Coeus Quick Guides:

How do I enter information on the Organization page? There are 4 steps in this process to add an organization. (Only 2 steps if Binghamton is the Organization)

Use Internet Explorer or Firefox to run Coeus. Mac users must use Word or Adobe to upload attachments.

1. Click on the Organization link.
The Protocol Organization screen appears
2. Click on the drop down menu for **Type** and choose **Performing Organization**.

If the research is being performed by another Organization please follow the following. If Binghamton University is the correct Organization proceed to Investigators/Study.
3. Click on the **Search** link next to Organization
   - In the **Name** field enter the name of the Organization with an * on both sides of the name (*Binghamton* this is known as a wild card).
   - Click on Binghamton University – SUNY to display

4. The selection displays in the Organizational Field – Click **Save**.

Note: If you need to add additional organization, please follow the procedures noted above.

*Hit Cancel to proceed.*