

Approver Overview/Instructions

Approvers will receive an email when the appropriate approval step is ready to be reviewed. This email will include a link that will take them directly to the approval page in Campus Connect. Alternatively, approvers may find pending approval steps in the same location as IS Service Requests, by logging into Campus Connect and navigating to Self Service, IS Service Requests, My Approvals.

My IS Service Approvals/Work ?

	Request Date	Empl ID	Request for	Service Type	Data Owner	Step	Status	Edit
1	10/30/2017		Todd Hover	PeopleSoft Access	PeopleSoft Financial Aid	30	Pending	Edit
2	10/30/2017		Todd Hover	PeopleSoft Access	PeopleSoft HR	50	Pending	Edit
3	10/31/2017		Todd Hover	PeopleSoft Access	PeopleSoft Financial Aid	10	Pending	Edit
4	10/31/2017		Todd Hover	PeopleSoft Access	PeopleSoft HR	10	Pending	Edit
5	10/27/2017		Jennifer Seyer	ImageNow Access	Continuing Prof Education	10	Pending	Edit

Approvers can view the details of each request by clicking on the 'Edit' button next to a specific request.

Request Details

Request ID JJHNS86-2017103014041100 ?

Service Type PeopleSoft Access

Owner PeopleSoft Financial Aid

Employee [REDACTED] Todd Hover **Department** 710100 Information Technology Operati
Manager ID [REDACTED] Associate Director, Infrastruc Joshua Luttig

Request Details

Roles	Action	Role Name
	REMV	testing

Roles

Systems for Actions

Financial Services (FS)

Notes

no FS for you

Approval Log						
Step	Completed by	Status	Notes	Approval Group	Last Modified On	
1	10 Jeffrey Johnson	Approved	yes, thats fine	Supervisor	10/30/17 2:08:00PM	
2	30	Pending		Financial Aid Security	10/30/17 2:08:00PM	
3	50	Not Started		Financial Aid Data Steward		
4	70	Not Started		Employee		
5	90	Not Started		PSAdmin Security		

Notes This request has been approved by the Financial security team. Please grant role FAREVIEW in CSProduction.

When users access the Request Details page, they can view all previous steps in the approval workflow process, the details of the request, as well as any additional details/notes that previous approvers have entered. From here, the user may Approve or Deny the request, or click cancel to leave the page.

Please Note: If a request is denied at any step within a request approval workflow, that request processing will be stopped, and the user would need to submit another request form before processing could continue.

Approvers should add Notes as appropriate for any approvals or denials, so that when other individuals review the request, they will have context as to the decisions made on the request, what specific roles are appropriate, any instructions provided for subsequent reviewers/approvers, etc.

The final steps in the workflow processes are generally the responsible administrators (ImageNow or PeopleSoft Security admins), who will actually provision access. Once they complete their step within the workflow approvals page, the requester and employee will receive email notifications that the request has been completed.

Approval Group Details

The email notifications for pending approvals are sent to either a departmental resource account, or to all members that are in the Approval Group. Additionally, details about the approval group (contact name and phone, descriptions, etc.) are provided to the requesters when the form is filled out. To make any updates to these details (i.e. when someone leaves the department, adding someone new, changing the email account(s), etc.) can be requested by sending an email to [netadmin](#).