If you are listed later in the chain you will have to wait to sign/ approve until others sign /approve ahead of you. – please be sure to use Internet Explorer or Firefox for this process:*

1. Go to: <https://utrgv.cayuse424.com>
2. You will be prompted to enter a username and password. Use your current UTRGV username and password
3. You should be redirected to the Cayuse424 Overview/home page
4. If it is your turn to approve/sign a proposal there will be an asterisk next to the Routing & Approval link
5. Click on the “Routing & Approval” link
6. A list will display of all proposals that you are included in the routing chain for. If the proposal is “0” steps away from you you will be able to approve/sign it.
7. Click on the link for the proposal that you are able to approve/sign. This will open up the proposal packet for you to review, if you would like. You can navigate through the proposal using the links on the left-hand column of the page. You can also generate a PDF of the entire proposal packet using the printer icon on the top right-hand side of the screen.
8. Once you are ready to approve/sign, under “Proposal Management” in the left-hand column click on the “Routing & Approval” link
9. Click on the box to the left-hand side of your name
  10. Once you have clicked on the box by your name a pop-up window will appear giving you the option to approve, or not, and add comments (optional).
11. Once you click “approve”, a checkmark should appear next to your name in the routing list
  12. Once the checkmark appears, you have approved/signed, and you can exit back out into the proposal listing by clicking on the green arrows in the center of the top of the screen.
13. Once you have exited back out into the proposal listing page, you can sign-out of the system using a link in the upper right-hand corner of the page.

**Once you have clicked on your box the next person in line should receive an email letting them know it is their turn to sign; however, note that sometimes this message winds up in Barracuda.**