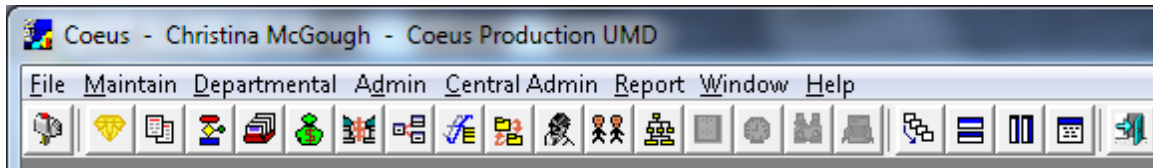


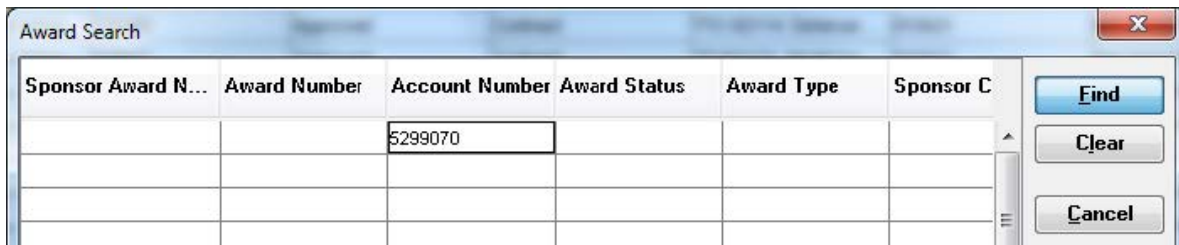
Question: How can I view and print attachments for awards?

Answer:

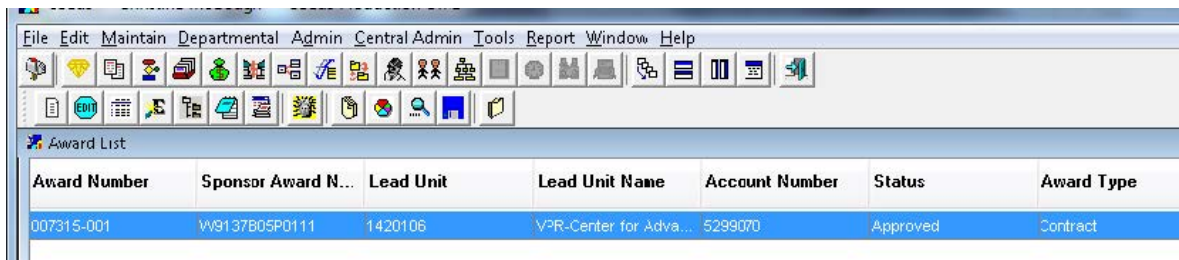
1. Log in to Coeus using your directory ID and password. Open the Awards module by clicking on the yellow diamond icon.



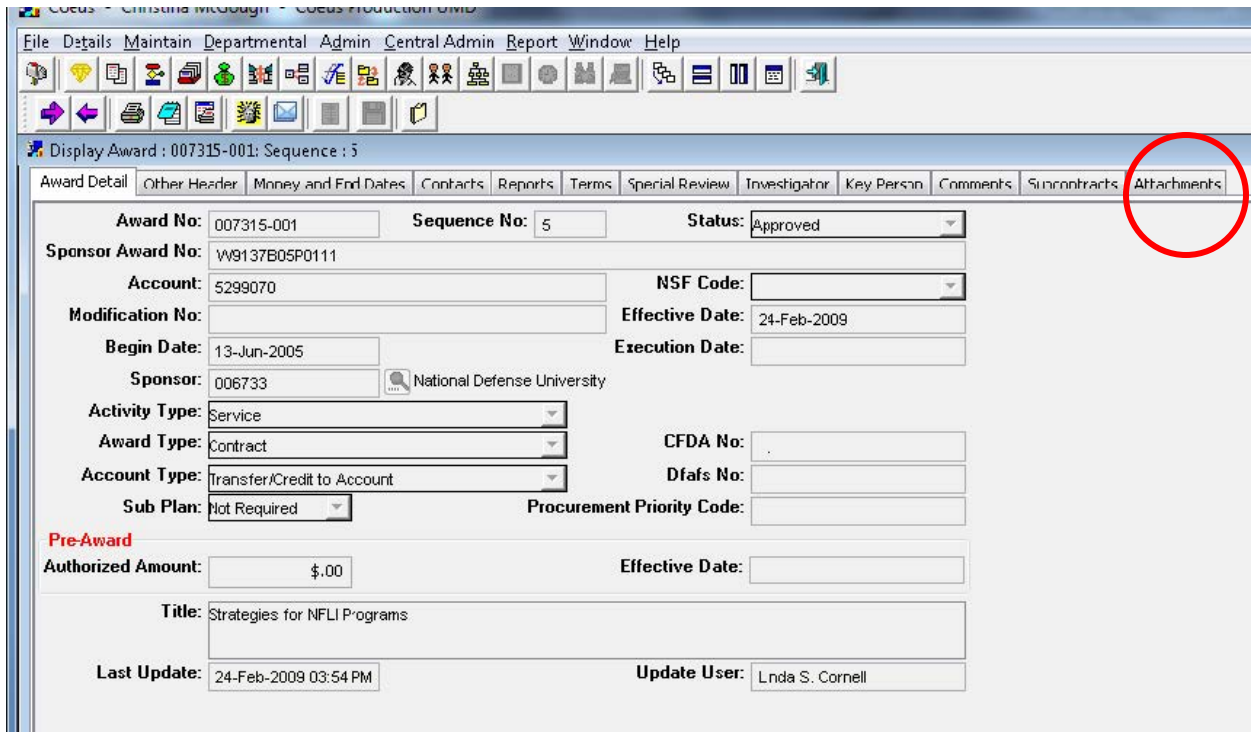
2. Search for the Award you are interested in. There are many options for searching. Using the KFS Account number is recommended.



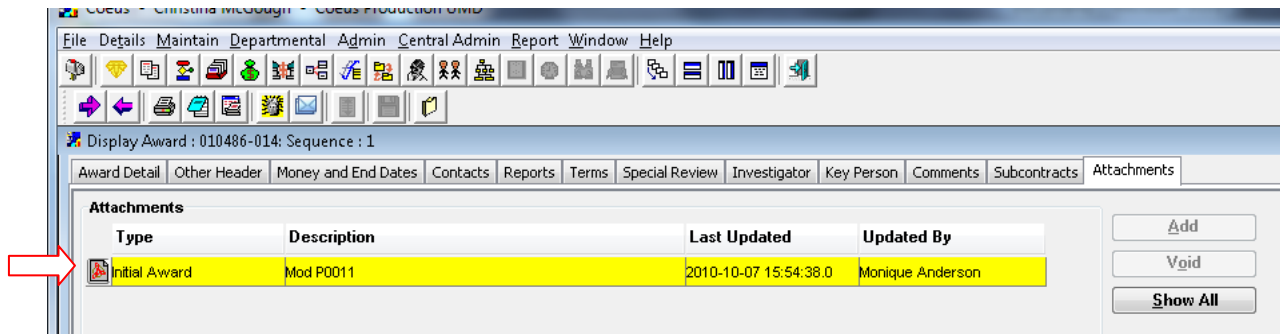
3. Select the appropriate line from the returned list by double clicking on your selection.



4. The Award will open. Go to the tab labeled "Attachments".



- Once on the Attachments tab, you can open the attachment of interest by clicking on the pdf symbol next to the attachment name.



- The pdf file will open in your default web browser. From there, it may be saved or printed.