First-time Navigation:

1. Navigate to my.untdallas.edu and log in using your EUID and password.

2. Select Campus Solutions Administrator>Employee Homepage

3. Select Employee Self-Service
4. Select EIS>Financials on left side of page

5. Select Main Menu>Grants> Grants WorkCenter
6. Select Project Dashboard on left panel

![Image of Project Dashboard]

Project Dashboard will appear. You can save this page as a favorite using the hyperlink at the top right.

![Image of saved favorite]

For a PI, the Dashboard should automatically load with their Project(s) information displayed.

Non-PIs can enter Department/Project/PI search criteria and click View to see results.

Results appear below the search parameters.

The Project List shows summarized information about the project(s), including start/end date, authorized funding, spending information, and burn rate. Each project has a hyperlink to drill to further details. The Print button will put the information in a printable format.
Below the Project List is a Sponsored Project Summary that contains additional details about each project.
Clicking on a project hyperlink takes you to the Project Financial page, which includes summary and detailed information for project financial information. Categories can be expanded for a more detailed view, or you can click the View Spns. Direct Transactions button to see further transaction details.

Clicking the View Spns. Direct Transactions button takes you to the Transaction Detail page, where you can enter search criteria to see further details, such as journal, voucher ID and amount.
Clicking on an amount Hyperlink will provide detail information for each expense, such as Payee and PO#.

Other Items:
You can use the Hyperlinks on the left of the WorkCenter if you want to go directly to the Project Financial or Project Transactions pages. You can also collapse the Grants WorkCenter area on the left if desired by clicking <<.