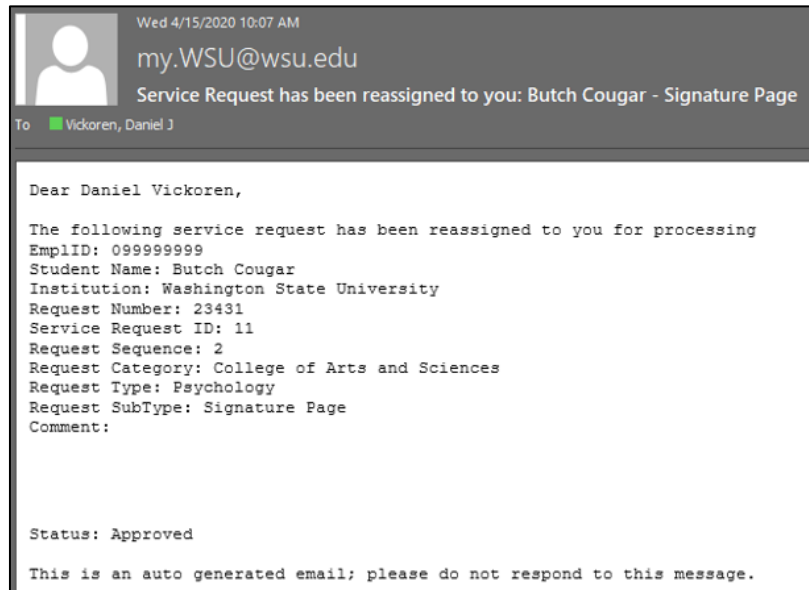# GRADUATE SCHOOL E-APPROVAL PROCESS FOR FACULTY
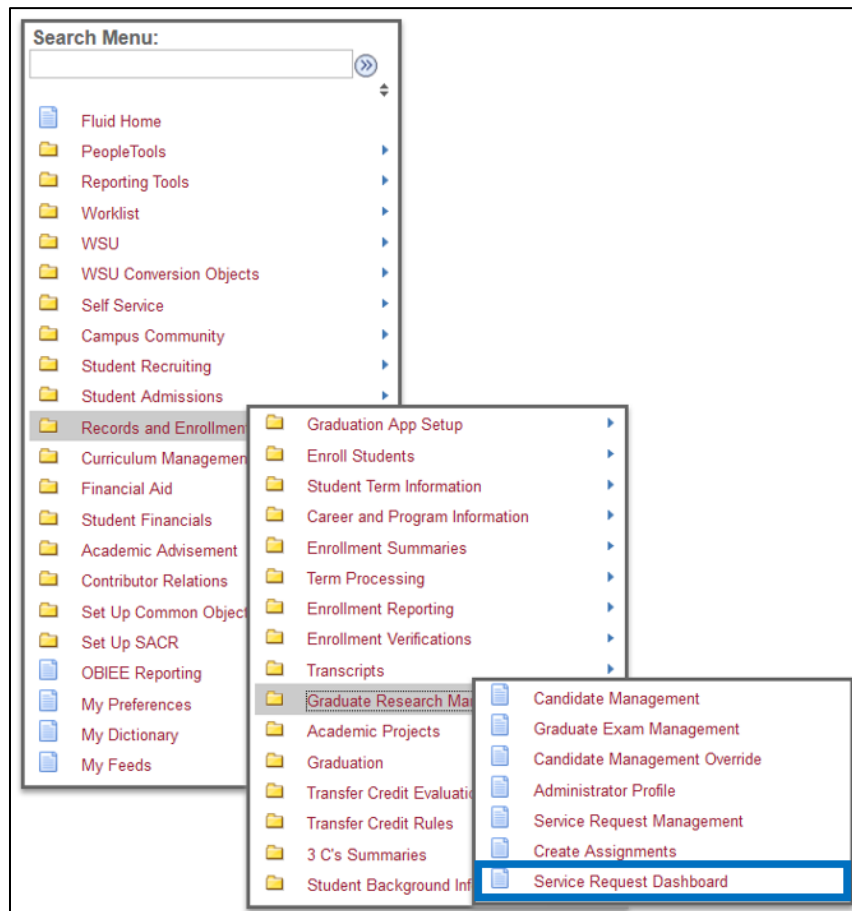
A form is a "Service Request" (SR) within myWSU. You will receive an email like this example (right) when an SR is ready for your review. The email will include the student's information as well as the type of form.

Log in to myWSU with your NID and password.

Wed 4/15/2020 10:07 AM
my.WSU@wsu.edu
Service Request has been reassigned to you: Butch Cougar - Signature Page
To ■ Vickoren, Daniel J

Dear Daniel Vickoren,

The following service request has been reassigned to you for processing
EmplID: 099999999
Student Name: Butch Cougar
Institution: Washington State University
Request Number: 23431
Service Request ID: 11
Request Sequence: 2
Request Category: College of Arts and Sciences
Request Type: Psychology
Request SubType: Signature Page
Comment:

Status: Approved

This is an auto generated email; please do not respond to this message.

Under the Main Menu, navigate to the Service Request Dashboard:
    Records and Enrollment > Graduate Research Management > Service Request Dashboard

Search Menu:

- Fluid Home
- PeopleTools ▶
- Reporting Tools ▶
- Worklist ▶
- WSU ▶
- WSU Conversion Objects ▶
- Self Service ▶
- Campus Community ▶
- Student Recruiting ▶
- Student Admissions ▶
- Records and Enrollmen
  - Graduation App Setup ▶
  - Enroll Students ▶
  - Student Term Information ▶
  - Career and Program Information ▶
  - Enrollment Summaries ▶
  - Term Processing ▶
  - Enrollment Reporting ▶
  - Enrollment Verifications ▶
  - Transcripts ▶
  - Graduate Research Ma
    - Candidate Management
    - Graduate Exam Management
    - Candidate Management Override
    - Administrator Profile
    - Service Request Management
    - Create Assignments
    - Service Request Dashboard
  - Academic Projects
  - Graduation
  - Transfer Credit Evaluatio
  - Transfer Credit Rules
  - 3 C's Summaries
  - Student Background Inf
- Curriculum Managemen
- Financial Aid
- Student Financials
- Academic Advisement
- Contributor Relations
- Set Up Common Object
- Set Up SACR
- OBIEE Reporting
- My Preferences
- My Dictionary
- My Feeds

Save this page as a favorite so you can easily find it in the future.

Within the dashboard, the Service Requests window shows all items that are awaiting your review. Click on a student's name to review the request.

Once you open the SR, you will verify and enter a few items:

#1: Verify you are looking at the correct student name and WSU ID number.

#2: Verify the type of document you are reviewing.

#3: If necessary, review the previous actions, comments, and approvals for this form.

#4: View the attachment(s) and determine whether you will approve the request. Be sure to verify the attached form(s) are correct and for this student.

> Note: You must allow pop-ups from myWSU to view these forms.

#5: If necessary, enter any comments in this box.*

#6: Status – click the lookup button 🔍 to see your status choices; use the appropriate status for the action you would like to take. **To ensure the process works correctly, please only select one of the following options:**

> 21_DENY_RTS: Denied, Return to Student*
>
> 22_DENY_RTC: Denied, Return to Coordinator*
>
> 23_INFO_RTS: More Information Needed from the Student*
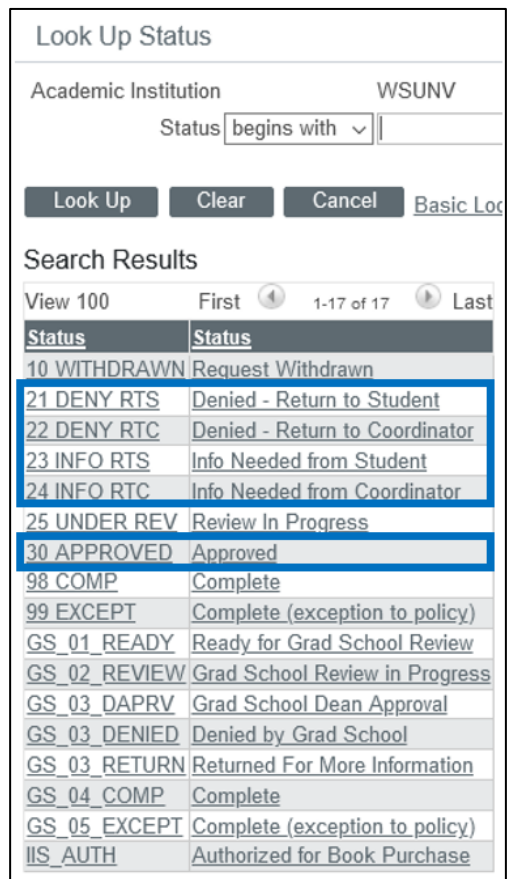>
> 24_INFO_RTC: More Information Needed from the Coordinator*
>
> 30_APPROVED: Request Approved
>
> *If you are denying or returning a form for more information, please insert a comment to clearly communicate why the request is denied or what additional information you need to render a decision.*

#7: Click "Save" at the bottom-left.

After saving, myWSU will return you to the Service Request Dashboard. Repeat steps 1-7 to verify and record your decision for each Service Request.

The Attorney General for the State of Washington has determined that assigning a status of "Approved" within myWSU is a legal signature within a state system. It is critical that you do not give your myWSU log in information to anyone.