Approve Access to Banner or Web Timecard Approver

When a person you supervise requests a Banner account or Web Timecard Approver access, you will receive an email from ITS@baylor.edu notifying you that you have approvals pending. When you receive this email, log into myBearID Portal at: http://bearid.baylor.edu. Select the Approvals tab. You may have more than one Approval pending. Select the appropriate account using the checkbox on the left and then click the appropriate button – Approve, Deny, or Reassign.

When you click the Approve button, you will see the following box. Enter any necessary comments related to your approval of the request and click the Approve button.

Clicking the Approve button will cause the following box to appear. Click the Close button and you have completed the approval process.
Reassigning the request: If you are not the correct person to approve this request, click the Reassign button. Select the correct approver from this box. The easiest way to do this is to search for the approver using the search button. Once you select the correct approver and add comments, click on the Done button.

You will see the box below. Click the Submit button.

You will see the box below. Click the Close button.
**Denying the request:** If the requested access is not appropriate, click the Deny button. The following box will appear. Enter any necessary comments and click the **Deny** button.

The box below will appear. Click the **Close** button.