The ORCA Proposal System will open on Monday, September 9. You should submit your final proposal (once you have received departmental committee comments and have updated your proposal).

To access the proposal system follow the directions below:

1. Log in to the Watermark system using your UHD log in ID and password: <https://idp.uhd.edu/idp/profile/SAML2/Redirect/SSO?execution=e1s1>
2. Once in, go to “Workflow” A screen shot of a computer

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3. When you click on Workflow, you may see a “Task” option

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OR if you do not have any other submissions in process, it might take you directly to “ORCA Proposal Submission System”.

1. If it takes you to the “Workflow Tasks” page, then click on the “ORCA Proposal Submission System” link.

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1. Select the “ORCA Proposal Submission System” and you should be taken to the submission screen.

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1. You have the option to save your work so that you can come back to the form as needed. Click on the “Action” tab and then click “Save Draft”. Once you have completed your submission, you will need to go back to “Action” and click the submission option. Your work will only be saved if you “Save Draft”. Otherwise, you will lose all of your work.

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