

Here's a sample of the notification you will receive. Notification sender will be epikmaestro@tamu.edu.

Welcome to the EPIK-Maestro system.

You have received a new document in your WorkList for approval. Please click <https://epikmaestro.tamus.edu> to login to EPIK-Maestro and approve.

Document Id:

Document Title :

Login ID and Password

Your login ID and password are what you use for HRConnect (<https://ssotamus.edu>)

Approver Instructions:

Access your **WorkList** by choosing either of the following:

1. Click on the **WorkList Items** link under your name in the upper right corner, or
2. Select the **General** tab, **WorkList** tab

Select the Doc Number to view the details of the request(s). Review and **Approve** or **Reject** the request(s).

GENERAL INFORMATION

EPIK-Maestro is an enterprise-wide system to support researchers and research administration across the

Texas A&M University System.

The system provides researchers with timely and accurate information needed to manage their research

activities and give them different tools to help establish collaborations. Executives can find research key performance data for their institutions and research administrators have the ability to streamline some of the research administration processes.

Change your password

To change your UIN password, log into HRConnect (<https://sso.tamus.edu>). Click on the profile tab. Enter

and verify a new password. Hit save to complete this change.

Training

If you are interested in training, please contact epikmaestro@tamu.edu

Other Information

For any other assistance with the EPIK-Maestro Portal, please get in touch with your Agency Contact. **You**

can find your agency contact by going to <https://epikmaestro.tamus.edu/> and clicking on the **For Researchers link under the Maestro logo (in the top left corner).**

1. Once the approver logs in to Maestro and navigates to items in the worklist, they actually have to

open the proposal (via the proposal number hyperlink to approve). Until approver actually opens the proposal, the approve is disabled.

The approve button is accessible from the Decision tab