**Question:** How can I get a list of current awards for a particular department?

**Answer:**

1. Log in to Coeus. If you know your department number, skip to step 3. If not, look it up using step 2.

2. Open the Unit Hierarchy. Click on the Magnifying glass to search for your department number (unit number).

3. Open the Awards Module (by clicking on the yellow diamond). In the search window, choose Approved for Account Status and enter your Department Number under the column Unit Number (make sure you don’t do it under Unit Name!).
4. The returned awards will be awards still marked as Approved in Coeus. However, some of the awards may have expired. They can be sorted by Expiration Date in Excel.

5. Also, any award currently undergoing an action will not show up in your search. To include these awards, you can add lines to your search with the Status “Pending Within ORAA” and “Sent to OCGA”.