Online Request Permission Quick Guide – For Approvers
Worklist Personalization Guide on Last Page

- After receiving “A Permission Request is Ready for Your Review” email, click on Worklist 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 (Add Before Census/Add After Census/Drop After Census) with a student’s ID and name indicated.
- Click a link.

  ![Worklist](image)

  - The student’s Permission Request will populate your page.
  - Review the request. If needed, you may access the student’s PAWS and Unofficial Transcript.
  - Note: PeopleSoft access will determine whether you are able to access the PAWS and Transcript.
  - For Add & Drop After Census Permission Requests, you may access student supporting documentation.
  - Click Approve or Deny – a comment will be required if the request is denied.
  - Click Worklist to access additional requests.
  - Examples:

    (Add Before Census)

    ![Add Request](image)
(Add After Census)

Coyote ID: [Blank]
Seq #: 3
Name: [Blank]
Career: UGRO
Term: Spring 2020
Class Nbr: 43139
    KINE 114F-02
    ACT (3139)
Permission(s) to Request After Census:
- [ ] Requisites
- [ ] Simultaneous enrollment
- [X] Closed Class
- [ ] Unit Load
- [ ] Instructor/Dept Consent

Justification Box:
Test

Attachment(s):
<table>
<thead>
<tr>
<th>Seq No</th>
<th>Description</th>
<th>File Name</th>
<th>View</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td>View</td>
</tr>
</tbody>
</table>

Date/Time User: [Blank]
Comment: [Blank]

Enrollment Request ID:
Approve
Deny

(Drop After Census)

Coyote ID: [Blank]
Seq No: 1
Name: [Blank]
Withdraw All

Drop After Census - Course(s) Selected:
ECTS 518-87
SDM (41500)

Justification:
Due to my medical extenuating circumstance, I am unable to continue this course.

Attach Supporting Documentation:
<table>
<thead>
<tr>
<th>Description</th>
<th>Document Date</th>
<th>Attached File</th>
<th>View</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>04/20/2020</td>
<td></td>
<td>View</td>
</tr>
</tbody>
</table>

Date/Time User: [Blank]
Comment: [Blank]

Student Attendance Record: Excellent
Approximate Grade In Course To Date: B
Enrollment Request ID: 0000000000
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 final processing.
Worklist Personalization Quick Guide

- To personalize your “Worklist”, click on the “Personalize” link from your worklist.

- A pop-up window titled “Grid Customization” will appear with options to customize your worklist.

Example:
(Before Customization)

(After Customization)
<table>
<thead>
<tr>
<th>From</th>
<th>Date From</th>
<th>Priority</th>
<th>Link</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>04/10/2020</td>
<td></td>
<td>Permission Request</td>
</tr>
</tbody>
</table>