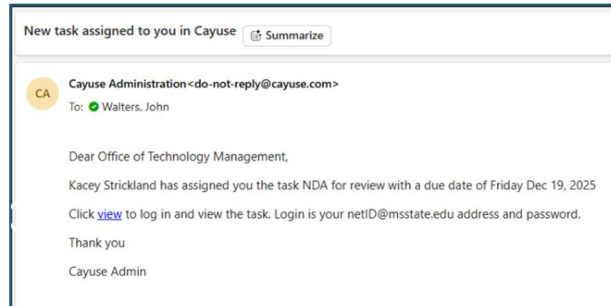
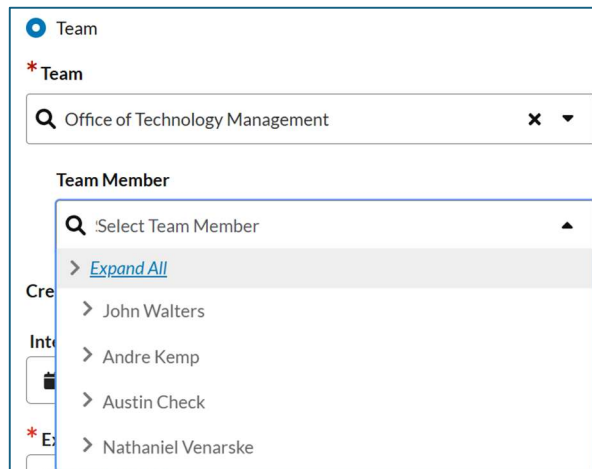


Instructions for Handling Tasks in Cayuse SP

- 1) You will receive an email from Cayuse Administration informing you that a **New task has been assigned to you**. Click on the [view](#) link and log in with your MSU NetId and Net Password and it will take you directly to the Task.



- 2) If the Task is assigned to a Team, select the Team Member dropdown and assign it to the person who will handle it. Then click **Save Changes**.



- 3) Once the Task is assigned to you, you will be able to review the **Description** and open **Attachments**. You can add Attachments and make **Comments** (be sure to click **Add Comment** or it will not save).

A screenshot of a form labeled "Add Comment". It has a text input field and a "1,000 character limit" warning. Below the input field is a button labeled "Add Comment".

- * Assign to**

☒ Person

☐ Team

*** Person**

Created by: Kacey Jones Strickland

Tasks, log into Cayuse (<https://msstate.edu/cayuse>). In the upper right corner and select **Home** from the dropdown menu. The Home card will be displayed showing only your current task and it will take you directly to it.

- ### My Tasks

Filters

Restore Defaults

QUICK FILTERS

 - ☒ Assigned to Me
 - ☒ Assigned to a Team
 - ☐ Created by Me

STATUS

 - ☒ Open

Search for Task by ID, Title, Milestone ID, Assigned to or Created by

Q Search for Task by ID, Title, Milestone ID, Assigned to or Created by

	ID	Title	Type	Milestone ID	Category	Progress	Assigned to	Internal Due Date	External Due Date
<input type="checkbox"/>	26-02-0030	NDA for review	SP Ad Hoc Task	--	--	--	Kacey Jones Strickland ks140@msstate.edu	--	12/19/2025