

## B. Getting Started

### B.1. Log in

The UAAlbany UNIX password is required to log in to Coeus. Unless specifically set to be the same as other UAAlbany passwords, it will be different. Instructions can be found to check and reset the UNIX password at <http://www.albany.edu/its> or in Section B.3.

There are two different versions of Coeus – a ‘real-live’ version and a training system, the ‘sandbox’, for new users. The ‘real-live’ version of Coeus should be used to prepare proposals that are intended for submission to Sponsors and can be

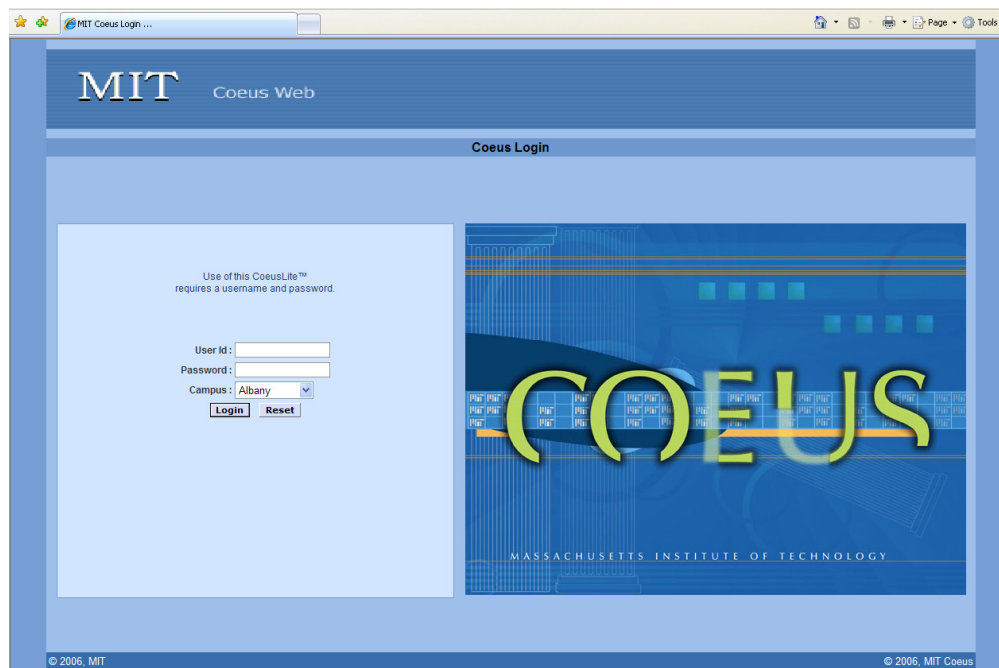


Figure B.1. Coeus Log In Screen

found at <https://coeus.buffalo.edu>. The ‘sandbox’ will be used by new users to create proposals in a safe environment where mistakes and errors are expected. The address for the ‘sandbox’ is: <https://coeustrain.buffalo.edu>. It is important to choose the correct version of Coeus when logging in. Proposals created in the sandbox cannot be copied over to the real-live version. Proposals can never be deleted from either version of Coeus.

Once the web address has been entered and the Coeus Log in Screen appears, users should enter their Net ID into the **User Id** text box. Make sure all letters in the **User Id** text box are capitalized (example: TS444444). The user’s UNIX password must be entered into the **Password** field. (example: butter2). Select Albany from **Campus** list. Press **Login**.



## B.2. Coeus Home Screen

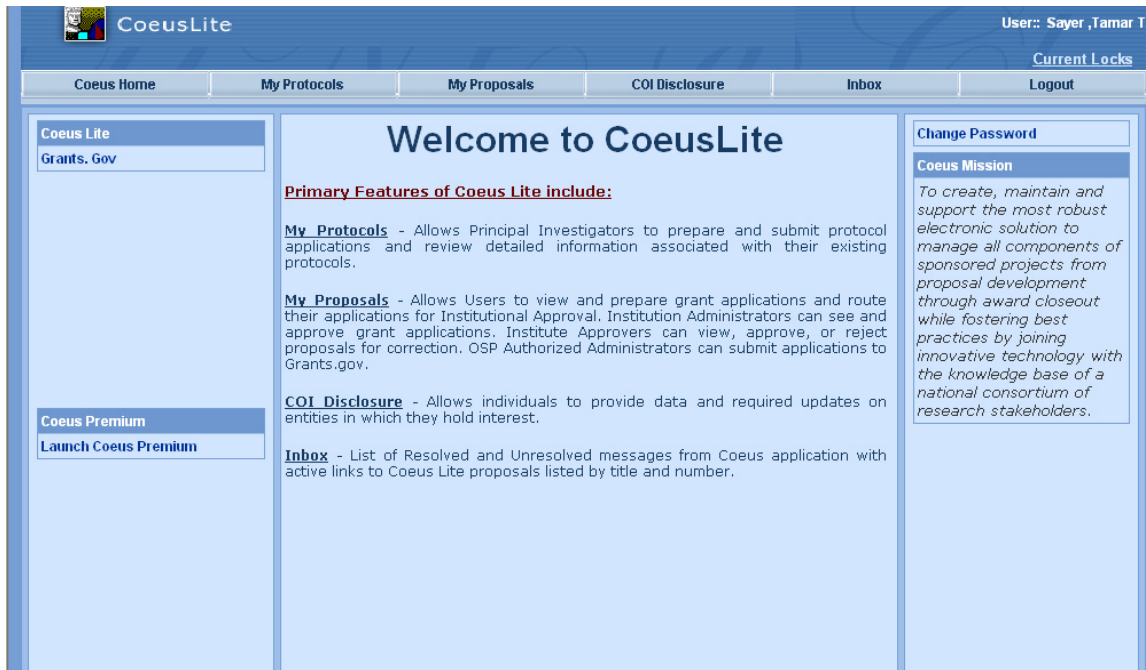


Figure B.2. Coeus Home Screen

Across the top of the screen, there are 6 navigation buttons. (See Figure B.2)

- **Coeus Home:** This button brings the user to the home page
- **My Protocols:** An optional Coeus module that allows Principal Investigators to prepare and submit protocol applications (IRB, IACUC, etc.) and review detailed information associated with their existing protocols. This option is not currently available.
- **My Proposals:** Allows Users to create and manage the preparation and storage of proposals.
- **COI Disclosure:** Allows individuals to provide data and required updates on entities in which they hold an interest. This function is not currently used at UAlbany.
- **Inbox:** List of Resolved and Unresolved messages from Coeus with active links to proposals listed by title and number. This is where Approvers would find messages and links to proposals waiting for their review.
- **Logout:** When finished working in Coeus, select the **Logout** function to close the application and release the security lock on any open proposal.

On the left side of the screen are two links:

- **Grants.gov:** Grants.gov is the source to find federal government grants. There are over 1,000 grant programs offered by all federal grant making agencies.
- **Launch Coeus Premium:** Coeus Premium may be launched from the CoeusLite home page. It will be used primarily by Research Administrators and users who work on proposals with complex budgets. Click on **Launch Coeus Premium** and log in again before the application can open.

On the top right of the screen are two additional links:

- **Change Password:** Not applicable to UAlbany. Passwords for Coeus are managed through the campus's MyUAlbany profile. Any changes required to passwords must be made through MyUAlbany. See Section B.3 for more details.
- **Current Locks:** When a user opens a proposal to edit, Coeus creates a 'lock' that prevents multiple users from modifying the same proposal simultaneously. There may be times when these locks are not automatically released and need to be cleared manually. Click on this link to open up a window where the locks can be removed. Close the proposal and then re-open it to make changes.



### B.3. (Re)Setting your UNIX password

Many faculty and staff at UAlbany never need, nor use their UNIX passwords. As Coeus users, our NetIDs and UNIX passwords are the instruments used to validate our identity and grant access to research proposal data from our campus.

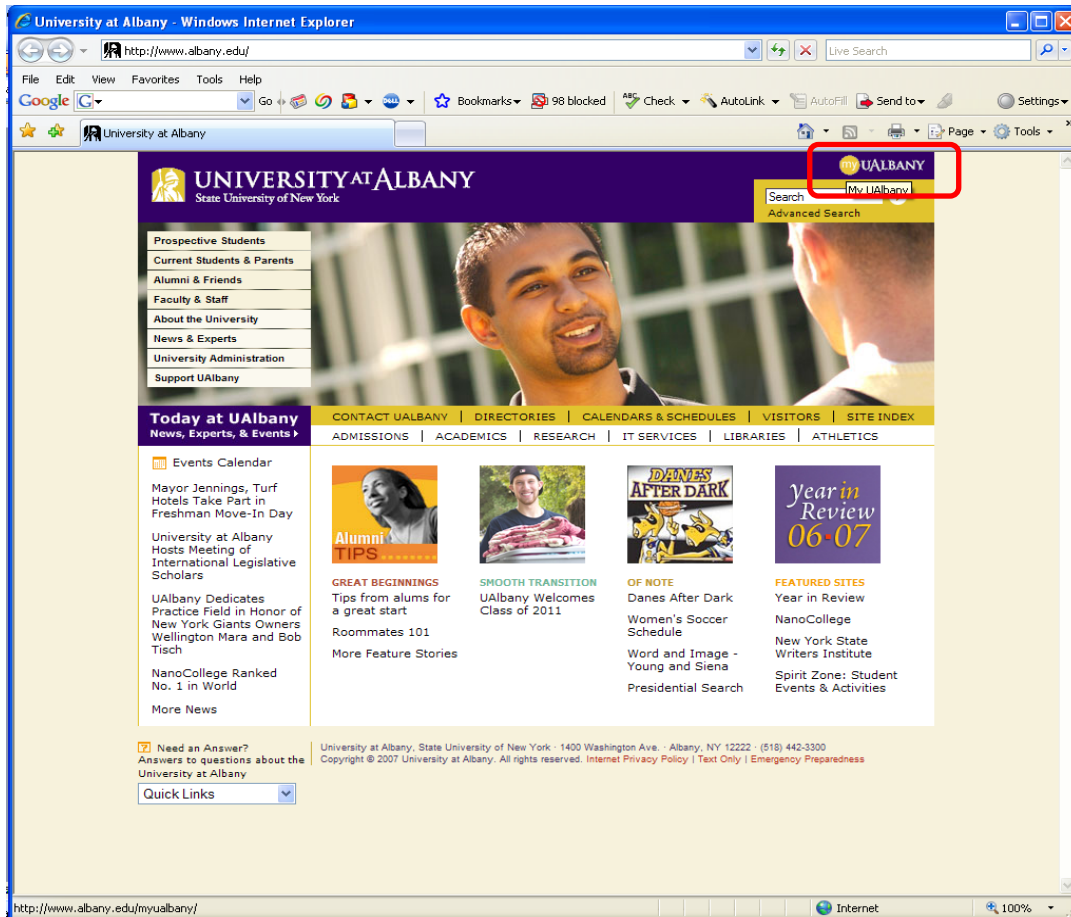


Figure B.3. UAlbany Main Webpage

To set, or reset your UNIX passwords, follow these steps:

1. Go to the UAlbany main webpage (<http://www.albany.edu>) and select MyUAlbany. See Figure B.3.
2. On the MyUAlbany webpage, click on Password Set/Reset. See Figure B.4



Figure B.4. MyUAlbany Webpage

### 3. Answer Security Questions

On the Password Security Questions screen (Figure B.5), security questions must be answered to access and change passwords. Users who have been in the system before and have previously set up security questions, can click on **Already know your Security Questions?**, which will then bring up security questions to answer.

Users who have not set up any security questions must enter their PIN. Users who do not remember their PIN will have to call the ITS helpdesk at 442-3700 to get it.

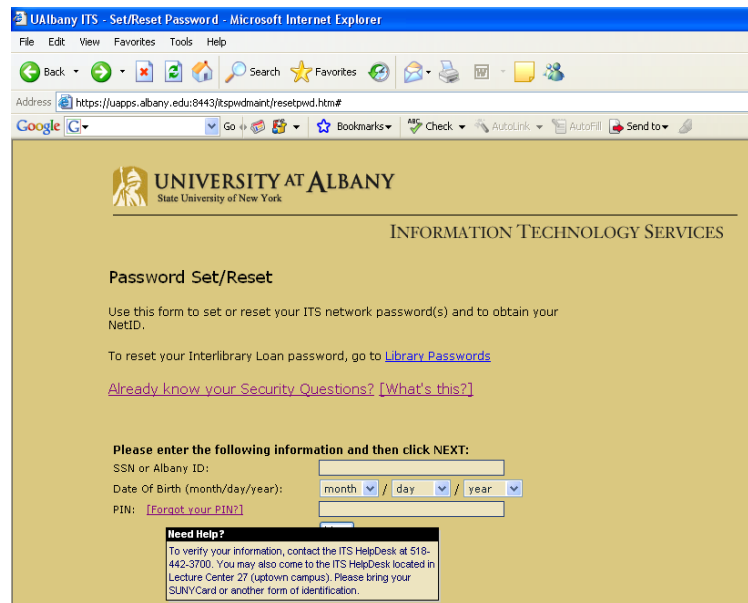


Figure B.5. Password Security Questions



Once the security questions have been answered or the information at the bottom of the screen has been completed, access is given to change passwords.

#### 4. Re/Set Password(s)

Each UAAlbany faculty and staff member has at least 3 passwords:

- **MyUAAlbany / IAS** – used to access the MyUAAlbany screen and the IAS (Peoplesoft) system
- **UNIX** – used to access University applications such as : Webmail, UNIX, WebCT, or the Library.
- **Windows Network Access** – for those users who access the University's Windows Network.

Figure B.6. Password Set/Reset Screen

On the Password Set / Reset webpage, each password has a checkbox next to it. Click the second box, next to *ITS UNIX Cluster*. The other checkboxes may be selected to reset the other passwords with the same new password. This is entirely a personal choice. For Coeus, it is only necessary to set the UNIX password. Type in the new password, and enter it a second time as confirmation. The password must conform to the *Complex Password Rules* explained in detail on the webpage. After successfully entering the new password, press **Next**. If the security questions were not previously set up, choose specific questions that could be used next time passwords need to be reset.