OUR VISION: To be the BEST facilities department in the country by PROVIDING OUTSTANDING, INNOVATIVE SERVICES to the community.
VU EMPLOYEES
LOG IN THROUGH SINGLE SIGN ON
The highlighted tab at the top of the page lets you know you are on the HOME screen.

The ? Provides help for the page you are on.

Announcements provides important information for users.

Workflow in your court has items that you or someone in your role group need to act on.

Select the Name and e-BUILDER will bring you to the screen to act.

If you see a checkmark in the Requested Comment column, this means that someone in the process has requested comment from you on the process.
BUDGET ESTIMATE PROCESS
• Review all the information in the Budget Estimate including Attachments and Comments
• Select the dropdown action to **approve** or **revise**.
• Click **Take Action**.
BUDGET APPROVAL OR CHANGE (BAC) PROCESS
• Review all the information in the BAC including Attachments and Comments
• Select the dropdown action to approve or revise.
• Click Take Action.
CBO REVIEW

- Review all the information in the BAC including Attachments and Comments.
- Select the dropdown action to approve or deny.
- Click Take Action.
REVIEW APPROVALS UNDER "SHOW HISTORY"
In Documents, you can review all documents available. You can also upload information on the project to be stored for later use in processes or reference.

Documents are organized by topic.
For help, you have 3 options:
1. Click the “?” at the top right corner of the screen to get help with basic navigation.
2. Contact e-Builder support at (888) 288-5717 or support@e-builder.net. You can also find this information under the “?” on the e-Builder Home page.
3. Contact your VU Facilities Project Manager or e-Builder Administrator.