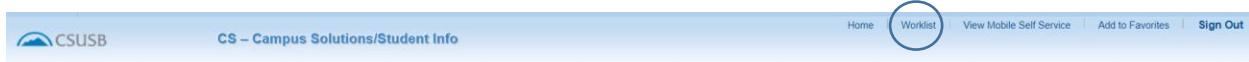


Online Request Permission Quick Guide – For Approvers

- After receiving “A Permission Request is Ready for Your Review” email, click on Worklist (seen in ultra-tiny font) from either your Faculty Center and/or Administrative Page in PeopleSoft as illustrated:



- The Worklist items that require your review will be listed
- Each line represents a unique Request Permission with a student’s ID and name indicated.
- Click a link

Worklist

Worklist for [Redacted]

Detail View

Worklist Filters [Dropdown] [Feed]

Worklist Items						Personalize	Find	View All	Print	First	1-4 of 4	Last	
From	Date From	Work Item	Worked By Activity	Priority	Link								
[Redacted]	04/06/2020	Approval Routing	Approval Workflow	[Dropdown]	Request Permission - [Redacted]							Mark Worked	Reassign
	04/06/2020	Approval Routing	Approval Workflow	[Dropdown]	Request Permission - [Redacted]							Mark Worked	Reassign
	04/06/2020	Approval Routing	Approval Workflow	[Dropdown]	Request Permission - [Redacted]							Mark Worked	Reassign
	04/06/2020	Approval Routing	Approval Workflow	[Dropdown]	Request Permission - [Redacted]							Mark Worked	Reassign

- The student’s Permission Request will populate your page
- Review the request. If needed, you may access the student’s PAWS and Unofficial Transcript. Please note: Your PeopleSoft access will determine whether you are able to access the PAWS and transcript from this page.
- Click Approve or Deny – a comment will be required if the request is denied
- Click Worklist to access additional requests

Empl ID 006298626 **Seq #** 5

Name [Redacted]

Career [Redacted] **Term** Spring 2020

Class Nbr 40875 ACCT INFO SYSTEMS & BUS ETHICS

ACCT 315-01 MoWe 8:00AM - 9:10AM
LEC (40875) Jack Brown Hall 257

[PAWS](#)

[View Unofficial Transcript](#)

Related Class

40876	ACCT 315-02 LAB (40876)	MoWe 9:10AM - 9:50AM Jack Brown Hall 257
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Permission(s) to Request

Requisites

Closed Class

Instructor/Dept Consent

TimeConflict

Unit Load

Total Enrolled Units Allowed

Justification Box

test

	DateTime	User	Comment
1			

Enrollment Request ID

[Approve](#)

[Deny](#)

- If approved, the link will be removed from your Worklist and the next approver (e.g. Department Chair/College Approvers) will be notified to review the pending Permission Request
- Once all applicable approvers have approved, the Office of the Registrar will be notified for final processing. A final email notification to the instructor will be forwarded as confirmation of the enrollment into the class.

