Approvers can access the approval screen in two ways:

1. From the Email Notification:

When a proposal is ready for your approval, you will receive an email notification from:
   
   **Sender:** "Kuali Student" <no-reply@kuali.co>
   
   **Titled:** New Action Item for ________

   In the body of the email, click on “View Now” and it will automatically take you to the KSCM system and after logging in it will take you directly to the proposal to approve.

   **Sample Email Format:**

   ![Sample Email Format](Image)

2. From the Action List Menu in KSCM:

   The second way to view a list of proposals ready for your approval is through the Action List in KSCM. To access the Action List, login to KSCM at the URL above and click on the Action List in the top right corner. The Action list will then display a list of all items requiring your approval, noted in the far right column.

   ![Action List View](Image)

   **Action List view:** Click on any proposal to view the proposal and approval screen.

<table>
<thead>
<tr>
<th>Id</th>
<th>Title</th>
<th>Description</th>
<th>Type</th>
<th>Created On</th>
<th>Action Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>SHEL 501</td>
<td>Not Fast Track</td>
<td>--</td>
<td>New Course</td>
<td>Wed Jun 01 2016</td>
<td>Approval</td>
</tr>
<tr>
<td>SHEL 701</td>
<td>FAST TRACKED</td>
<td>--</td>
<td>New Course</td>
<td>Wed Jun 01 2016</td>
<td>Approval</td>
</tr>
</tbody>
</table>
When the course proposal opens it will look like the below. Once you are ready to approve the proposal click on the “Approve” text with green check mark at right.

When you click on Approval, a box for comments will appear. This box is for optional information such as committee vote results and dates. Enter information if you wish and click on “Approve” when complete.

After you have approved, a green box will appear at top stating “Success!” and the proposal has now been sent to the next approver in the sequence.

To approve more proposals, please click on “Action List” at the top right and repeat the process.

OTHER ACTIONS:
These actions are explained in detail on the next page

Send Back: This action allows the approver to send the proposal back to either the proposer or a previous approver for revisions. It will notify the proposer or previous approver that action is needed.

Reject: This action stops the approval process and does not allow the proposer to revise and/or re-submit the proposal. Use this option carefully.

Withdraw: This action will remove the proposal from the approval process. It will not notify the proposer that any action is needed. Approvers do not typically use this option.
**SEND BACK:**

When the send back function is desired, the box to the left will open. The approver has the option to determine who to send the proposal back to. Use the “Prev” and “Next” buttons to determine this.

“Come Back To” gives the approver the option to designate who the proposal will come back to in the approval sequence after the proposer has made the changes required. “Back through Workflow” will require that the proposal is re-approved by all approvers again. “Me” skips all previous approvers and comes back to you as the approver.

The comment box allows you as the approver to tell the proposer what edits are required. The proposer will be able to see these comments and can make the appropriate changes. Please be as descriptive as possible.

Once all fields are correct, click the black “Send Back” button at bottom.

**REJECT:**

When a proposal is not approved and it is not desired to have the proposer revise and re-submit the reject option can be used.

Once the reject option is clicked, a comment box will open. Please explain the rationale for non-approval in this box.

When complete, click the red “Reject” button. As soon as this is clicked, the proposal will be archived and not be accessible for further edits. At this point if the proposer wants to re-submit they will need to begin a new proposal from scratch.

Note: If you intend to use this option, please consult with Shelby first.