# NAVIGATING TO THE DASHBOARD

1) Open a new internet window and enter the URL address www.msp.ubc.ca, then press ENTER. The CWL Login screen will appear.

2) Enter your CWL ID and password then click on "Sign In"
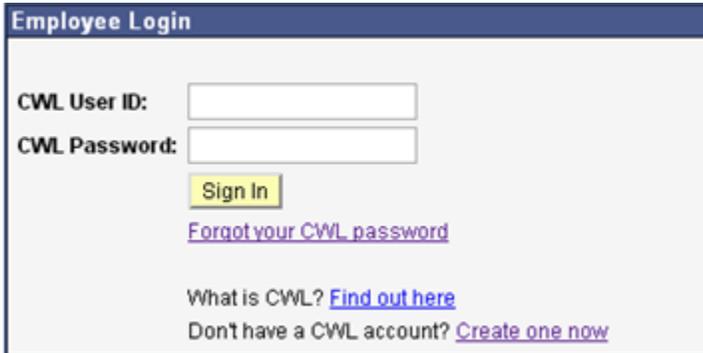
**Employee Login**

CWL User ID: 
CWL Password: 

Sign In

Forgot your CWL password

What is CWL? Find out here

Don't have a CWL account? Create one now

3) The UBC Financial Dashboard is located in the "Reporting" tab

**Management Systems Portal**

Home | Reporting | Administrator Self Service | HRMS Self Service | FMS Self Service | Resources

4) You will see your dashboard on the left hand side of the screen:

| Project/Grant | P/G Description | PG End Date | SpeedChart Key | Budget Balance Available | Comments |
|---|---|---|---|---|---|
| 12R13545 | M. Smith INS002031 | 02/28/2009 | JNEJ | 0.00 | PG is expired |
| 12R27715 | SSHRC 410-2005-2250 | 03/31/2008 | HNXV | -1.27 | Balance available is in deficit and the PG has expired |
| 12R78034 | Dean of Arts | 03/31/2008 | HEHS | 14,182.39 | PG is expired |
| 12R78891 | Hampton Rsch Fund | 04/30/2009 | JFGC | 1,011.06 | Balance available is less than 10% of the budget and the PG will expire within 90 days |
| 12R82511 | NSERC RGPIN 312328-05 | 03/31/2010 | HMXB | 3,756.49 | |

Please see the document titled "Using the Dashboard" for instructions on its different features.

If you have any problems with your Dashboard access please contact PeopleSoft Support (peoplesoft.support@ubc.ca).