

## GRADUATE SCHOOL E-APPROVAL ROUTING

After passing their final exam, students will upload a PDF of their correctly formatted title page, abstract page(s), and blank signature page from their thesis/dissertation into myWSU immediately after their final exam. The Service Request (SR) is initially assigned to you.

Please follow these directions to fulfill your critical role in the routing process.

### Initial Directions:

#1: Open and review the SR.

Ensure the attachment is a PDF containing the student's title page, abstract page(s), and signature page.

#2: Assign the correct candidate number for the SR.

*This step is critical.* An SR comes from the student without a candidate number. This number tells myWSU which faculty need to approve the student's signature page.

Search Results			
View 100			
Academic Career	Academic Program	Academic Plan	Candidate Number
Graduate	Prev Scien	P8226_0005	000000011322
Graduate	PrevScienc	P6098_0005	000000007889

#3: Status – click the lookup button and select the appropriate status for the action you would like to take:

21\_DENY\_RTS: Denied, Return to Student\*

23\_INFO\_RTS: More Information Needed from the Student\*

30\_APPROVED: Request Approved.

*\*If you are denying or returning the SR for more information, please insert a comment clearly communicating why the SR is denied and/or what additional information is required.*

### Look Up Status

Academic Institution: WSUNV

Status:

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### Search Results

View 100      First      1-19 of 19      Last

Status	Status
01 SUBMITTED	Submitted by Student
02 SUBMITTED	Submitted by Staff
10 WITHDRAWN	Request Withdrawn
21 DENY RTS	Denied - Return to Student
22 DENY RTC	Denied - Return to Coordinator
23 INFO RTS	Info Needed from Student
24 INFO RTC	Info Needed from Coordinator
25 UNDER REV	Review In Progress
30 APPROVED	Approved

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

### Automatic Routing for Approvals:

After you set the SR's status to 30\_APPROVED, myWSU will begin routing the documents to the student's committee. The assigned faculty member must follow their directions to add an approval in order for the page to move to the next committee member. Faculty use the Service Request Dashboard. This is a simplified page within myWSU designed to make approving an SR as simple as possible for faculty. Please see the faculty instructions for more information.

Once the entire committee has approved, the SR will be reassigned to you.

**Final Check Directions:**

#1: Open and review the SR.

Check there is a row in the SR for each committee member’s approval.

If you find a problem with a faculty member’s approval, please contact the Graduate School for assistance.

**\*\*NOTE for Committees with External Members:** The Graduate School and IT are still working to grant external committee members access to myWSU for these approvals. Until that time, external members must send an email to the committee chair and academic coordinator from their institutional, government, or work email stating, “I approve of Jane Doe’s signature page.” You need to upload a PDF of this email to the SR as part of the final check.

#2: Set the status to GS\_01\_READY to submit the approved title page, abstract page(s), and signature page to the Graduate School.

#3: Click “Save” in the bottom-left.

*NOTE: Academic Coordinators may find the Service Request Dashboard more efficient for routing and approving these Service Requests. The dashboard shows all approvals on one page, making it easy to check that is ready for final submission. To use the dashboard, navigate to Main Menu > Records and Enrollment > Graduate Research Management > Service Request Dashboard.*

Service Request for [REDACTED] - ID: [REDACTED]

Washington State University



Request Category: College of Arts and Sciences Request Number [REDACTED]  
Request Type: Psychology Request Date 04/24/2020  
Request Subtype: Signature Page Status: Grad School Review in Progress

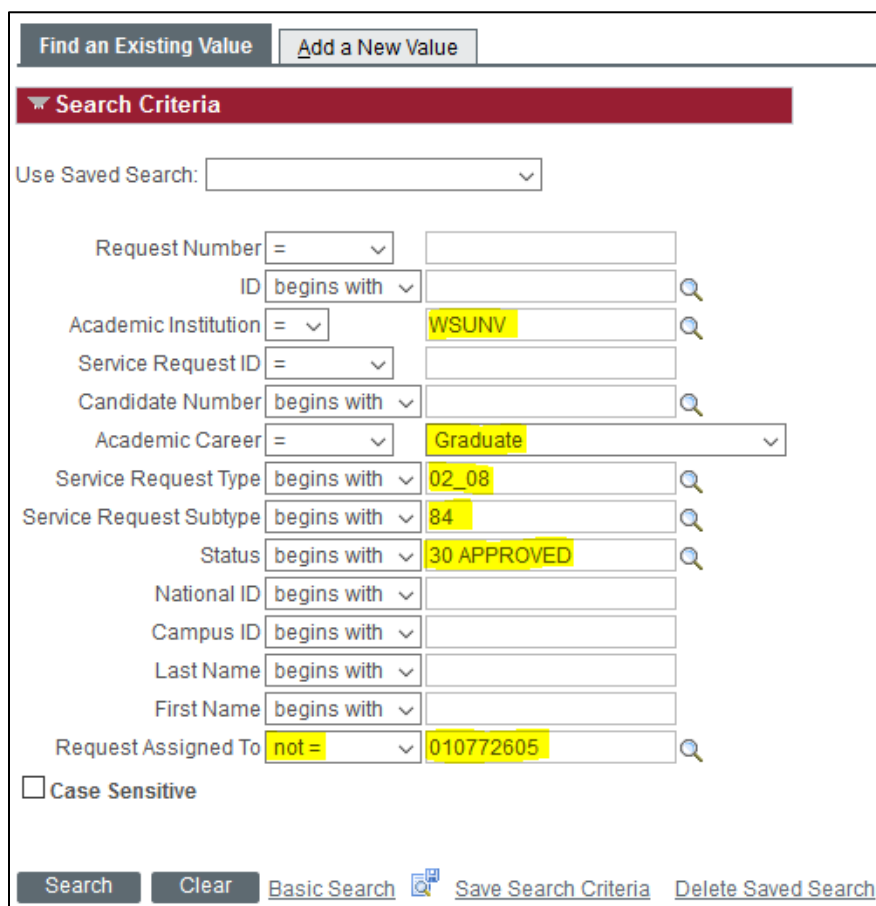
Status	Date	Comment	Status	By	Display to Student
	04/29/2020	Printed	Grad School Review in Progress	Eliseo Medina	<input type="checkbox"/>
	04/28/2020		Ready for Grad School Review	Kendra Cochrane	<input type="checkbox"/>
	04/28/2020		Approved	Rebecca Craft	<input type="checkbox"/>
	04/28/2020		Approved	Ryan McLaughlin	<input type="checkbox"/>
	04/28/2020		Approved	Carrie Cuttler	<input type="checkbox"/>
	04/27/2020		Approved	Kendra Cochrane	<input type="checkbox"/>
	04/24/2020		Request Submitted	[REDACTED]	<input checked="" type="checkbox"/>

***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 individuals do not share their myWSU log in information with anyone.***

### Identifying “Stuck” Service Requests:

Sometimes a service request may become “stuck” with a faculty member. The best way to help move these along is to contact the faculty member and remind them to approve the service request. To identify these “stuck” requests, you can set up a search within service request management:

1. Set *Academic Institution* to *WSUNV*.
2. Set *Academic Career* to *Graduate*.
3. For *Service Request Type*, use the lookup  and select your department/program.
  - a. If more than one applies to you, change the dropdown from *begins with* to *in* and then use the lookup . Check the boxes to the left of all types that apply.
4. Set *Service Request Subtype* to *84*.
5. Set *Status* to *30\_APPROVED*.
6. To exclude items that are assigned to you (and thus are not “stuck”), for *Request Assigned To*, change the dropdown from *begins with* to *not=* and enter *YOUR WSU ID in the field*.
7. Click *Search*.
  - a. Your results will include any signature page that is waiting for approval from a faculty member. The faculty’s ID number will be visible in the furthest-right column of your results, or you can click on a result to see the faculty member’s name. Remember – the person in the *Assigned To* box is the individual whose approval is needed.





Find an Existing Value | Add a New Value

**Search Criteria**


Use Saved Search:

Request Number =


ID begins with  


Academic Institution =  


Service Request ID =

Candidate Number begins with  

Academic Career =

Service Request Type begins with  

Service Request Subtype begins with  


Status begins with  

National ID begins with


Campus ID begins with

Last Name begins with

First Name begins with

Request Assigned To not =  

Case Sensitive

Search Clear Basic Search  Save Search Criteria Delete Saved Search

**\*\*I highly recommend clicking *Save Search Criteria* to save your search’s parameters. Once saved, you can click the *Use Saved Search* dropdown and select your search to rerun it instantly! 😊\*\***