

RF Report Center Quick Card

How do I Access the PI Dashboard?

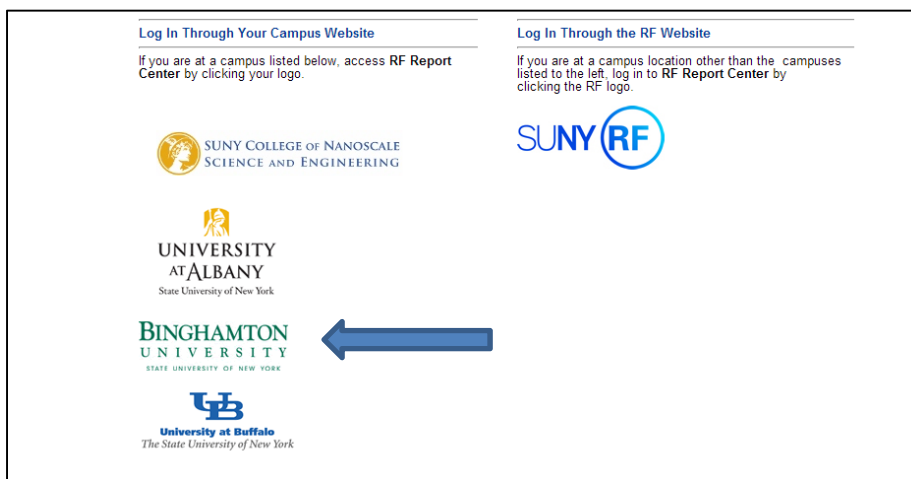
1. Click the RF Report Center link from the Binghamton University Sponsored Funds website.



2. On the RF Report Center web page, click on the RF Report Center logo.

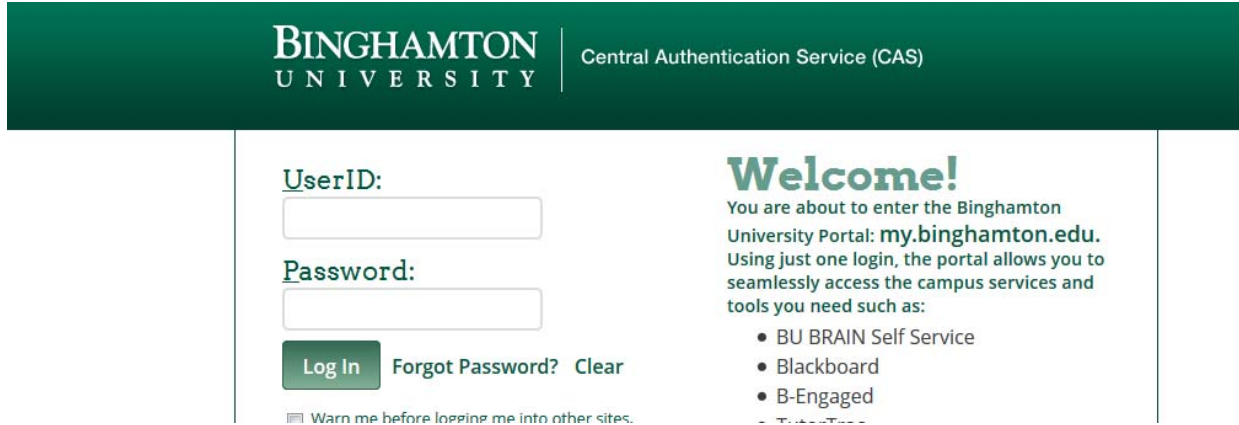


3. Click on the Binghamton University logo



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4. Enter your BU PODS username and password to access the RF Report Center.



The screenshot shows the Binghamton University Central Authentication Service (CAS) login page. The header includes the Binghamton University logo and the text "Central Authentication Service (CAS)". The main content area is divided into two sections. On the left, there is a login form with fields for "UserID:" and "Password:", a "Log In" button, and links for "Forgot Password?" and "Clear". Below the form is a checkbox labeled "Warn me before logging me into other sites." On the right, there is a "Welcome!" message followed by a paragraph: "You are about to enter the Binghamton University Portal: my.binghamton.edu. Using just one login, the portal allows you to seamlessly access the campus services and tools you need such as:" followed by a bulleted list: "• BU BRAIN Self Service", "• Blackboard", and "• B-Engaged".

If you experience problems signing on with your Binghamton University PODS password or need to reset it, please contact the Binghamton University Computer Services Help Desk at:
Phone: 607-777-6420
Web: <https://password.binghamton.edu/password/main-page-loader-manage.jsp>
e-mail: helpdesk@binghamton.edu

5. You should now be in the RF Report Center. At the Dashboard dropdown, select *Principal Investigator*. You are now in the PI Dashboard.

