

For Health Systems employees who are unable to successfully login to Cayuse--please follow these five steps:

Step 1: Go to

<http://www.southalabama.edu/services/jagnet/emailkey.html>, enter your J-number and email address and click "Request Key" (see example below):

Email Access Key

This tool allows users who have access to the associated email account to recover a JagNet password. It will be most useful for **Health Systems employees** who have an @health.southalabama.edu email account as well as Clinical/Adjunct Faculty for the Biomedical Library (those with a V00 Jag Number) who need access to the LibProxy system. Please enter your Jag Number and the associated email address to begin.

Email Access Key

Jag Number:

Email Address:

*****Note: If you get an error similar to the ones below, contact Academic Computing at 460-6161 or email them at: helpdesk@southalabama.edu.***:**

Error: Unable to find an active account for Jag Number: Jxxxxxxx, please contact the Academic Computing Office of the University of South Alabama Computer Services Center by calling 251-460-6161

Error: Invalid Jag Number: Jxxxxxxx

Error: That is not the email address for Jag Number: Jxxxxxxx. please contact the Academic Computing Office of the University of South Alabama Computer Services Center by calling 251-460-6161

Step 2: Check your email. You should receive an email from “JagNet Password Recovery” containing a unique Access Key. Come back to this screen, enter the Access Key and click “Submit Key” (see example below):

Please check your email account. Within 5 minutes you should receive an email from this application that contains an access key. Enter that key below and click Submit Key.

Access Key:

Step 3: It will then take you to the screen below. Enter what you would like for your new password (following the password requirements listed in the example below) and click “Submit”:

Email Access Key

Please enter the password that you would like to use for JagNet. Passwords must be at least 8 characters and contain three of the following four character types: uppercase letter, lowercase letter, digit, special character

Jag Number: J00097454
Full Name: Paul Patterson
Email Address: pbpatterson@health.southalabama.edu
New Password:

Confirm Password:

Step 4: At this point, your new password should be set. Please go to the following screen at <http://www.southalabama.edu/departments/research/spa/eraonline.html> and click the red button:

HOME | DEPARTMENTS | RESEARCH | SPONSORED PROJECTS ADMINISTRATION | ELECTRONIC RESEARCH ADMINISTRATION

SPA Home

Funding Opportunities

Electronic Research Administration

Project Management

Uniform Guidance

Research Operations Council (ROC)

About Us

Sponsored Projects Administration
University of South Alabama
307 University Blvd., AD 200
Mobile, AL 36688
Ph: (251) 460-7888

Electronic Research Administration

Introduction to Cayuse Research Suite

The Office of Sponsored Project Administration uses an electronic research administration (eRA) system to allow full routing for required approvals and proposal data collection for the University of South Alabama. Additionally, the system provides electronic transmission of certain federal proposal submissions. Benefits of eRA are transparent and timely proposal approvals, routing history and status, all proposal elements and associated documents contained in one "electronic file", inclusive post-award activity, and a system repository for proposal and award data.

At USA, Cayuse Research Suite has two modules: Cayuse SP and Cayuse 424.

- Cayuse SP is the proposal and award administration module that replaced paper Transmittal Sheets. SP electronically routes proposals for necessary University approvals, monitors proposal status, and interfaces with post-award activity. All proposals at the University of South Alabama will begin in SP whether submitted electronically or by an alternate method. It is not, however, a submission module.
- Cayuse 424 is the module through which most federal grant proposals can be created, reviewed for sponsor requirements, and electronically submitted by SPA. The 424 module is connected directly with Grants.gov. Proposals are checked throughout proposal development for compliance and when submitted, travel quickly to the directed Federal agency.

[Click here to log in to Cayuse Research Suite Production \(Live\) Version](#)

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Instructions for Health Systems employees with issues logging into Cayuse

Step 5: On the next screen, you will enter your J-number as the username and your new password that you just set. This should log you in to Cayuse.