

Monitoring the Status of a Request

When a request is submitted for approval, it is routed through an approval process (as configured by your organization). You can monitor the progress of this approval process.

Use these steps to monitor the status of a request:

1. Under the **LearningPlan** tab, review the list of activities in the **My Requests** view.
2. The title of the activity is displayed under the current approval status (**Awaiting Prior Approval, Request More Info, Denied, Approved And In Progress, Pending Final Credit**, etc.).
3. Click the **Manage** button next to the activity to view the status



▼ Activity Details

▼ Approval Status

#	Administrator	Approval Type	Comments	Status
1.	Sean Macisaac	Pre-Approval		PENDING
2.	Karin Devon	Pre-Approval		
3.	Philip Afonso	Pre-Approval		
4.	Sean Macisaac	Final Approval		

If you have any questions regarding the approval of this request, please contact the appropriate approver(s) listed above.

▼ Actions

Revise/Resubmit Form  View/Print Form 

Drop 