Logging into Cayuse for the first time?

1. Click on [https://franklin.cayuse424.com:8260/1545/firstSignIn.do](https://franklin.cayuse424.com:8260/1545/firstSignIn.do) to create a password.

2. Provide your Franklin University username and click ‘Request Password’. You will receive an email with a link to create a new password.

3. Once you set a new password, click ‘Sign In’. 
4. After signing in, you will see a screen that says ‘Welcome to Cayuse 424’. Sign out and login again using the regular login: https://franklin.cayuse424.com.

5. You will be in the Cayuse Research Suite after logging in. Click on ‘Cayuse IRB (Human Studies Compliance)’.
6. After clicking on ‘Cayuse IRB (Human Studies Compliance)’, you will see your Dashboard.

7. If you are starting a submission in Cayuse IRB, look for the blue ‘+ New Study’ tab in the upper right-hand corner of your Dashboard. Click on that and enter the title of your project. Click on the checkmark. Once that is done, on the screen that follows and in the same upper right-hand corner, you will click on ‘+ New Submission’ and click on ‘Initial’. That will get you to the application you need to complete.
8. If you have tasks to complete (e.g., certifying a protocol), you should see a pink circle by the bell in the upper right-hand corner of your Dashboard. Your task should be there. You can also check in the center of your Dashboard under ‘My Tasks’.

**Returning Users:**

Use the regular login: https://franklin.cayuse424.com/