

1. The OSP Electronic Proposal Clearance Form works with Internet Explorer, Chrome, Firefox, and Safari browsers on Windows, Mac OS, and Linux.
2. The application uses the **Windows Domain** with the **Netid** in the MSU, COE, and MONTANA network domains for access. *Please call the OSP Main Office at (406) 994-2381 to have your userid added to the security and role tables before you use the website.*
3. The application uses the Banner **University Recognized (OFFICIAL) E-mail Address**. Currently the university requires that new employees add or verify the address using the utility at [MSU MyInfo / Secure Area / Personal Information / Update E-mail Address](#)
4. PopUps must be allowed for the server, *helene.msu.montana.edu* . The application displays a warning when PopUps are not allowed and you need to change the setting. If you need assistance for your particular browser, please contact the MSU Help Desk at Ext 1777.
5. Put the email address, **ospepcf.donotreply@montana.edu** in the Safe Senders list in your email program so messages do not go to your Junk email folder.

LOGIN

If you are prompted for a userid and password, enter your Windows Network Domain and NetId separated by a Backslash character \ . For example **msu\ a12b345** , **coe\ a12b345** . The NetId password expires every six months. To set the password you can use the ITC utility, [Change Passwords](#)

[Click here to go to the Electronic Proposal Clearance Form](#)