Enhancement to the Electronic Approval Routing System

You will receive the standard email with the following header information:

From: Research Administration
Subject: PI: Name – Proposal for Review

which contains the following link:

Approve online and/or access the Circulation Status Page:
Rensselaer Self Service URL

Click on this link and you will be directed to the Rensselaer Self Service Site and will need to log into that system. If you do not have the ability to launch your browser from the email, you will need to open your browser and enter the URL:

http://rss.rpi.edu

• Enter your RIN User ID Number and Password

  Enter your User ID
  Use your Rensselaer ID Number (RIN), not your RCS ID. Your RIN may be found on your Rensselaer ID card or a recent pay stub.

  Enter your PIN
  For first time users this is your date of birth - MMDDYY. Three wrong tries will disable your access.
  If you can't remember your PIN and before you disable your access, click on the Forgot PIN? button.

• Click on the bottom link:

Research Proposal Tracking

Welcome, to the Rensselaer Self-Service Information System!

- Electronic Research Approvals
- Update Your Address/Change Your PIN
- Parking Menu
- Human Resources/Payroll Menu
- Research Proposal Tracking

• Click on the Proposal Code:
You can identify the proposal by the Proposal Code, PI Name or Proposal Title.

### Research Proposal Circulation Tracking

<table>
<thead>
<tr>
<th>Proposal Code</th>
<th>PI</th>
<th>Title</th>
<th>Sponsor</th>
<th>Circulation Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>101010367</td>
<td>Requires Your Approval</td>
<td>PI name here</td>
<td>Proposal title here</td>
<td>Sponsor name here</td>
</tr>
</tbody>
</table>

When you click on the proposal code which is followed by the note “Requires Your Approval”, the circulation status page will appear as below. You will be able to access the repository utilizing the link provided and also be able to approve or disapprove the proposal by clicking on the appropriate button.

---

**Rensselaer Self-Service Information System**

- **Circulation Status Page**
  - Proposal Code: 202010117
  - Title: To test new system
  - Sponsor: National Science Foundation
  - Original Circulation Date: 01/25/2006 03:42PM
  - Received in RAF Date: 01/23/2006

- **Welcome Patricia Gray**
  - Please approve or disapprove this proposal.
  - Access proposal related documents in online repository here:
    - [https://www.rpi.edu/afs/edu/apf/proposals/202010117](https://www.rpi.edu/afs/edu/apf/proposals/202010117)

- **Approve** | **Disapprove**
When you click on the “Approve” button, you will be asked “Are you sure you want to approve?”; click on yes and you will then see the Circulation Status Page (below) indicating that you have approved the proposal.