Approving or Rejecting course section adds/changes/cancellations after online editing has closed

**Purpose:** With the Event Planning 3 application, workflow functionality was added, thus allowing users to add or make changes to already scheduled course sections after online editing has ended. This replaces the paper Event Planning Add/Change/Cancel Form. So, instead of having to gather signatures to approve adds/changes/cancels to course sections, administrators can approve/reject change requests to course sections in the Universal Worklist of myNKU.

1. Log into myNKU.
2. Go to Universal Worklist tab, then click on the Tasks sub-tab.

3. Select the event planning request you would like to take action on.

A brief description of the request will appear below the task list.

4. Click on the link in the task list to take action on the request.
A PDF describing the requested change will open in a new window. The portion toward the top, with the orange section heading, “Section Data” describes the new information for the section. The portion toward the bottom with the blue section heading, “Section Data (Prior to change request)” describes the original section information.

5. Take action on the request by clicking the appropriate button.
a. **Approve**: After clicking approve, the window will close and you will be returned to the task list on the UWL tab. The request will move to the next user in the workflow. The final approver will be the Dean of the relevant college. If you are the final approval needed, the change will take effect after it is processed by the Office of the Registrar.

b. **Reject**: After clicking Reject, a Rejection Reason window will appear. Please type in a reason for rejecting the request in the field provided and then click OK. The window will close and you will be returned to the tasks list.

**Note**: You may need to refresh your tasks list to see the approved/rejected event planning requests disappear from your list.