Step-by-Step Guide

Navigation on How to Find the Project Manager Assigned to a PID

1. Log into Wildcat Connection

On www.cwu.edu, at CWU Home Page click on the link in the upper right corner of the page. Enter your Wildcat Username and Password.
Click the **Login** button.

Click the Financial Management System (FMS) Link.
Click on the link for FMS Production (Authorized Users Only) or FMS Report.

Click on the link to FMS Reports.

2. Navigate to CWU Custom Functions > Signature Authority by Project
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3. Enter “CWUID” in the Business Unit field. Enter the Project ID in the Project field.

Example below:

CW Signature Authority by Proj

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Maximum number of rows to return (up to 300): 300

Business Unit: begins with CWUID

Project: begins with 32530500
The Project Manager is indicated next to the “Manager” field. The person identified here will be sent emails to authorize travel funding requests.

If you have any questions, please contact the Travel Desk (509-963-1986) or email Traveldesk@cwu.edu.