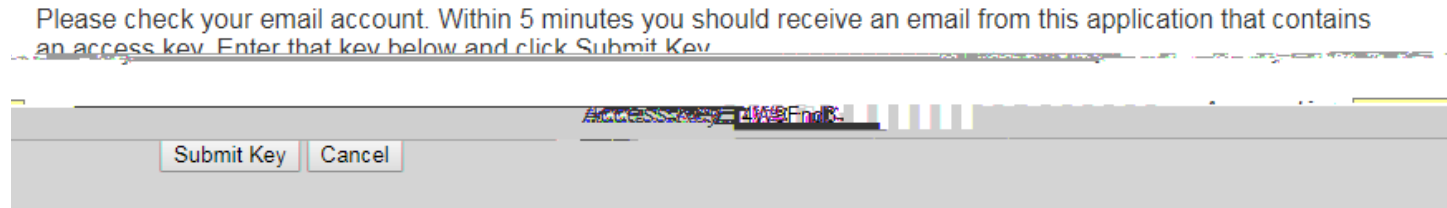
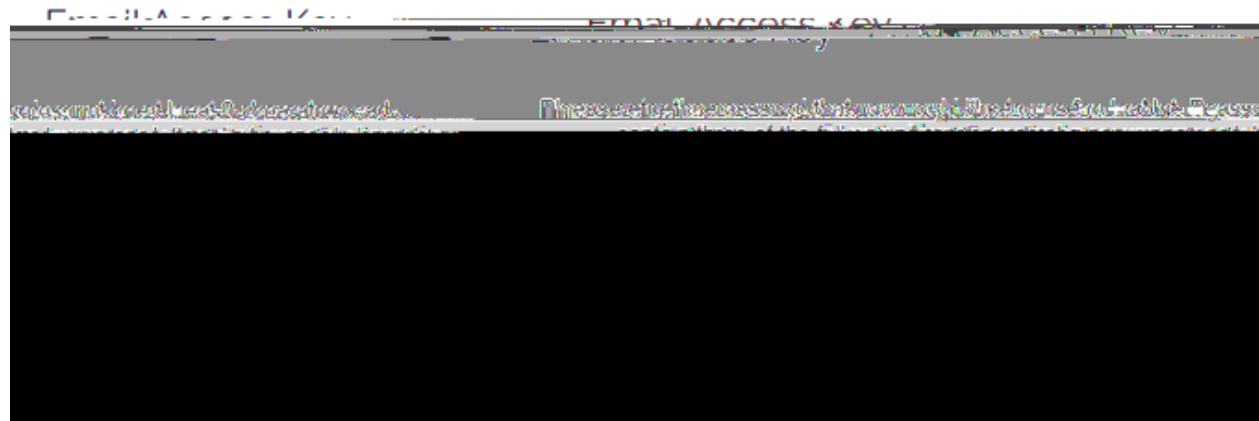




Step 2: Check your email. You should receive an email from “JagNet Password Recovery” containing a unique Access Key. Come back to this screen, enter the Access Key and click “Submit Key” (see example below):



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”:



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:

The screenshot shows the Cayuse Research Suite website. At the top, there is a navigation bar with links: HOME, DEPARTMENTS, RESEARCH, SPONSORED PROJECTS ADMINISTRATION, and ELECTRONIC RESEARCH ADMINISTRATION. Below this is a header section with the title "Introduction to Cayuse Research Suite" and a blue silhouette of a horse. A navigation menu on the left includes: Electronic Research Administration, Project Management, Uniform Guidance, Research Operations Council (ROC), and About Us. The main content area contains text describing the system's purpose: "The Office of Sponsored Projects 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." It also lists features: "Cayuse SP is the proposal and award administration module that replaces paper and electronic routing of proposals for necessary University approvals" and "Cayuse 424 is the module through which most federal grant proposals can be created, reviewed for sponsor requirements, and electronically submitted." At the bottom of the main content area, there is a red button with a white arrow pointing left, labeled "Click here to log in to Cayuse Research Suite Production (Live) Version". Below the button, there is a link: "Instructions for Health Systems employees with issues logging into Cayuse".

Step 5: On the next s