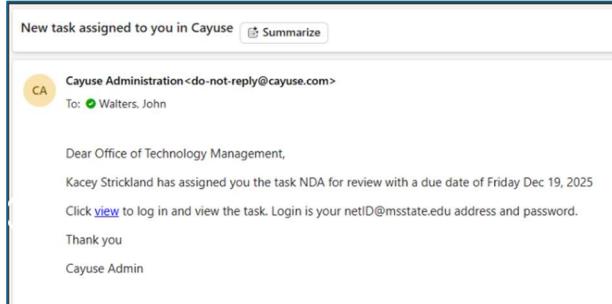
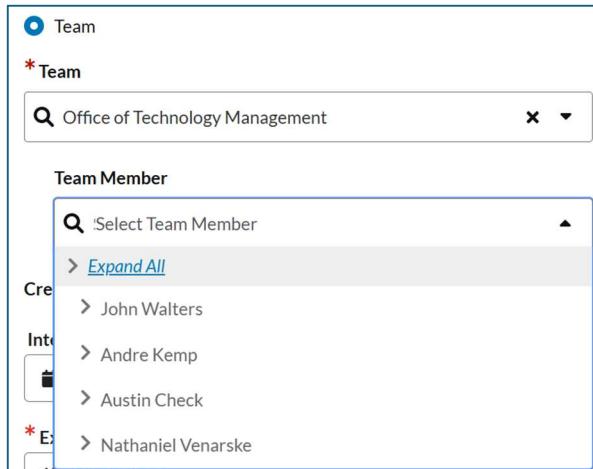


Instructions for Handling Tasks in Cayuse SP

- 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).



4) When you have completed the Task, assign the task back to OSP by clicking **Assign to** and typing the name of the person who originally created the Task.

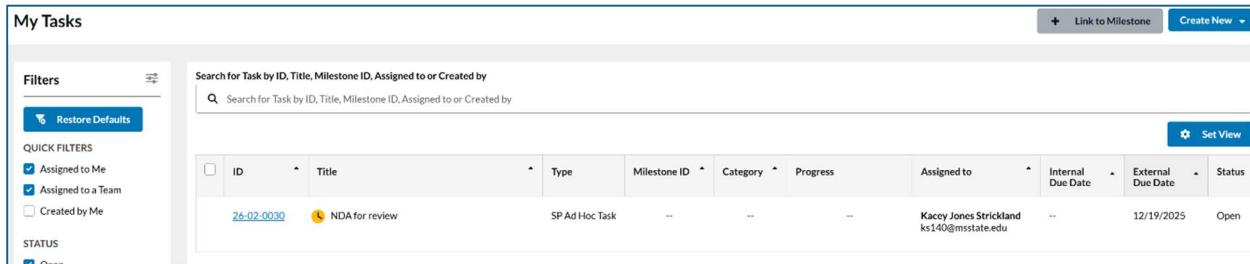


* Assign to
 Person
 Team

* Person
Select Person

Created by: Kacey Jones Strickland

5) To see all of your Tasks, log into Cayuse (<https://msstate.app.cayuse.com>), click on **Products** in the upper right corner and select **Home** from the dropdown menu. A **MyTasks** dashboard will be displayed showing only your Tasks. Click on the hyperlink for any task and it will take you directly to it.



My Tasks

Link to Milestone Create New

Filters

Restore Defaults

QUICK FILTERS

Assigned to Me

Assigned to a Team

Created by Me

STATUS

Set View

ID	Title	Type	Milestone ID	Category	Progress	Assigned to	Internal Due Date	External Due Date	Status
26-02-0030	NDA for review	SP Ad Hoc Task	--	--	--	Kacey Jones Strickland ks140@msstate.edu	--	12/19/2025	Open