COLORADOSCHOOLOFMINES. EARTH • ENERGY • ENVIRONMENT QUICK START GUIDE Backup Approver

## **Backup Approvers**

The <u>Mines Contract & Research System (CRS)</u> allows you to set a backup approver when you will be out of electronic contact. You do not need to set a backup approver if you have electronic access because you do not need to use the Mines VPN to make approvals and the CRS is mobile friendly.

## Set a Backup Approver

Follow these instructions to set a backup approver:

- Ensure your backup approver is on your team within the CRS. You do not have a way to check this and this has most likely be set by Biz Ops/ Procurement. If you have questions or know you have a new employee, contact <u>Biz Ops</u> before setting a backup approver.
- Go to the Mines Contract & Research System (CRS): <u>https://esmsolutions.enterprisewizard.com/gui2/samlssologin.jsp?projec</u> <u>t=Mines\_Production&State=Main&euiurl=/eui2template/main.php.</u>
- 3. Login with your MultiPass credentials. The CRS home page is below.



- 4. Make sure your browser allows pop-ups. If necessary, google "enable pop ups" for your browser (e.g. Firefox) and follow the directions.
- 5. Click on My Profile.
- 6. Change the Work Status field to Out of Office.
- 7. This will cause the <u>Return Date</u> field to appear. Complete it.
- 8. Enter a <u>Backup Person</u>. Use the magnifying glass to find them.

9. The images below show before and after.

10. Then click <u>Save</u>.

Save) Canc	Employee Info	« »	🔒 🙆 🔂			
Employee Information						
First Name:	Ida		Last Name:	Campus		
Position:						
Email:	katymg.ora@gmail.com		Direct Phone:			
Work Status:	Working 💌					
Backup Person:		P				
Save) Cancel)	Employee Info	🔒 🐵	N			

Save) Cance	Employee Info	🔒 🔷 😒				
Employee Information						
First Name:	Ida	Last Name:	Campus			
Position:						
Email:	katymg.ora@gmail.com	Direct Phone:				
		Input the day you will be returning to the University.				
Work Status:	Out of Office 💌 🔶	*Return Date:	February 20 2 🏥 ←			
Backup Person:	Fred Research					

## What Happens When I Set a Backup Approver

- Primary approvers continue to receive all approver request emails.
- Backup approvers receive an email saying they are your backup approver until your return date.
- When the return date is reached, backup approvers receive an email saying they are no longer your backup app

Questions? Please contact Biz Ops/Procurement at 303-273-3268 or contracts@mines.edu.