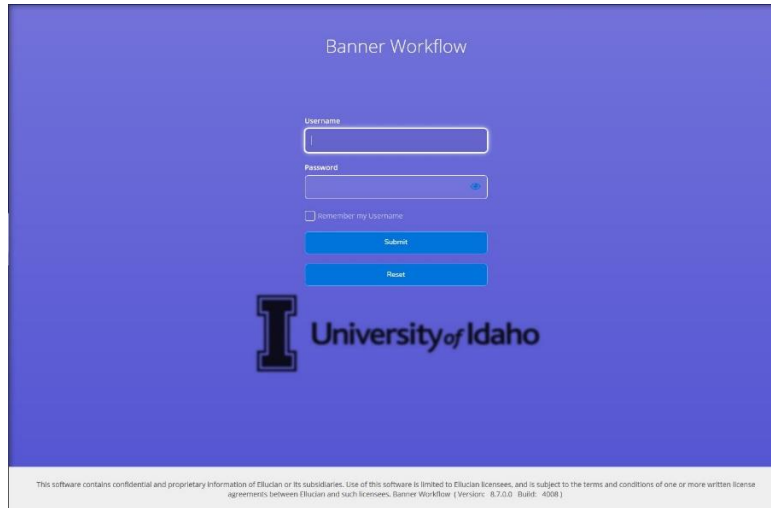


Quick Guide for Faculty/Staff

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>)



The image shows the Banner Workflow login page. It has a blue background with the text "Banner Workflow" at the top. Below that are fields for "Username" and "Password", a "Remember my Username" checkbox, and "Submit" and "Reset" buttons. The University of Idaho logo is at the bottom. A small disclaimer at the very bottom reads: "This software contains confidential and proprietary information of Ellucian or its subsidiaries. Use of this software is limited to Ellucian licensees, and is subject to the terms and conditions of one or more written license agreements between Ellucian and such licensees. Banner Workflow (Version: 8.7.0.0 Build: 408)"

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)



The screenshot shows the ellucian Worklist interface. The top navigation bar includes the ellucian logo, a Logoff button, and a Help button. The main content area is titled "Worklist" and features a search box with "Workflow Specifics" and a magnifying glass icon. Below the search box is a table with the following data:

Status	Organization	Workflow	Activity	Priority	Created	View Details
	UIWorkflow.Student	Study Plan Approval for V00000000 Joe Vandal Ready	MajorProfApproval	Normal	14-Jan-2020 02:48:11 PM	

Below the table, there is a link for [Show Reserved Items](#) and a pagination control showing "1 - 1 of 1" with "First", "Previous", "Next", and "Last" buttons, and a "Go to page:" dropdown menu set to "1".

- 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:

Requested by:

Student Name:

Student ID:

Degree:

If the plan is returned, notification will be sent to the student for further review and resubmission.

* Do you approve this plan?

Approve

Return for Revision (add comments to student below)

Comments:

Plan Contents:

Description: My Test Plan
Level: GR
Degree: M.S.
Last Modified: 14-JAN-20
by: Christopher Hyde

Courses:
201920: BCB 509: 3, Evolbio Bridge
201920: BIOL 522: 3, Molecular Evolution
201920: CS 515: 3, Computatnl Biol:Sequence Analy

202010: BCB 510: 3, Compsci Bridge
202010: BIOL 526: 3, Systems Biology
202010: MATH 563: 3, Mathematical Genetics
Total Credits: 18

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'.

Complete Save & Close Cancel

- 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