

Quick Guide to Approving, Rejecting, or Recalling a Proposal in Coeus Premium

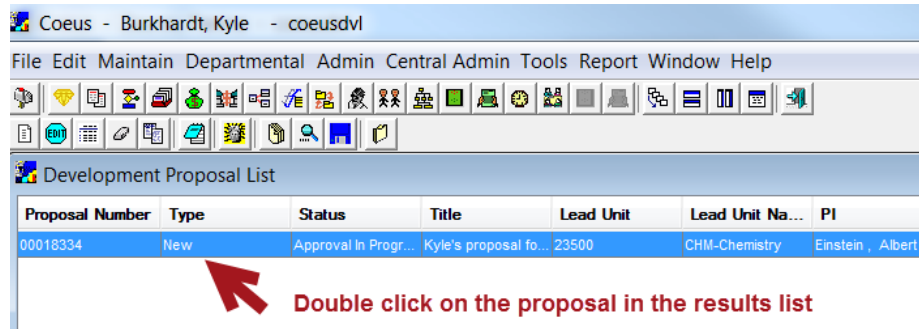
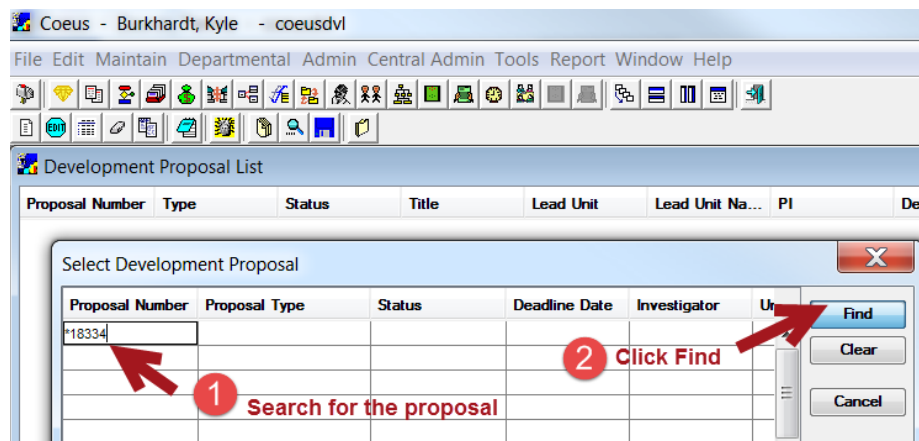
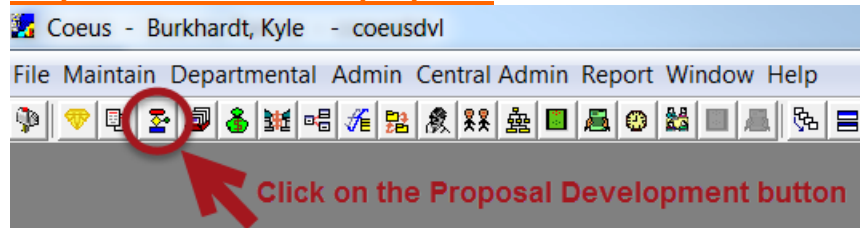
(Using your mobile device? Use the [CoeusLite Approval Quick Guide](#).)

Step 1: Log on to Coeus Premium

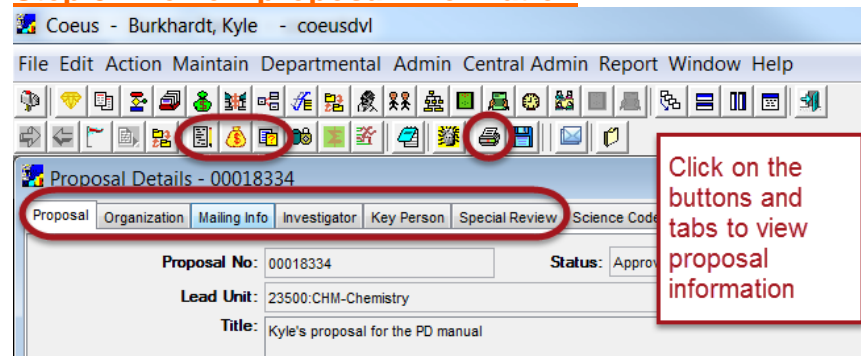
Launch Coeus Premium from the [Princeton Coeus home page](#).

Enter your NetID and password in the boxes and click OK.

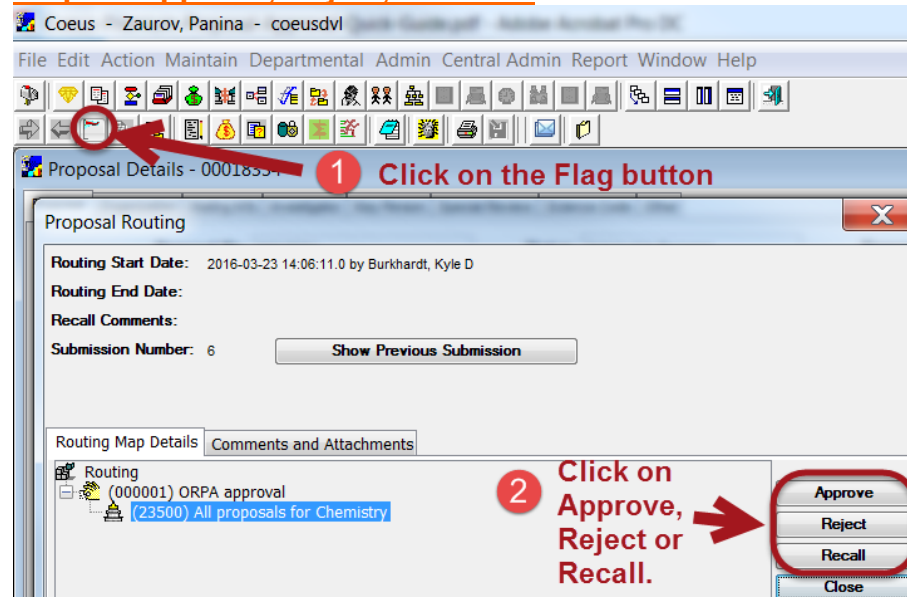
Step 2: Search for the proposal



Step 3: Review proposal information



Step 4: Approve, Reject, or Recall



Enter comments (optional for approval, mandatory for rejection and recall). Then click on the Approve, Reject or Recall button.

Step 5: Logout

Use the red X in the upper right corner of the screen to close Coeus.

Need help or more info?

Email: coeus_help@princeton.edu

Web: <https://orpa.princeton.edu/resources/coeus>

Last updated: October 2018