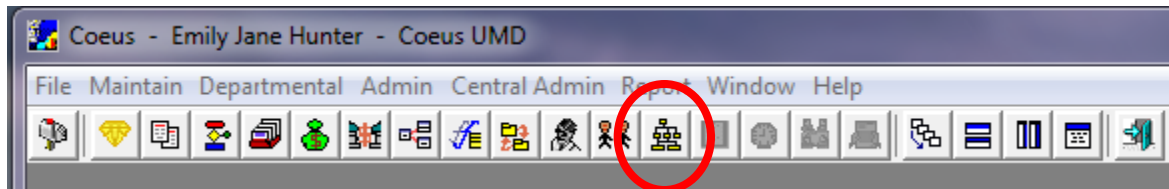


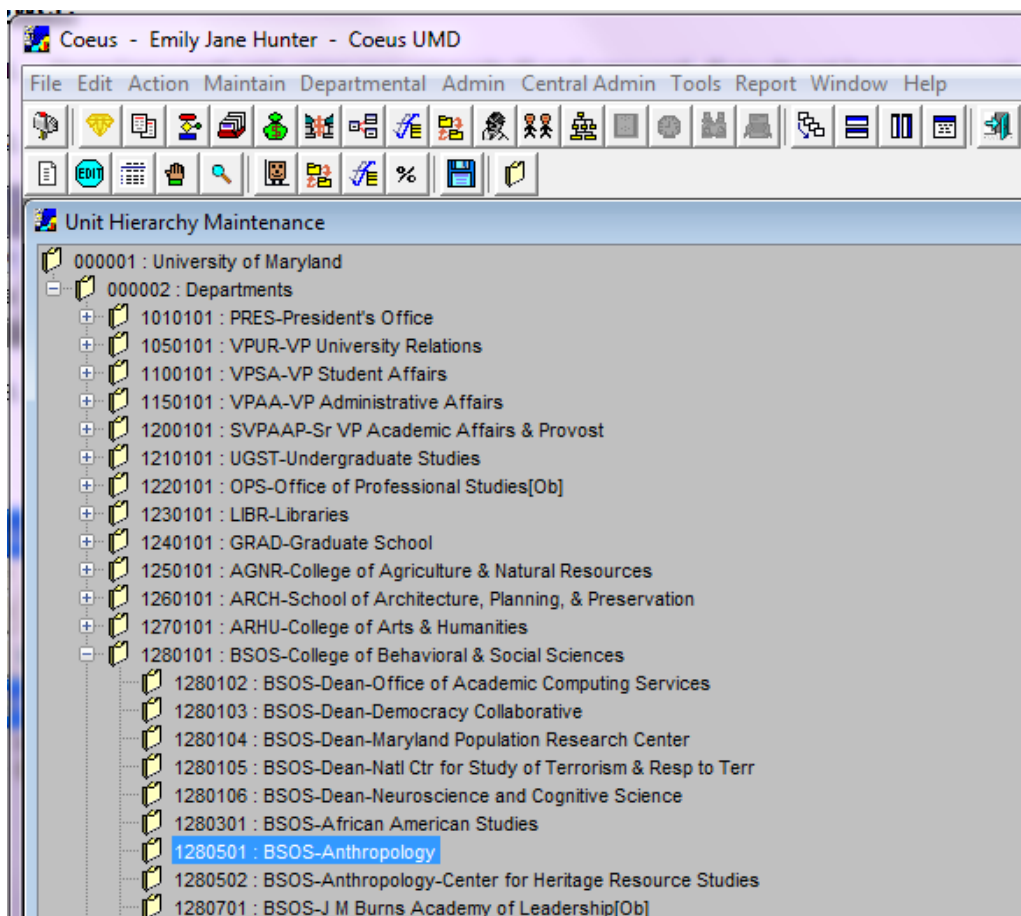
Question: How do I find out who the Contract Administrator (CA) for a particular department? How can I find their contact information?

Answer:

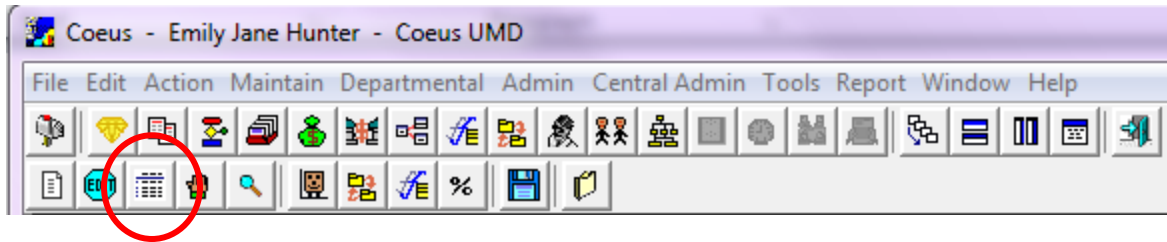
1. Open Coeus and Login using your university ID and password. If you do not have an account, email coeus-help@umd.edu.
2. Select the Unit Hierarchy. Note: This button looks like an Org Chart.



3. Find and highlight your department within the Unit Hierarchy. Note: You can use the + and - buttons see the departments within each college.



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



5. The Unit Details tab lists the CA for the selected department where it says Osp administrator.
6. Double click on the name to get their contact information including email address, office phone number, and office location.

A screenshot of the "Unit Detail" window in the Coeus software. The window has two tabs: "Unit Details" and "Administrators". The "Administrators" tab is active. The form contains several fields with labels and search icons:

- Parent Unit: 1280101 : BSOS-College of Behavioral &
- Unit Number: 1280501
- Unit Name: BSOS-Anthropology
- Administrative Officer: [empty field]
- Unit Head: [empty field]
- Dean Vp: [empty field]
- Other Individual To Notify: [empty field]
- Osp administrator: Jennifer E. Swift (This field is circled in red)
- Organization: [empty field]

Buttons for "OK" and "Cancel" are located on the right side of the window.