

SelfService Registration Approval Guide

December 2011

Prepared by:

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Version:

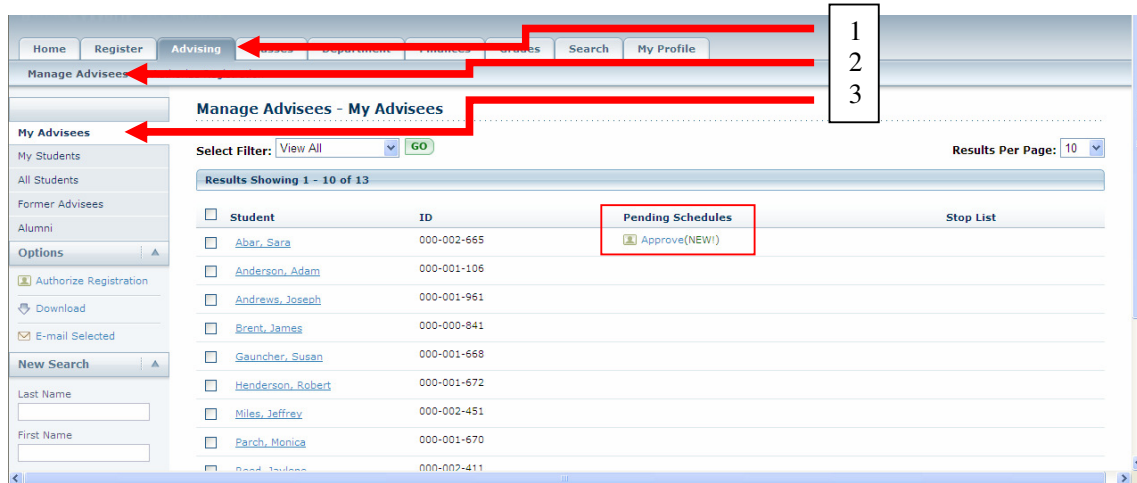
1.0

Create Date:

27 December 2011

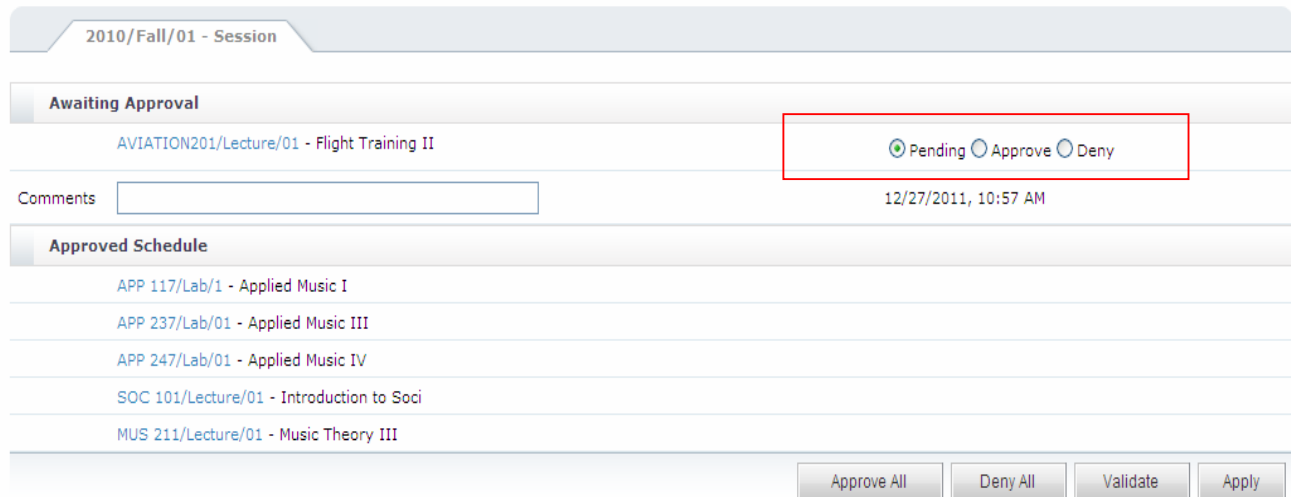
Last Revision Date:

1. Login to SelfService
2. Select the **Advising** tab.
2. Select the **Manage Advisees** menu item.
3. Select the **My Advisees** link from the left menu.
 - If there are advisees that need approval for the registration, it will display **Approve** under Pending Schedule in the list



4. Click on the **Approve**, the below screen appears where the advisor can keep the schedule pending or approve or deny it by selecting the corresponding radio button

Approve Schedule - Sara Abar



5. Click **Apply**