

# **Change My Major College Approver's Guide**

**July 2021**

Each week the designated approver for each college will receive an email notification of the pending Change My Major requests for their college. A link to Workflow will be included in this notification. If you do not have the email, you can also login to Workflow at: <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?](#).

## Reviewing Change of Major Requests

Once you have logged into Workflow you will see your worklist of Change My Major requests students have submitted. To review a student's request simply click on the student's name. You can search for a specific student by entering the student's V-Number surrounded by the percent sign (%) wildcard character in the *Workflow Specific Name* search field in the upper right corner (%V00000000%). You can click on the *Advanced Search* link for more search options.

The screenshot shows the 'Worklist' interface. At the top, there is a search bar labeled 'Workflow Specifics Na' and a link for 'Advanced Search'. Below the search bar is a table with the following columns: Status, Organization, Workflow, Activity, Priority, Created, and View Details. The table contains one row with the following data: Status is empty, Organization is 'UIWorkflow.Student', Workflow is 'Vandal, Joe - V00000000 - Change Major Ready', Activity is 'College\_Approval\_Add\_Change\_Major', Priority is 'Normal', and Created is '03-Dec-2019 04:13:44 PM'. Below the table, there is a 'Show Reserved Items' link and a pagination control showing '1 - 1 of 1' with 'First', 'Previous', 'Next', and 'Last' buttons, and a 'Go to page: 1' dropdown menu.

Status	Organization	Workflow	Activity	Priority	Created	View Details
	UIWorkflow.Student	Vandal, Joe - V00000000 - Change Major Ready	College_Approval_Add_Change_Major	Normal	03-Dec-2019 04:13:44 PM	

To approve a student's request you must select the *Approve* radio button and then click the *Complete* button. Assigning an advisor **is required** when approving a student's request to add a major.

If you are denying a student's request you will need to select the *Deny* radio button and then click the *Complete* button at the bottom of the page. Please include comments for the student on why you are denying the request.

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Worklist - Curriculum Add/Change Approval

### Curriculum Add/Change Approval

Please Approve or Deny the following curriculum change. You can enter comments to the student in the comment section below.

Name:  
Christopher Hyde

V-Number:  
V00024133

**Curriculum Change**  
Change Type: Add Major  
Change Status: Under College Review  
Effective Term: Summer 2021  
Major to Add: B.S. - Letters Arts & Social Sciences - Anthropology

**Current Curriculum**  
Degree: B.S.C.S.  
College: Engineering  
Catalog Year: 1999  
Major: Computer Science

Advisors:  
Christopher Gene Hyde

UI Credits Completed:  
0

Total Credits Completed:  
0

Class Standing:  
Freshman

Academic Standing:

GenEd Requirements Completed:  
No

Institutional GPA:  
0

Campus:  
Moscow

New Advisor \*:  
Husa, Deborah Lee

**Approve?**  
 Approve  
 Deny

Athletics Comments:

Comments to Student:

Cancel Save & Close Complete

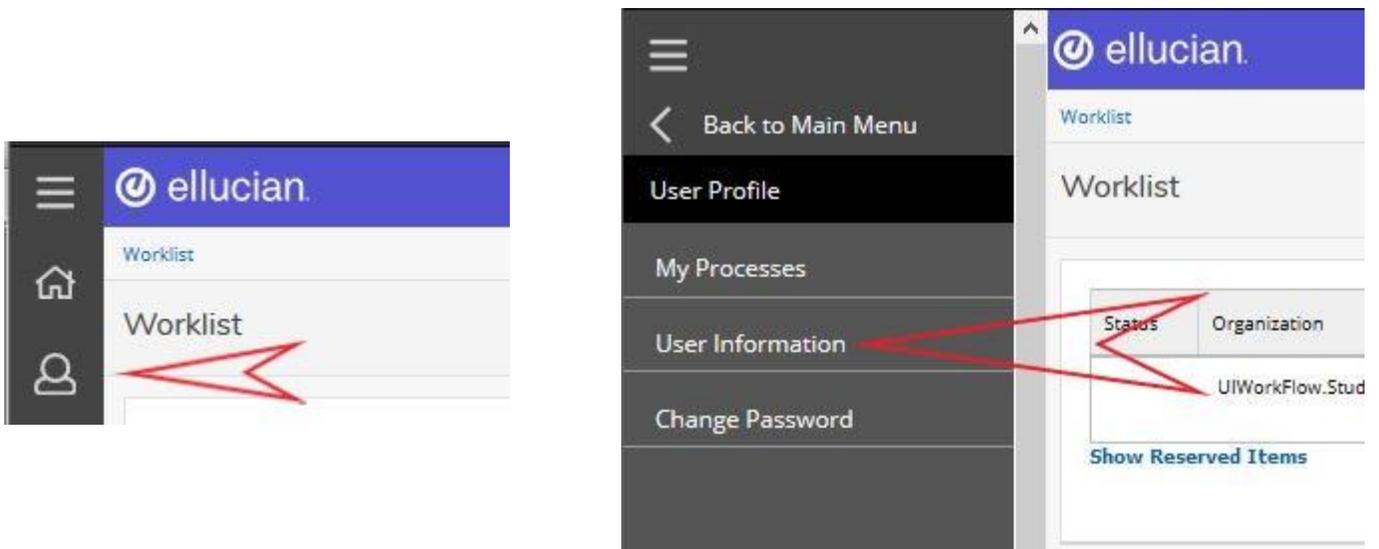
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## Proxy Assignment

When you are unable to access Workflow or need assistance in reviewing Change My Major requests you can assign another user as a proxy. By assigning a user as a proxy to your account, they will be able to login to Workflow and see the same worklist of pending Change My Major requests as you would see.

If you have opened one of the pending changes on your worklist and closed it without approving it that item has been reserved under your name and any proxies you have assigned will not be able to see that item. To release this item so that your proxies can see it please see the **Releasing an Item** section at the end of this guide.

To assign a proxy you will need to select the *User Information* menu.



Within the *User Information* page, you will need to select *Add Proxy* for the *Change of Major* role to assign a proxy.

Organization	Role Name	Effective From	Effective To	Type	Proxy Assignment
UIWorkflow	Academic Advisor	02-Apr-2012 10:38:14 AM		Primary	<a href="#">Add Proxy</a>
UIWorkflow	Role Review	28-Jan-2019 03:25:10 PM		Primary	<a href="#">Add Proxy</a>
UIWorkflow.Student	Academic Advisor	05-Apr-2012 08:50:49 AM		Primary	<a href="#">Add Proxy</a>
UIWorkflow.Student	Change of Major	08-Sep-2017 02:13:55 PM		Primary	<a href="#">Add Proxy</a>
UIWorkflow.Student	College Rep	16-Aug-2012 02:47:37 PM		Primary	<a href="#">Add Proxy</a>
UIWorkflow.Student	Role Review	30-Sep-2019 02:01:27 PM		Primary	<a href="#">Add Proxy</a>

On the *Proxy Details* page, you will need to select the user you want to assign as a proxy. If you do not see the user you want to assign as a proxy listed please contact the Registrar's Office IT Staff ([registrarit@uidaho.edu](mailto:registrarit@uidaho.edu)). After you have selected the user you want to assign as a proxy, you will need to enter an *Effective To*: date indicating the length of time

the user will have proxy access to your worklist. Next, you will need to check the *Confidential* and *Non-Confidential* boxes then *Save* the proxy assignment.

User Information · Proxy Details

## Proxy Details

Organization - RoleName: UIWorkflow.Student - Change of Major Save Reset

User:  
charless

Effective From:  
04-Dec-2019 04:30:22 PM

Effective To:  
31-Dec-2019

Confidential  
 Non-Confidential

To remove one of your proxies from the *User Information* page you need to check the box next to the proxy you want to remove then click the *Delete Proxies* link.

My Proxies Delete Proxies

	User	Role	Organization	Confidential	Non-Confidential	Effective From	Effective To
<input type="checkbox"/>	sjemes	College Rep	UIWorkflow.Student	Yes	Yes	07-Nov-2018 04:09:00 PM	07-Nov-2019 12:00:00 AM

## Releasing an Item

If you have reviewed a Change My Major request in your worklist without approving it, that item has been *reserved* for you and you are now the only user that can see that item. If an item in your worklist has the word *Performing* under it that means this item has been reserved for you. You can see all your reserved items by clicking on the *Show Reserved Items* link at the bottom of your worklist.

To release a Change My Major request so other users can see the item you will need to click on the *magnifying glass* to the right of the request you would like to release.

Worklist

Worklist [Advanced Search](#) Workflow Specifics Name

Status	Organization	Workflow	Activity	Priority	Created	View Details
	UIWorkflow.Student	Vandal, Joe - V00000000 - Change Major Performing	College_Approval_Add_Change_Major	Normal	03-Dec-2019 04:13:44 PM	

Show Reserved Items

1 - 1 of 1 First Previous Next Last Go to page: 1

After clicking on the *magnifying glass*, you will be brought to the *Work Item Details* page where you simply need to click the *Release* link near the top of the page.

Worklist · Work Item Details

### Work Item Details

Organization: UIWorkflow.Student ▶ Start 🔒 Reserve ✔ Complete ⏏ Skip  Release 📄 Status ⏹ Stop Workflow Request

Workflow Name: Vandal, Joe - V00000000 - Change Major

Activity Name: College\_Approval\_Add\_Change\_Major

Created Date: 03-Dec-2019 04:13:44 PM

Priority:  
Normal

Status: Performing