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

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
• 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.