

Office of the Registrar Tip Sheet

Faculty Approval of eAdd Request

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:

From: ONESTART WORKFLOW (**Note: At some campuses this may come from "SIS Help Desk"**)
 Subject: OneStart Action List Reminder

Your OneStart Action List has 1 eDoc (electronic documents) that need your attention:

1 SIS.SR.AddCourse

To respond to each of these eDocs:
 Go to <https://uisapp2.iu.edu/en-prd/ActionList.do>, and then click on its numeric Document ID in the first column of the List.

To change how these email notifications are sent (immediately, weekly or none):
 Go to <https://uisapp2.iu.edu/en-prd/Preferences.do>


For additional help, email <<mailto:workflow@indiana.edu>>

Authenticate (if not logged in to OneStart)

1. Click on link within the email message.
2. If not logged in already, you will need to authenticate with username and passphrase.
3. Once authenticated, the **Action List** will display.

Action List

1 items found, displaying all items. 1

<u>Document Id</u>	<u>Type</u>	<u>Title</u>	<u>Route Status</u>	<u>Action Requested</u>	<u>Initiator</u>	<u>Delegator</u>	<u>Date Created</u>	<u>Workgroup Request</u>	<u>Route Log</u>
2453020	SIS SR Add Course Document	Add Class#4484, NELC-A 131, IUINA, UGRD, Liberal Arts Undergraduate, Pre-Individualized Major	ENROUTE	APPROVAL	Student Name here		01:58 PM 10/16/2007		

1 items found, displaying all items. 1

4. Click on **Document Id** ([2453020](#)).
5. Review document to make decision about whether student request should be approved.

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eAdd Request		Document ID: 1084427	Status: ENROUTE
		Initiator: istudent	Created: 2007-12-06 15:15:21.0

Student's Name: Student,lma
ID: 0000011111
Term: Fall 2007
Institution: Bloomington
Career: Undergrad
Program: University Div Pre-SPEA (UDSP1)
Plan: Management BSPA (MGMTS BSPAP)
Learning Management PS1PRD

ADD CLASS REQUEST:

HPER-E 132 BEGINNING IRISH DANCE, Units: 1.0, Regular Academic Session

Component	Class#	Instructor	Day & Time (Location)	Meeting Dates
Activity	17524	Instructor, Joe	12:20 PM-1:10 PM MW (HPER173A)	08/27/2007-12/14/2007

Enrollment information for this class:

Cur Enrollment	16	Pending Adds	2
*Projected Enrollment	18	Pending Drops	0
Max Enrollment	20	Dropped with W	0
Req Room Capacity	20		

*Projected Enrollment = Cur Enrollment + Pending Adds - Pending Drops - Dropped with W's

Add Note (viewable by student & approvers):

Faculty Action

1. Click (approve) or (disapprove), adding a note as needed. (Disregard any other possible actions.)
2. Student will receive email notification when routing/approval is complete.
3. If approved, student will appear on class roster.