

When a proposal is submitted, it kicks off an approval workflow.

If you are an *Approver*, you will receive an email with a link to the *Approval Workflow* system.

Note: Additional emails may be sent from the system for notification purposes only.

Accessing the Approval Workflow System

There are two (2) ways you can access the Approval Workflow system:

(1) Email

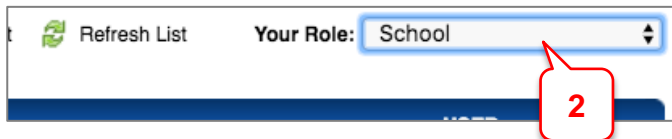
From the approval email you receive:

1. Click on the link
2. You will arrive at the Approval Workflow system. Notice that Your Role will already be populated

(2) Direct Link

In your internet browser:

1. Navigate to: next-bulletin.miami.edu/courseleaf/approve
2. Once you sign in, click on the *Your Role* drop-down menu to select your *Role* in the *Workflow*



Approval Process

1. All proposals pending approval will be listed on the left and will identify the:
 - **Page:** The proposal *Plan Code* and *Description*
 - **User:** The person who submitted the proposal
2. If the list is too long, click on **Filter List** and enter a filter value to narrow down the list



3. To view a document, click on an item in the list



4. The proposal will display with a Red/Green markup:
 - **Green** representing edits
 - **Red** and crossed out representing something that was removed
5. The stage in the *Workflow* will appear on the right



6. At this point you have several options:
 - **Edit** – Open the proposal for editing. Once in edit mode, please refer to the [Propose New Cognate](#) tip sheet for guidance
 - **Hide Changes** / **Show Changes** – Toggle red/green markup to give a clean preview
 - **View Changes By:** All Changes – See what the proposal looked like when another user had it
 - **Add Comment** – Add a comment and click **Save**. Your comment will appear at the bottom of the proposal, under *Reviewer Comments*
7. When you are ready to move the proposal along, you can do one of the following:
 - **Rollback** – Transfers access back to a previous person in the *Workflow*. You may roll back several steps as well.
Note: Rolling back several steps results in repeated approvals, delaying the overall approval process. Consider email or conversation instead. Rolling back does not undo edits.
 - **Approve** – Sends the proposal to the next step in the *Workflow*

Quick Tips

- Click **Help** at any point for a detailed system help manual

Related Tip Sheets

- [Overview & Navigation](#)
- [Propose New Cognate](#)