The following steps describe how to view and approve the BIA for a department on Catalyst.

**Instructions:**

1. **Go to** [www.ucsf.bccatalyst.com](http://www.ucsf.bccatalyst.com) **and login**

2. **On the Home Screen,** you will find all BIAs assigned to you under the 'My BIAs' heading.

3. **Click on the appropriate BIA title to access the summary report.** Within the summary report, you can click on any blue title to make updates, or revisions. The summary report is broken down into several sections.

4. **Once you have reviewed the summary report, made changes, and agree with the document,** please scroll to the bottom of the page and click the blue “Approve!” button. **This captures your approval in the audit log and begins a 365 day countdown to the next review period.**