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
Click on the Proposal Development button.

Step 3: Review proposal information
Click on the Flag button.

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
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