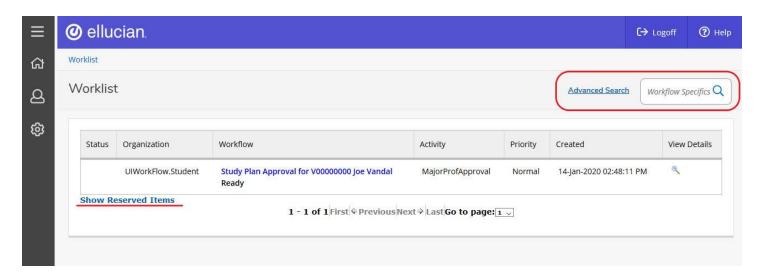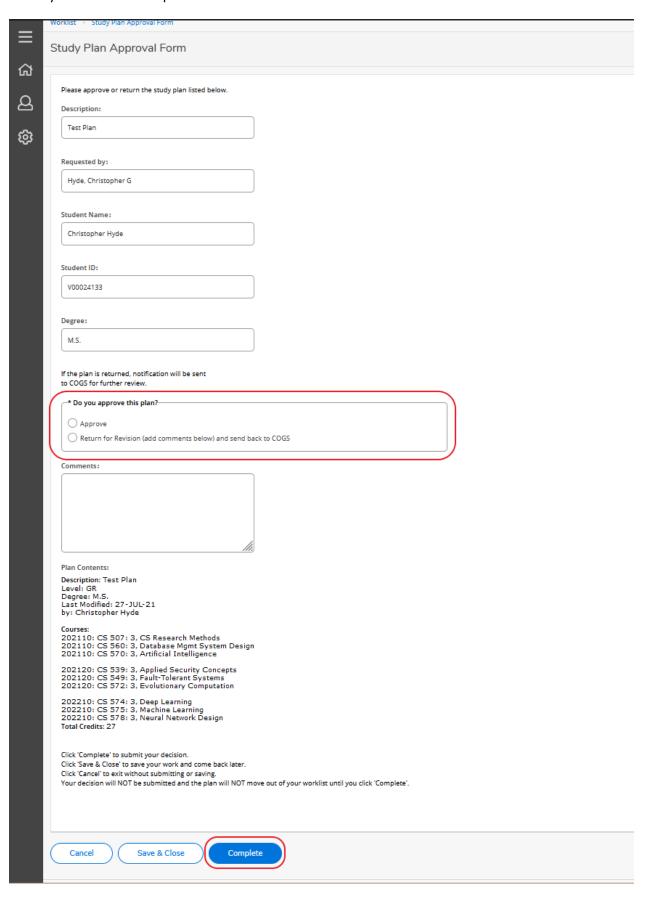# Quick Guide for Faculty/Staff
Electronic Approval Process for Graduate Study Plans

1. You will receive an automated email message telling you that a student has submitted a study plan for review and approval. The email will contain the student's name, ID number, and a link to Banner workflow (https://bannerwf.uidaho.edu:7787/wfprod). Workflow takes advantage of the University of Idaho's Single Sign On (SSO) system. If you are already logged into one of the University's other SSO services, VandalWeb for example, you will automatically be taken to your Worklist. If you are not logged into to another University SSO service, you will be prompted to log in through our SSO system. Information about logging in can be found on the ITS help page: What will Cloud Authentication look like?.

2. Upon logging in to Workflow you will be presented with your Worklist, which shows items that you need to take action on.
   a. To find the workflow for a specific student, you can type the students name or V-Number, using the percent sign (%) as a wildcard in the search box in the upper right. For example, %Vandal%
   b. You can click on the *Advanced Search* link for more search options.
   c. You can click on the *Show Reserved Items* link to only display those items that you have reserved (clicked on the **Save & Close** button)

3. Once you have reviewed the proposed study plan in VandalWeb, open the corresponding Worklist item and you will have two options to choose from. You can approve the plan, which will move it along the approval process, or you can return the plan to the student for correction or clarification.

Study Plan Approval Form

Please approve or return the study plan listed below.

Description:

Test Plan

Requested by:

Hyde, Christopher G

Student Name:

Christopher Hyde

Student ID:

V00024133

Degree:

M.S.

If the plan is returned, notification will be sent to COGS for further review.

* Do you approve this plan?

○ Approve

○ Return for Revision (add comments below) and send back to COGS

Comments:

Plan Contents:

Description: Test Plan
Level: GR
Degree: M.S.
Last Modified: 27-JUL-21
by: Christopher Hyde

Courses:
202110: CS 507: 3, CS Research Methods
202110: CS 560: 3, Database Mgmt System Design
202110: CS 570: 3, Artificial Intelligence

202120: CS 539: 3, Applied Security Concepts
202120: CS 549: 3, Fault-Tolerant Systems
202120: CS 572: 3, Evolutionary Computation

202210: CS 574: 3, Deep Learning
202210: CS 575: 3, Machine Learning
202210: CS 578: 3, Neural Network Design
Total Credits: 27

Click 'Complete' to submit your decision.
Click 'Save & Close' to save your work and come back later.
Click 'Cancel' to exit without submitting or saving.
Your decision will NOT be submitted and the plan will NOT move out of your worklist until you click 'Complete'.

Cancel   Save & Close   Complete

4. The benefits of this process are that it is paperless, automatically updates the student at each decision point and paper study plans no longer need to be mailed around the state. When a student needs to change their study plan, they can do so in the same Plans tab on their Degree Audit in VandalWeb. Specific instructions for graduate students who need to edit to their study plan are on the College of Graduate Studies website.

For more information about the electronic approval process please visit
www.uidaho.edu/registrar/graduation/audit