February 19, 2015

TO: Texas A&M AgriLife Unit Heads, Business Administrators &
              Administrative Services Staff

SUBJECT: Maestro Updates

Please forward to appropriate staff.

Maestro Access

Maestro logon is now done through Single Sign On (SSO). If you access the Maestro URL directly it will redirect to SSO.

My Account List

Researchers and administrators have the ability to create a list of their favorite accounts and choose that account list, rather than their full account list, as their landing page. See the attached information sheet on how to choose accounts for favorites list and set as landing page.

Award Notification

SRS has begun using Maestro to distribute the Sponsored Project Summary Report (also known as SPS or award notification).   You will receive an email containing a link that will direct you to Maestro where you will login and be taken directly to the project. A PDF copy of the SPS will also be attached to the email.

The distribution is based on routing paths previously established through Tribbie Sandner. Please coordinate any changes to the electronic routing path with Tribbie.

If a project includes PIs or Co-PIs in system members that have not established their Maestro paths you will continue to receive the SPS by email as previously done. Currently TAMU, AgriLife and TEES are using the electronic SPS.

Watch For……

Coming soon you will also see modifications to the Maestro screens to help ease navigation through the Maestro system.

Tribbie Sandner will be hosting Maestro training in the coming months. We will get that information out once dates and times are set. Please remember, if you unit is interested in hosting a unit training you may schedule this with Tribbie as well.

Should you have any questions, please contact Tribbie Sandner at Tdsandner@ag.tamu.edu or at 979.458.4383.

Maestro
Create "Favorites" Account List and Make It Landing Page

Set Favorites as Landing Page

The "Favorite Accounts" page is a link on the left hand tool bar of the account module.
To make this your landing page, go to My Settings, Personal Settings and Select Home, choose
ResearcherWAccountsWFavorite Accounts. Make sure to save this change. When you log into Maestro
in the future, you will automatically go to your favorite account list.

My Settings

Hit Save

Personal
Settings

Select Home:
Researcher- Accounts- Favorite Accounts