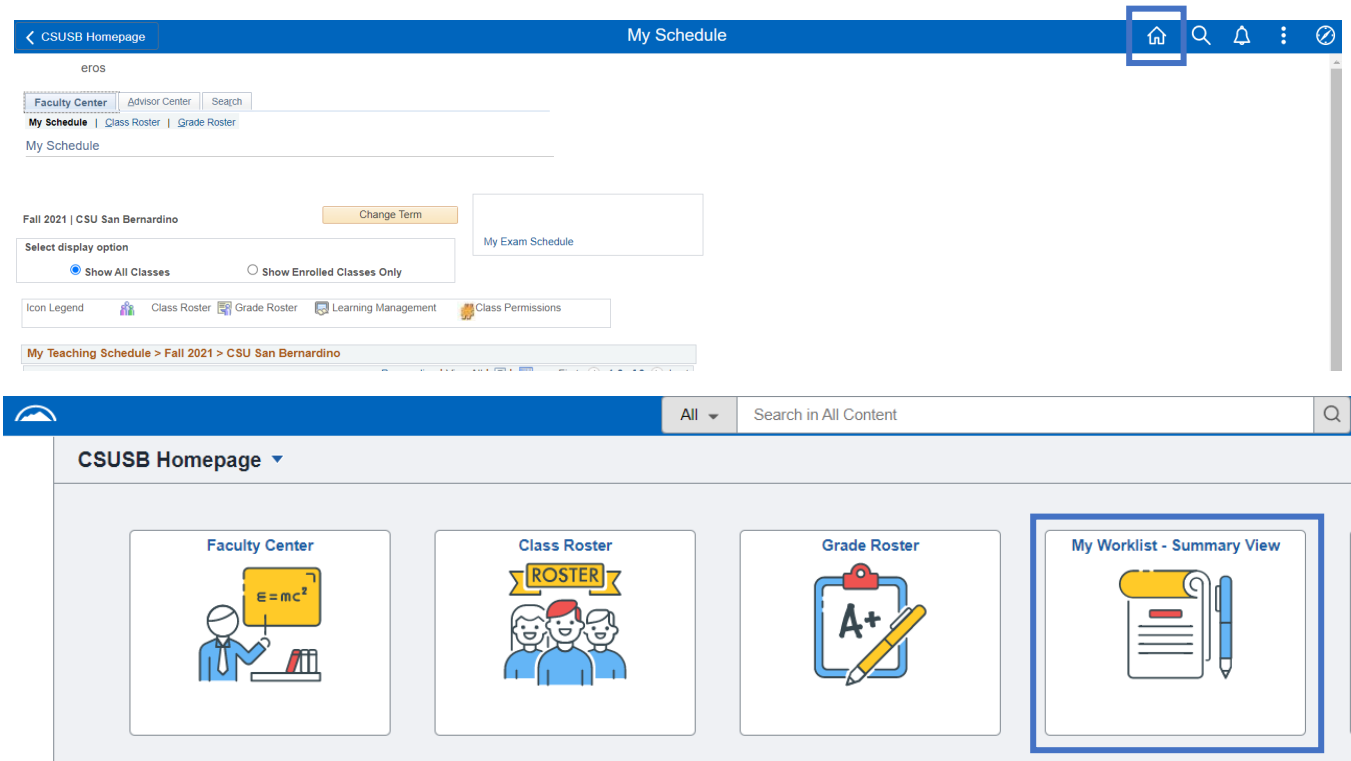
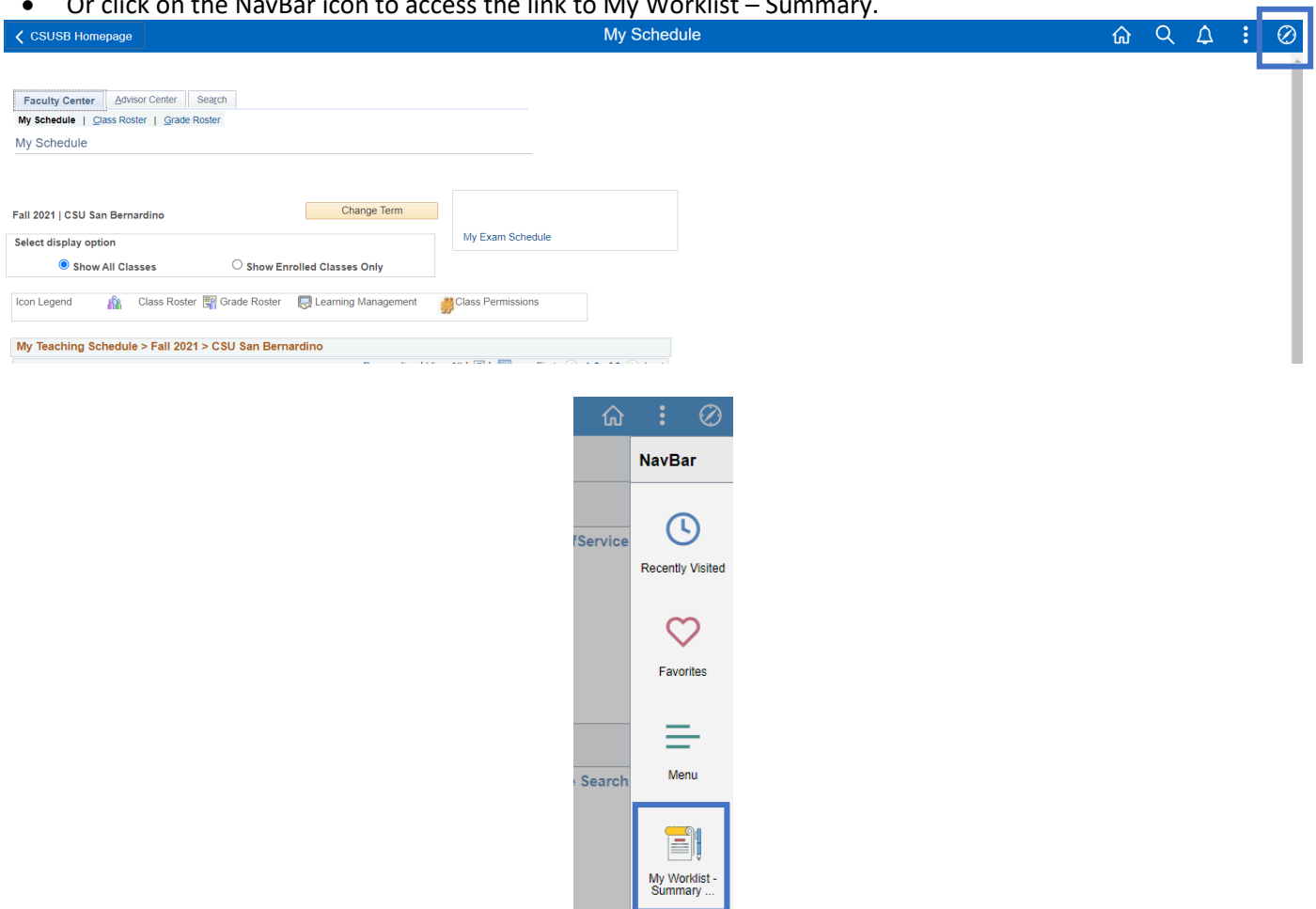


## Online Permission Request Quick Guide – For Approvers

- After receiving “A Permission Request is Ready for Your Review” email, from your Faculty Center, click on the home icon in the upper righthand corner to access the My Worklist – Summary View tile.



- Or click on the NavBar icon to access the link to My Worklist – Summary.



- The Worklist items that require your review will be listed.
- Each line represents a unique Permission Request (Add Before Census/Add After Census/Drop After Census) with a student's name and ID indicated.
- Click on one of the links.

Worklist

Worklist for [Redacted]

Detail View

Worklist Filters [Dropdown] [Feed]

From	Date From	Work Item	Worked By Activity	Priority	Link	Mark Worked	Reassign
[Redacted]	10/24/2022	Approval Routing	Approval Workflow	[Dropdown]	PR: [Redacted]	Mark Worked	Reassign
[Redacted]	10/24/2022	Approval Routing	Approval Workflow	[Dropdown]	PR: [Redacted]	Mark Worked	Reassign
[Redacted]	10/24/2022	Approval Routing	Approval Workflow	[Dropdown]	PR: [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 report and unofficial transcript. Note: PeopleSoft access will determine whether you are able to access the PAWS and unofficial transcript.
- For Add and Drop After Census Permission Requests, you may access the student's supporting documentation.
- Click Approve or Deny – a comment will be required if the request is denied.
- Click on My Worklist – Summary to access additional requests.
- Examples:

(Add Before Census)

**Add Request**

Empl ID [Redacted] Seq # 5 PAWS

Name [Redacted] View Unofficial Transcript

Career UGRD 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

**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  TimeConflict

Closed Class  Unit Load

Total Enrolled Units Allowed

Instructor/Dept Consent

**Justification Box**

test

#	DateTime	User	Comment
1			

**Enrollment Request ID**

Approve
Deny

(Add After Census)

Coyote ID [redacted] Seq # 3  
Name [redacted]  
Career UGRD Term Spring 2020  
Class Nbr 43139 YOGA  
KINE 114F-92 TuTh 10:00AM - 11:50AM  
ACT (43139) Palm Desert Campus-Rec & Welln

PAWS

View Unofficial Transcript

**Permission(s) to Request After Census**  
 Requisites  Simultaneous enrollment  
 Closed Class  Unit Load  
 Instructor/Dept Consent

**Justification Box**  
Test

**Attachment(s)**

Seq No	Description	File Name	View
1	[redacted]	[redacted]	View

DateTime	User	Comment
1		

Enrollment Request ID  
Approve Deny

(Drop After Census)

Coyote ID [redacted] Seq No 1  Withdraw All  
Name [redacted]

PAWS

View Unofficial Transcript

**Drop After Census - Course(s) Selected**  
ECTS 519-87 ONLINE  
SEM (41050)

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

**Attach Supporting Documentation**

Description	Document Date	Attached File	View
[redacted]	04/20/2020	[redacted]	View

DateTime	Comment
1	

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.
- If denied, the Permission Request will stop at that step and the student will be notified about the denial.
- Once all applicable approvers have approved the request, 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.

