

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: ONESTART WORKFLOW
Subject: OneStart 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 Onestart Workflow message is no longer in your inbox, log into Onestart, click on the *Notifications* tab, and the document will be there.

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 or click on the *Notifications* tab in OneStart, then click "**Go to Full Action List.**"
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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Action List

1 items found, displaying all items. 1

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

1 items found, displaying all items. 1

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

| eAdd Request | | Document ID: | 1084427 | Status: | ENROUTE |
|---|--------|---|--------------------------------|-------------------------------------|-----------------------|
| | | Initiator: | istudent | Created: | 2007-12-06 15:15:21.0 |
| Student's Name: Student,jma | | | | | |
| ID: 0000011111 | | | | | |
| Term: Fall 2007 | | | | | |
| Institution: Bloomington | | | | | |
| Career: Undergrad | | | | | |
| Program: University Div Pre-SPEA (UDSP1) | | | | | |
| Plan: Management BSPA (MGMTSBSAP) | | | | | |
| Learning Management PSIPRD | | | | | |
| 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 | | | | |
| <small>*Projected Enrollment = Cur Enrollment + Pending Adds - Pending Drops - Dropped with W's</small> | | | | | |
| Add Note (viewable by student & approvers): | | | | | |
| <input type="text"/> | | | | | |
| <input type="button" value="approve"/> | | <input type="button" value="disapprove"/> | | <input type="button" value="hold"/> | |

Faculty Action

- Click (approve) or (disapprove). A note will automatically be added to the document showing the **ID** of the approver.
- Student will receive email notification when routing/approval is complete.
- If approved, student will appear on class roster.
- 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.