

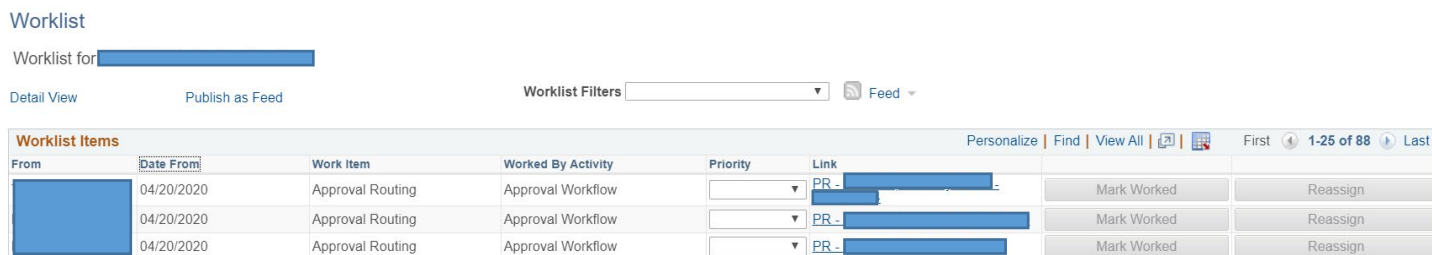
Online Request Permission Quick Guide – For Approvers

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.



- 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

Empl ID Seq # 5

Name

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

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

(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	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
1	[redacted]	04/20/2020	[redacted]	View

	DateTime	Comment
1		

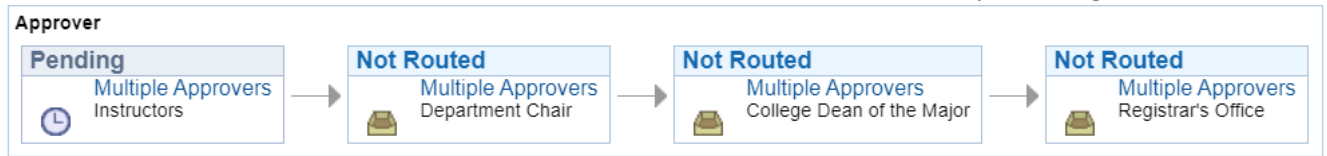
Student Attendance Record Excellent

Enrollment Request ID 000000000

Approximate Grade In Course To Date B

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.

Worklist

Worklist for [redacted]

Detail View

Publish as Feed

Worklist Filters

Feed

Worklist Items

Personalize

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

Grid Customization

Worklist Items

Personalize Column and Sort Order

To order columns or add fields to sort order, highlight column name, then press the appropriate button.
Frozen columns display under every tab.

Column Order

- From
- Date From
- Work Item
- Worked By Activity
- Priority
- Link
- (column 9)
- (column 10)

Sort Order

- Date From

Hidden
 Frozen

Descending

OK Cancel Preview Copy Settings Share Settings Delete Settings

- Example:
(Before Customization)

From	Date From	Work Item	Worked By Activity	Priority	Link	Mark Worked	Reassign
[redacted]	04/10/2020	Approval Routing	Approval Workflow		Permission Request - [redacted]		

(After Customization)

Grid Customization

Worklist Items

Personalize Column and Sort Order

To order columns or add fields to sort order, highlight column name, then press the appropriate button.
Frozen columns display under every tab.

Column Order

- From
- Date From
- Work Item (hidden)
- Worked By Activity (hidden)
- Priority
- Link
- (column 9) (hidden)
- (column 10) (hidden)

Sort Order

- Date From

Hidden
 Frozen

Descending

OK Cancel Preview Copy Settings Share Settings Delete Settings

Worklist Items

Personalize | Find | View All |  |  First  1-25 of 95  Last

From	Date From	Priority	Link
	04/10/2020	<input type="text" value=""/>	Permission Request - 