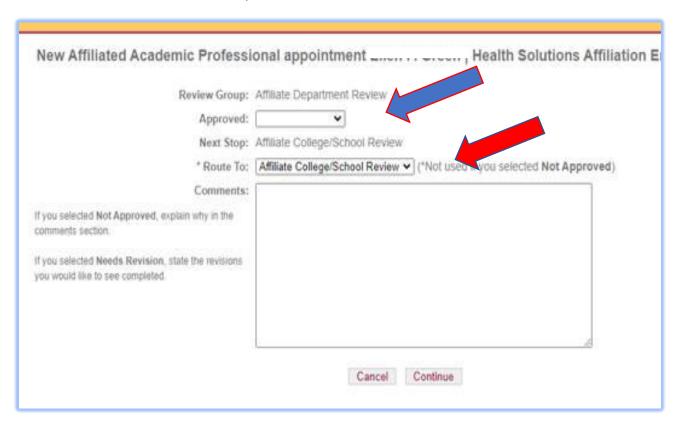
## Affiliate Process: How to Approve at the Affiliate Levels

## I. Instructions at the Affiliate Unit Level.

Affiliate Unit	Affiliate Unit	Affiliate	Provost	Home Unit	Home Coll.	Provost Office
Creates	Approves	College	Office	Approves	Approves	Confirms Final
Form		Approves	Approves			Approval

After an online form has been filled out, this is the crucial screen for the affiliate unit Reviewer:



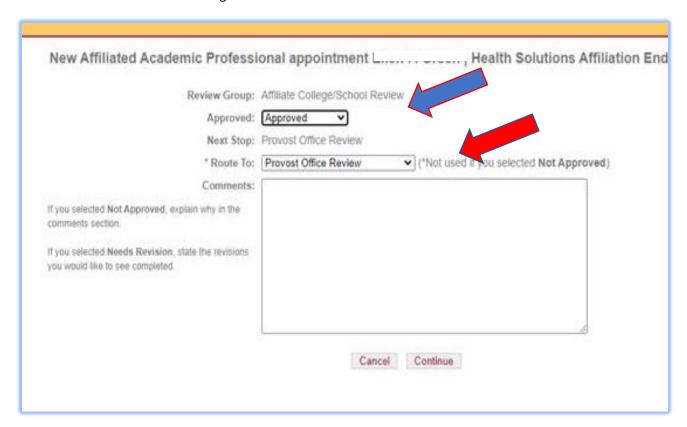
- 1. Assuming the affiliate unit Reviewer wants to approve this form, the Reviewer should use the approval dropdown list to choose "Approved" (see the blue arrow).
- 2. Note that for the "Route To" dropdown, the system has automatically selected "Affiliate College/School Review" (see the red arrow). Trust the system and don't change this selection. "Affiliate College/School Review" is the correct next step in the process.
- 3. Click the "Continue" button.

## Affiliate Process: How to Approve at the Affiliate Levels

## II. Instructions at the Affiliate College Level.

Affiliate Unit	Affiliate Unit	Affiliate	Provost	Home Unit	Home Coll.	Provost Office
Creates	Approves	College	Office	Approves	Approves	Confirms Final
Form		Approves	Approves			Approval

After the form has been approved at the affiliate unit level, it goes to the affiliate college level, and this is the crucial screen for the affiliate college Reviewer:



- 1. Assuming the affiliate college Reviewer wants to approve this form, the Reviewer should use the approval dropdown list to choose "Approved" (see the blue arrow).
- 2. Note that for the "Route to" dropdown, the system has automatically selected "Provost Office Review" (see the red arrow). Trust the system and don't change this selection. "Provost Office Review" is the correct next step in the process.
- 3. Click the "Continue" button.