1. After logging into Coeus, click on the “Maintain Unit Hierarchy” button:
2. The Unit Hierarchy Maintenance table will open, listing the top tier of the unit hierarchy structure (colleges and university administration), each of which has a related folder icon. A folder preceded by a + sign can be expanded to list all of its related departments/units (as illustrated below with B1701, CLAS). Locate the desired unit and its corresponding code on that expanded list.
3. When a department/unit’s parent college is unknown, click on the Search button:

![Image of the Unit Search screen]

4. The Unit Search screen will appear. Under Unit Name, enter a full or partial title bracketed by asterisks (for a wild card search), then click the Find button to the right:
Locating a unit code in Coeus

5. On the Unit Search Result screen, click on the desired unit, then click the OK button.

6. The Unit Hierarchy Maintenance table will open with that specific unit and its code highlighted on the expanded list for the parent college.

Who Can Help Me? on the researchadmin website can also be used to identify unit codes, as that tool pulls its information from Coeus. Instructions for use are found on the webpage.