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/logon.jsp)

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]

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