

## PageUp People Recruit Essentials

Dashboard Contractor Management SaaS Reporting Performance Succession Global Informal Learning Enterprise Cloud Onboarding Career Planning Assessment Intuitive Development Multilingual Mobile Social Compensation Embedded Analytics

# Budget/Grants User Essentials



UNIVERSITY  
of ALASKA  
*Many Traditions One Alaska*

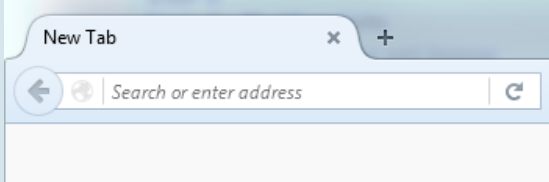
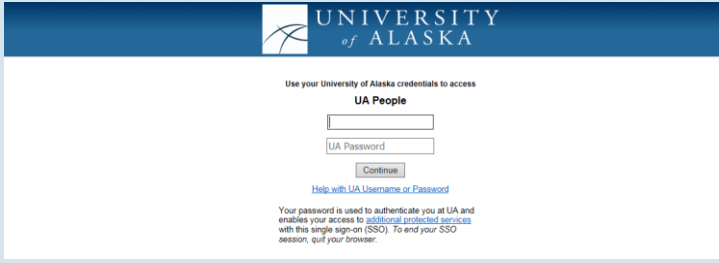
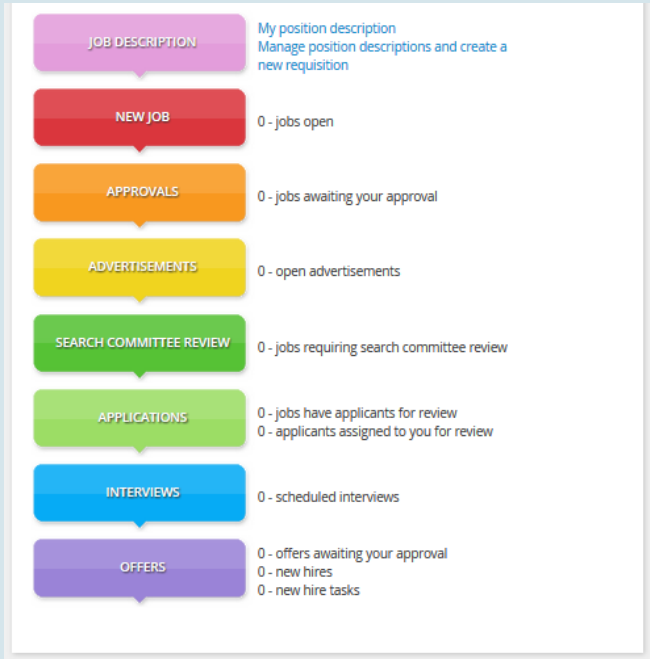
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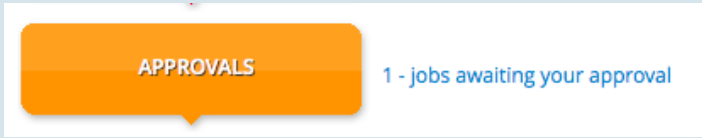
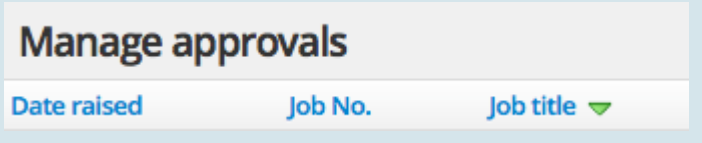
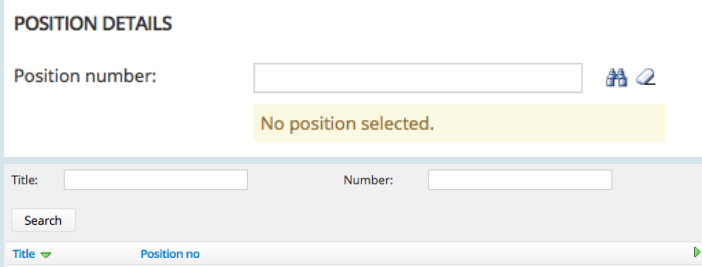
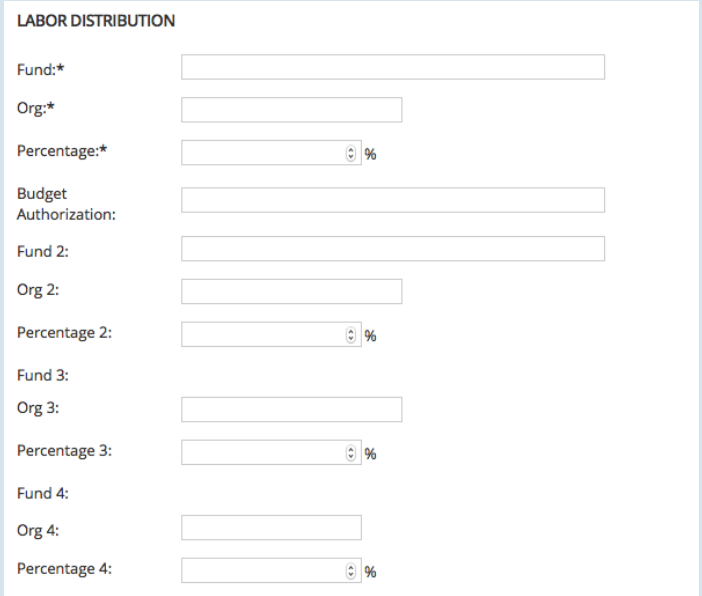

# Budget/Grants User Essentials

## Quick Reference Guide – Accessing MyUA

What you need to do	What you will see
<p><b>STEP 1:</b> <b>Go to the MyUA website</b></p> <p>In the Address bar of your web browser, enter the following web address: <a href="http://myua.pageuppeople.com">myua.pageuppeople.com</a></p> <p>Tip: adding this address as a favorite will save you time in the future.</p>	
<p><b>STEP 2:</b> <b>Login Box</b></p> <p>Enter your UA Username and Password that is managed by ELMO <b>Click the blue Login button.</b></p>	
<p><b>Welcome to My UA!</b></p> <p>The first page that you will see will be the <b>Dashboard</b> page.</p> <p>Your view may be different depending on your level of access.</p> <p><b>All available functions are within the menu on the right-hand side of the screen.</b></p>	

# Budget/Grants User Essentials

## Quick Reference Guide – Approving a PD (Budget/Grants)

What you need to do	What you will see
<p>On your home page, under the <b>Approvals</b> bubble, select <b>Jobs Awaiting your approval</b>.</p>	
<p>On the Manage approvals tab, click <a href="#">View</a> for the position you are reviewing for approval.</p>	
<p>Assign a Position number for the position. Click on the binoculars to search for position numbers.</p>	
<p>Fill in or verify all the appropriate funding sources and the appropriate percentage for each. Budget Authorization should also be assigned here.</p>	
<p>Select Approve or Decline for the position.</p>	

# Budget/Grants User Essentials



If you select Decline, you will need to select a reason to decline the job and add additional comments.

Please select a reason as to why the job has been declined:\*

Select

Additional comments:

Save

Cancel

- ✓ Select
- Funding changes
- Not approved
- No longer required
- More information required
- Reorganization
- Request no longer valid
- Other