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.
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.
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.

<table>
<thead>
<tr>
<th>My Roles</th>
<th>Role Name</th>
<th>Effective From</th>
<th>Effective To</th>
<th>Type</th>
<th>Proxy Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>UIWorkflow</td>
<td>Academic Advisor</td>
<td>02-Jan-2012 10:30:14 AM</td>
<td></td>
<td></td>
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<td>UIWorkflow</td>
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<td>UIWorkflow.Student</td>
<td>Change of Major</td>
<td>08-Sep-2017 02:12:55 PM</td>
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<td>Add Proxy</td>
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<td>UIWorkflow.Student</td>
<td>College Rep</td>
<td>16-Aug-2012 02:47:37 PM</td>
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<td>Add Proxy</td>
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<tr>
<td>UIWorkflow.Student</td>
<td>Role Review</td>
<td>30-Sep-2019 02:01:27 PM</td>
<td></td>
<td></td>
<td>Add Proxy</td>
</tr>
</tbody>
</table>

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). 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.

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.

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.

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.