

Universal Worklist – Use of Assign to Me and Cancel Assignment buttons (Faculty/Staff)

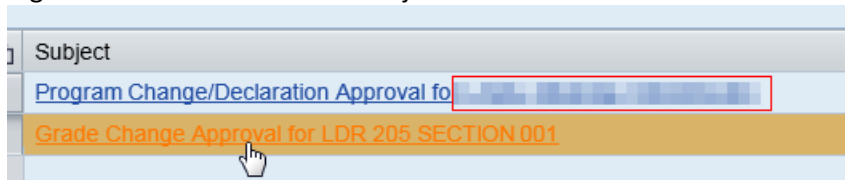
Location(s): myNKU → Universal Worklist

Purpose: Perform this procedure when you would like to assign a task to yourself or cancel the assignment and make the task available to other eligible approvers.

1. Log into myNKU.
2. Click Universal Worklist.



3. Right click on the underlined subject.

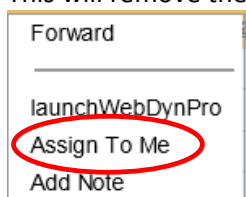


- A menu will display, allowing for the item to be assigned to you or forwarded.

Note: Only tasks regarding Campus Management are eligible to be forwarded, but any Notification or Tracking may be forwarded.

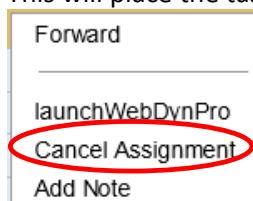
Assign to Me – If you wish to take ownership of the submission

- Click Assign to Me from the menu.
- This will remove the task from the worklist of other eligible approvers.



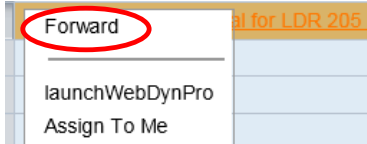
Cancel Assignment – If you selected 'Assign to Me' or opened a submission in error and wish to make it available to other approvers for action

- Click Cancel Assignment from the menu.
- This will place the task back into the UWL of other eligible approvers for action.

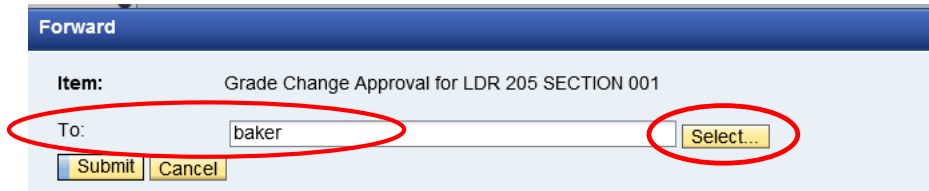


Forward – If you would like to remove the task from other approvers and make available to only one specific approver. Please note that only Campus Management Tasks may be forwarded, but any Notification or Tracking may be forwarded.

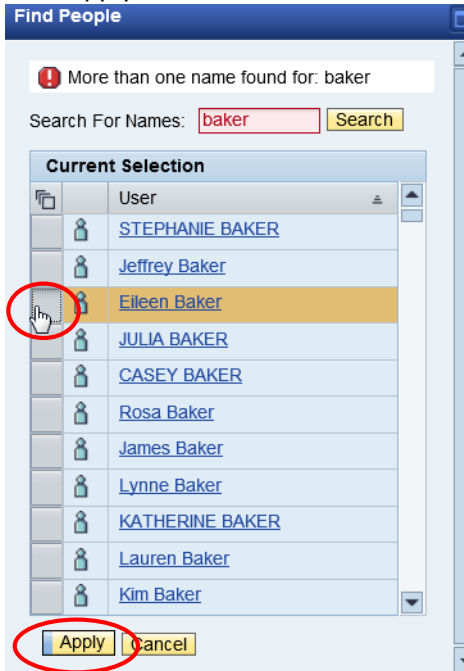
- Click Forward



- Enter name of the employee you wish to send the subject to for review and action.
- Click Select



- Highlight the row that displays the name of the desired employee.
- Click Apply.



- Click Submit.

