Admissions
Canceling a Grad eApplication

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 Workflow user how to access the Workflow system and how to cancel an application’s progress in Workflow, denying its ability to populate the Student Information System (SIS) with any changes.

NOTE: The cancelation/remove from workflow procedure will not cancel an application altogether, but will only stop it from moving through the Workflow approval process. The need to cancel an application in Workflow most frequently arises when an application needs to be back dated (a process not handled by Workflow).

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.

Canceling the Application’s Progress

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

3. Under the Graduate eApplication Routing tab, click [remove from workflow].