

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.

User ID:	<input type="text"/>
PIN:	<input type="text"/>
Login	<input data-bbox="337 1276 477 1318" type="button" value="Forgot PIN?"/>

- 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

Proposal Code	PI	Title	Sponsor	Circulation Status	
101010367	Requires Your Approval	PI name here	Proposal title here	Sponsor name here	Circulating

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.

The screenshot shows a web browser window titled "Circulation Status Page - Microsoft Internet Explorer". The address bar shows the URL: https://testweb.rpi.edu/usrst7/ywfrapprv.P_CirculationStatus?prop_code=202010117. The page content includes a navigation menu with links for Personal Information, Student Menu, Main Menu, Parking Menu, Hartford Student Menu, and HR/Payroll Menu. A search bar is present with a "Go" button. The main heading is "Circulation Status Page" with user information: 660000754 Patricia Gray, Jan 25, 2006 03:43 pm. An "Info" section states: "This shows the status of all circulations". A "Welcome Patricia Gray" section includes instructions to "Please approve or disapprove this proposal" and a link to the repository: <https://www.rpi.edu/AFS/dept/raf/proposals/202010117>. Below this are "Approve" and "Disapprove" buttons. A table at the bottom provides details for the proposal:

Proposal Code	202010117
Title	To test new system
Sponsor	National Science Foundation
Original Circulation Date	01/25/2006 03:42PM
Received in RAF Date	01/23/2005

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.

Circulation Status Page - Microsoft Internet Explorer

Address: https://testweb.rpi.edu/usrst7/ywfrapprv.P_CirculationStatus?prop_code=202010117

Rensselaer Self-Service Information System

[Personal Information](#)
[Student Menu](#)
[Main Menu](#)
[Parking Menu](#)
[Hartford Student Menu](#)
[HR/Payroll Menu](#)

Search SITE MAP HELP EXIT

Circulation Status Page

660000754 Patricia Gray
Jan 25, 2006 03:54 pm

Info This shows the status of all circulations

Proposal Code	202010117
Title	To test new system
Sponsor	National Science Foundation
Original Circulation Date	01/25/2006 03:42PM
Received in RAF Date	01/23/2005
Current Status	FULLY APPROVED

Circulation #1 - FULLY APPROVED

Organization	Email Sent	Name	Status
5211	01/25/06	Patricia Gray	Approved
Contracts & Grants Office	03:42PM	PI	01/25/06 03:54PM

Internet 3:54 PM