

SERVICE REQUEST GUIDE: FACULTY

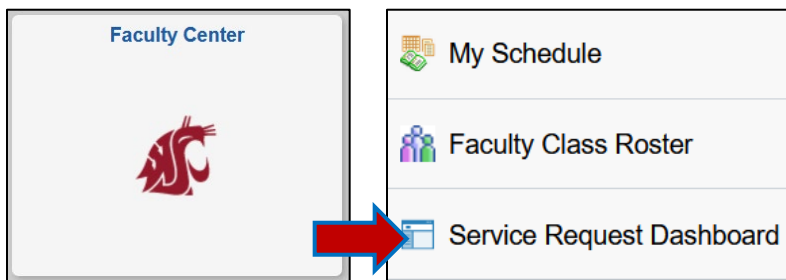


WASHINGTON STATE
UNIVERSITY

Forms submitted to a graduate program or the Graduate School within myWSU are known as "Service Requests" (SR). These instructions guide you through the process of reviewing and approving a service request assigned to you for review and approval.

REVIEW/APPROVE A SERVICE REQUEST:

1. You will receive an email when a service request (SR) is ready for your review. The email will include the student's information as well as the type of form under review.
2. Login to myWSU with your NID and password.
3. On your Homepage, click on the "Faculty Center" tile.
4. On the left side of your screen, click On "Service Request Dashboard".
5. In the "Service Requests" window, click on the student's name to open the service request (SR).



Request Number	Student Name	Request Date	Request Type	Request Subtype	Status	Date
41209	Butch Cougar	11/22/2023	Psychology	Thesis/Dissertation Approval	Approved	11/22/2023

Note: The status "Approved" on this page DOES NOT indicate your approval is complete! This status comes from the last person's decision to approve.

Once you approve the form/service request it will disappear from your list of service requests.

6. Once you open the SR, you will verify and enter a few items (see page 2 for an indexed screenshot):
 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.
 4. View attachment(s) and determine whether you approve the request for this student.
 - Note: You must allow pop-ups from myWSU to view attachments.
 5. If necessary, enter any comments in this box.*
 6. Click the lookup button (magnifying glass) and select the appropriate status. To ensure this process works correctly, please select from the following options:
 - 21_DENY_RTS: Denied form/service request and returning it to the student.*
 - 22_DENY_RTC: Denied as above, except you are returning it to the coordinator.*
 - 23_INFO_RTS: More information is needed from the student.*
 - 24_INFO_RTC: More information is needed from the coordinator.*
 - 30_APPROVE: You approve the form/service request.

*A comment is required if you are denying or returning a form/service request for more information. Please clearly communicate why the request is denied or what additional information you need to render your decision.

7. Click "Save" in the bottom left of the page.

Service Request for **Butch Cougar - ID: 099999999** #1

Washington State University

Request Category: College of Arts and Sciences

Request Number 41209

Request Type: Psychology

Request Date 11/22/2023

Request Subtype: **Thesis/Dissertation Approval** #2

Status: Approved

Status Date	Comment	Status	By	Display to Student
11/22/2023		#3 Approved	Daniel Vickoren	<input type="checkbox"/>
11/22/2023		Submitted by Student	Daniel Vickoren	<input type="checkbox"/>

Update Last Comment

Reassign

Send Notification

Enter Comment Below

Display Comment to Student

Rich text editor toolbar with icons for Paragraph, Bold, Italic, Underline, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Undo, Redo, and other editing tools.

#5

*Status #6

Candidate Number

File Attachments | Personalize | Find | First 1 of 1 Last

Attached File	Description	Visible to Student	View
BCOUG_thesis-diss.pdf	BCOUG_thesis-diss.pdf	<input type="checkbox"/> #4	<input type="button" value="View"/>

#7

Save

Return to View Requests