Office of the Registrar Tip Sheet
Faculty Approval of eAdd Request

FOUR STEPS to ADD a Student to Your Class via eAdd:

1. If a student has initiated an electronic request to add a class, a message will be appear in your inbox:
   - From: WORKFLOW (Note: At some campuses this may come from “SIS Help Desk”)
   - Subject: Action List Reminder

2. Within the message will be a link to the student’s “add” request. Click on the link.
   - Note: you may be asked for your username and passphrase.

3. Click on the Document ID link.

4. Review the information and either click Approve (officially adding the student to the class), Disapprove (adding a note as to why the student is not allowed to add at this date) or hold (instructor has reviewed, but is not ready to take action).
   - Note: If the Workflow message is no longer in your inbox, sign into one.iu.edu and search for Action List. Then click the Action List task and the document will display.

Standard E-mail Message

If a student has initiated an electronic request to add a class, the following message will be received in the faculty email inbox:

Authenticate (if not logged in to One.IU)

1. Click on link within the email message or go to one.iu.edu and search for Action List. Then click the Action List task.
2. If not logged in already, you will need to authenticate with username and passphrase.
3. Once authenticated, the Action List will display.
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4. Click on Id (5913724).

5. Review document to make decision about whether student request should be approved.

Faculty Action

1. Click (approve) or (disapprove). A note will automatically be added to the document showing the ID of the approver.

2. Student will receive email notification when routing/approval is complete.

3. If approved, student will appear on class roster.

4. If you choose the option of , the following message will be displayed: “You have placed this request on hold. The document has been marked with your username in the action list.” Note that when putting a document on hold, no message is sent to the student; you have simply put the document on hold while you consider further action. Any communication you may wish to have with the student will need to be conducted by some other means before taking future action on the eDocument.