Change of Grade eform – Approval

Department Chair and Dean Tutorial
The Worklist may still be accessed via the link on the MyHusky home page.

Instructions follow:
Department Chairpersons and Deans will have 2 ways of accessing eForms for approval.

1. You will receive an email notification stating you have an item to approve. The email will contain a link to the form. You MUST have MyHusky open in order to access the form via the link provided in the mail.

2. Alternately you may access the forms via the Worklist by clicking on this link in the upper right corner of your screen.
Worklist will allow you to access the links to the forms waiting for your approval.

### Worklist Items

<table>
<thead>
<tr>
<th>From</th>
<th>Date From</th>
<th>Work Item</th>
<th>Worked By Activity</th>
<th>Priority</th>
<th>Link</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jane Doe</td>
<td>08/12/2016</td>
<td>Notification Worklist</td>
<td></td>
<td></td>
<td><a href="#">Grace China eForm - Form 10/22</a></td>
</tr>
</tbody>
</table>

**Click on desired form**
If you use the link in your email notification it will take you directly to the e-form as shown here.
Upon submission you will be routed to the transaction log where you can view the status of the form. At this point your approval process is complete.

Basic Stage

G3FORM_ID=22:Pending

Basic Path

Approved
- InstructorChair
  08/12/16 - 2:38 PM

Pending
- Multiple Approvers
  InstructorDean
  InstructorAssnDean

Not Routed
- Multiple Approvers
  Ro_BUFF_Change_of_Grade

Transaction / Signature Log

<table>
<thead>
<tr>
<th>Current Date/Time</th>
<th>Stage</th>
<th>Step</th>
<th>Step Title</th>
<th>User ID</th>
<th>User Description</th>
<th>Form Action</th>
<th>Time Elapsed</th>
</tr>
</thead>
<tbody>
<tr>
<td>08/05/2016 1:44:12PM</td>
<td></td>
<td></td>
<td></td>
<td>123456</td>
<td>John Smith</td>
<td>Submit</td>
<td></td>
</tr>
<tr>
<td>08/12/2016 2:36:44PM</td>
<td></td>
<td></td>
<td></td>
<td>987654</td>
<td>Jane Doe</td>
<td>Approve</td>
<td></td>
</tr>
</tbody>
</table>