### NEW ---- ADD FORM WITH WORKFLOW QUICK START GUIDE

### Where is the form located?

Registrar's Website <u>https://www.nwmissouri.edu/registrar/forms.htm</u>

## Name of Form?

Add (UG/GRAD), Closed Class or Prerequisite Override Request Form

# How does the workflow work?

Student initiator completes add form triggering email notification to instructor and chair of the course Instructor goes to a link provided in the notification email, logs in with network ID, and approves or rejects request Director/Chair goes to the link provided in the notification email, logs in with network ID, and approves or rejects re<u>quest</u>

Registrar's Office checks administrative dashboard and processes requests Email notification goes to initiator once form is processed

### Advantages:

- ✓ Workflow pushes the form through necessary approvals.
- ✓ Email notifications at each step of the process.

### Instructions for Instructors, Directors, Chairs

- 1) Student initiates the form
- 2) Email is generated to Instructor with "Dynamic Forms" in subject line
- 3) Click on link in email
- 4) Log in with network username and password
- 5) Click "Yes, request is approved"
- 6) Fill in Department Chair/School Director name and Email address
  - a. Email generates to Chair/Director requesting approval
- 7) Click signature and sign electronically
- 8) Click Submit Form at bottom of the form
- 9) Click "Yes"
- 10)Message pops up..."Thank you for approving this request!"