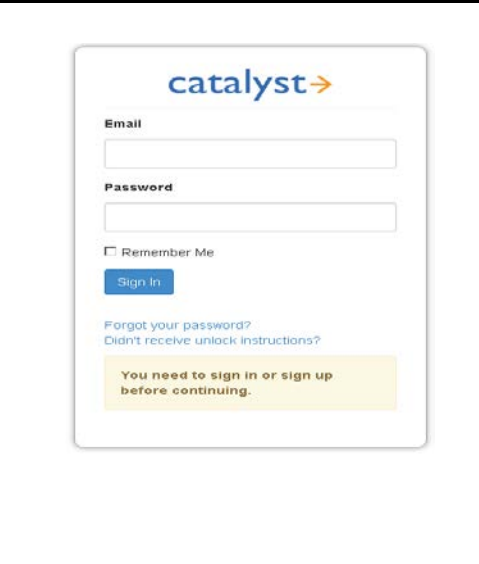


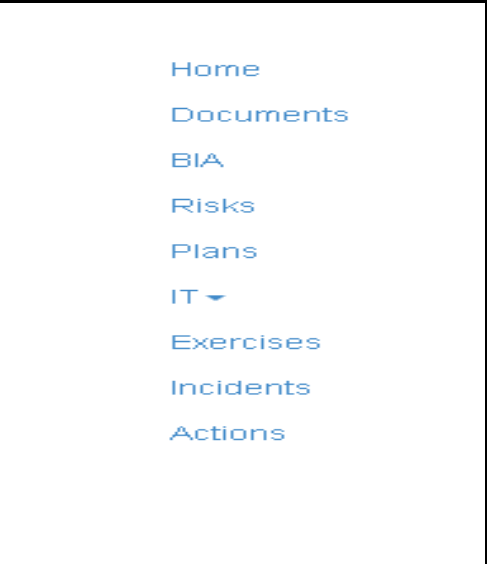
The following steps describe how to view and approve the BIA for a department on Catalyst.

Instructions:

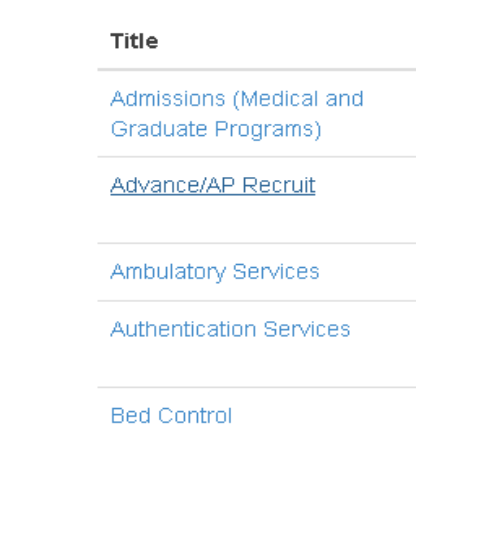
- Go to www.ucsf.bccatalyst.com and login



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



- 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.



- 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.

