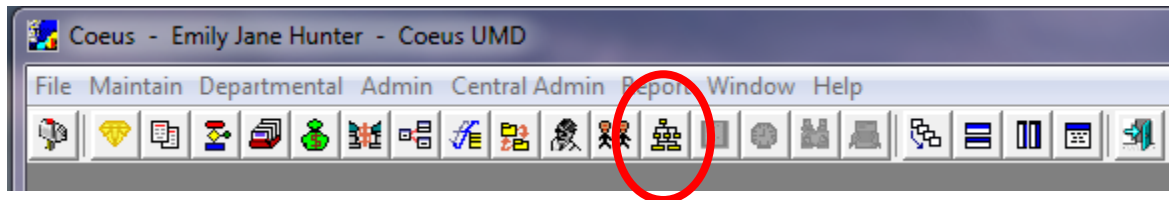


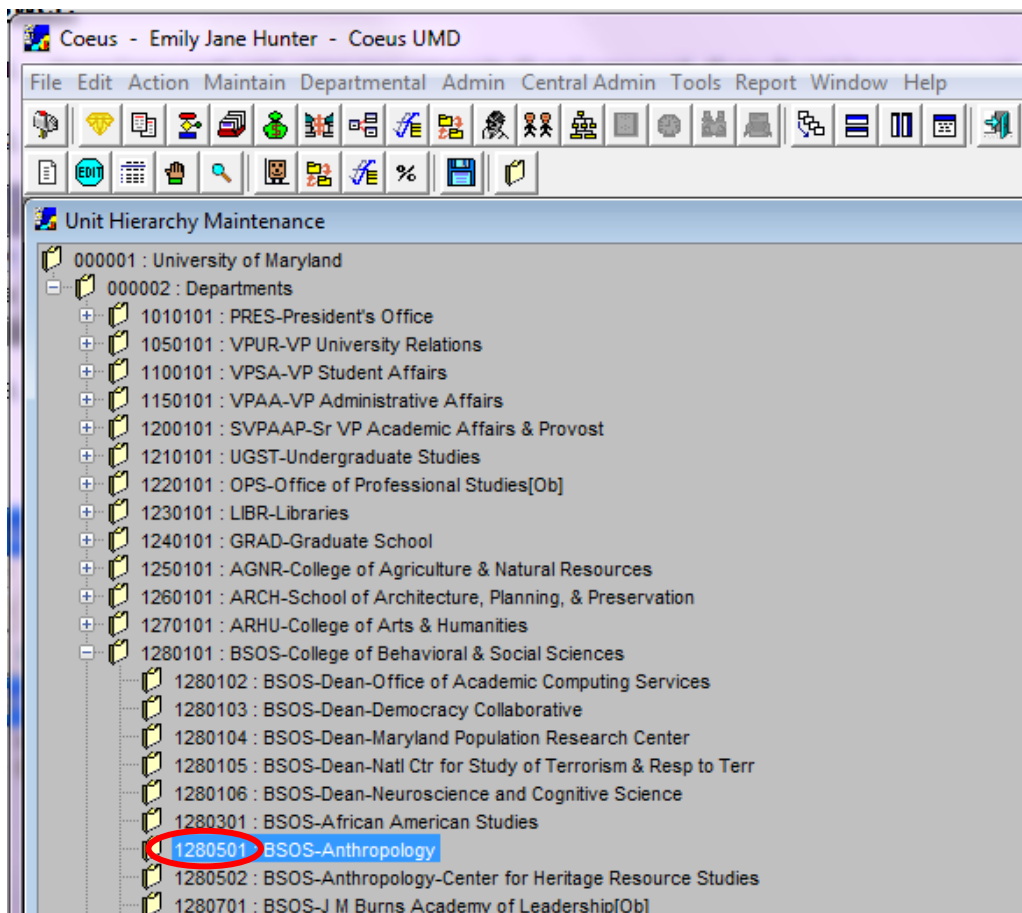
**Question: How do I find out who is receiving the Award Transaction Notices (ATNs) for my department? How can I request changes?**

**Answer:**

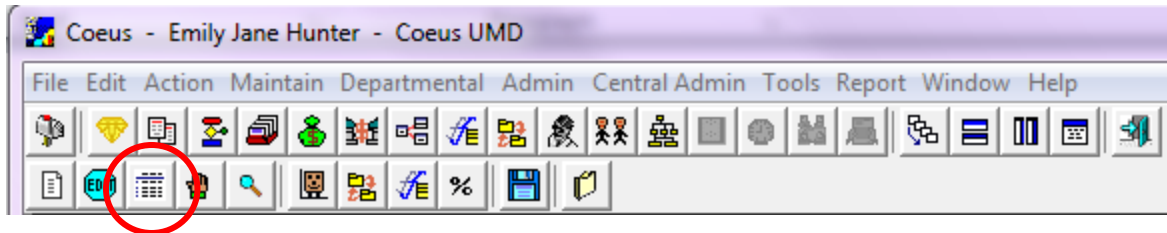
1. Open Coeus and Login using your university ID and password. If you do not have an account, email [coeus-help@umd.edu](mailto:coeus-help@umd.edu).
2. Select the Unit Hierarchy. Note: This button looks like an Org Chart.



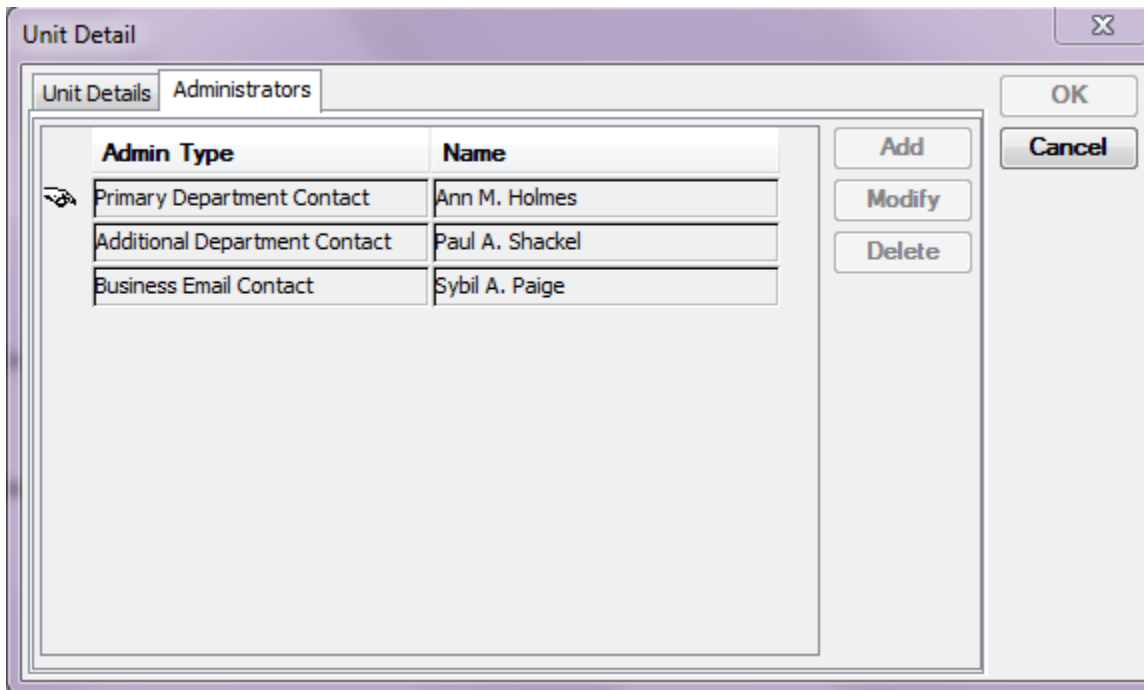
3. Find and highlight your department within the Unit Hierarchy. Note: You can use the + and - buttons to expand and see the departments within each college. The 7 digit unit number is listed beside each department.



4. Click on the Unit Detail button. A window should pop up.



5. Select the tab labeled Administrators. This lists the people that receive the ATs for the selected department.



6. If changes need to be made to this distribution list, please have the department business person email that request to [coeus-help@umd.edu](mailto:coeus-help@umd.edu). The request should include the unit number/name and the names of the people who need to be added or removed from the list.