Admissions
Approving/Changing Grad eApplication Information

Overview

The online graduate application (Grad eApp) integrates with a tool called Workflow that assists the approval/denial process of submitted applications (eDocs) by routing them to the correct departments and then to the appropriate graduate offices for final approval. This document will show the user how to access the Workflow system and how to make changes to the application information that will then flow into the Student Information System (SIS).

Steps

Authenticate (if not logged into One.IU)

1. Log into: one.iu.edu.
2. In the Search box, type “action list” and click ENTER.
3. Click on the Action List (Kuali Rice) task.

If not logged in already, you will need to authenticate with Username and Passphrase. Once authenticated, the Action List will display.

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1. In the Action List, click the document Id of the application you wish to view.

<table>
<thead>
<tr>
<th>Id</th>
<th>Type</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>5898225</td>
<td>Graduate Admissions</td>
<td>Graduate Admissions Application - ADM-GRAD Application IU000021647</td>
</tr>
<tr>
<td>5898376</td>
<td>Graduate Admissions</td>
<td>Graduate Admissions Application - ADM-GRAD Application IU000021650</td>
</tr>
<tr>
<td>5898503</td>
<td>Graduate Admissions</td>
<td>Graduate Admissions Application - ADM-GRAD Application IU000021651</td>
</tr>
</tbody>
</table>
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2. You will see a series of tabs. If the tabs are collapsed, they can be expanded by clicking [show]. The information on these tabs is the information received from the applicant on the eApp.

The first tab is the Document Overview tab and contains the application number, the applicant’s name and the applicant’s Empid (if the applicant has one).

Also notice that if the Application is Currently in Suspense, it will be noted here.

3. Under the Graduate eApplication Routing tab, the Program, Plan, Subplan, and Admit Term can be modified by selecting the drop-down menu and choosing the appropriate values. This information will update the application record in SIS.

4. The Notes tab allows you to add comments to the application. Text can be entered and viewed by others in the Workflow process.

An example would be: Applicant will be awarded fellowship upon admission to assist with finances.

5. When you are ready to proceed to an admit decision, scroll to the bottom of the Graduate eApplication Routing tab and select an Action and Reason.

6. Click the appropriate button.
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- The **take action** button will update the record in SIS. It will be modified to reflect any changes made from step three and also will record the admit decision. The eDoc will either flow to the next person in the Workflow path or it will finish, depending on where the approval is in the process.

- The **save** button will record any changes that were made to the eDoc, but will not move it forward, allowing you to return later to this application.

- The **remove from workflow** button will stop the document from proceeding through the approval process, but will not cancel the application itself. For more information on the cancellation process, see the *Canceling a Graduate Application* job aid.

- The **resubmit** button will route the application back to the beginning of the Workflow routing. This may be necessary if changes were made that need to be reviewed and/or approved by people who have already seen this document earlier in the process. It is especially useful if there was a program/plan change, since it may need to be approved by people who were not included in the first routing of the eDoc.