

Cayuse 424: Log In to Cayuse 424

This document describes how to

- Navigate to the University of Utah's Cayuse 424 website.
- Log in using your University CIS credentials.
- Request a new user login.
- NOTE: Cayuse 424 uses the same log in and password credentials as the University's CIS system. You do not need separate credentials to access Cayuse 424.

Accessing Cayuse 424

- Select the *Cayuse 424* link under the Research Administration section of your Campus Information Services browser page, or
- Navigate directly to <https://utah.cayuse424.com> in your web browser.

Web browser support

- Cayuse 424 supports Mozilla Firefox and Internet Explorer.
- Apple Safari and Google Chrome are not supported at this time. Many features of Cayuse 424 will not work correctly in Safari or Chrome.
- Review the browser support and configuration page to set JavaScript, cookie, and pop-up settings: <http://support.cayuse.com/docs/browser-support-configuration>.

When navigating to utah.cayuse424.com directly in your web browser

- If you are already logged into CIS you will automatically be logged in to Cayuse 424 and taken to the Cayuse Overview page.
- If you are not logged in to CIS, you will be redirected to the CIS log in page. Please log in, and you will be logged in to Cayuse 424 and redirected to the Cayuse Overview page.
- If you are redirected to a Cayuse login page with the following statement highlighted in red, "You've reached the wrong sign in page. Please visit utah.cayuse424.com," please contact OSP.

For new users that need access to Cayuse 424

- Email a request for access to cayuse@osp.utah.edu.
- Provide the new user's name, uNID, and email address.
- Please note that new users must have a CIS login.

All users can create Professional Profiles for new key people at any time

- Professional Profiles are used to autofill stored information into proposals.
- See the "Adding Non-University of Utah Personnel" help document to add external personnel.

OSP will create user login accounts for new people to access Cayuse 424 (administrators and key people/researchers)

- OSP will create a user login account.
- OSP will link the user login and the professional profile together.

For additional assistance with logging in to Cayuse 424

- Contact your OSP Grants and Contracts Officer.
- Email cayuse@osp.utah.edu.