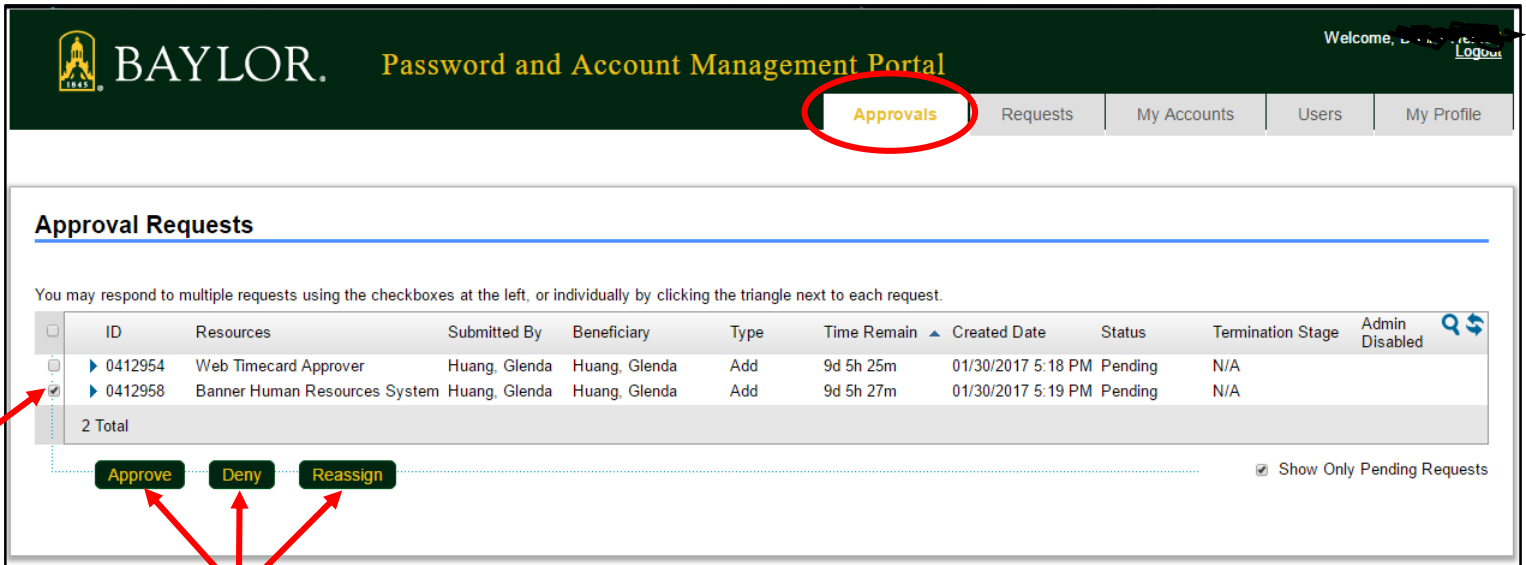


Approve Access to Banner or Web Timecard Approver

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**.

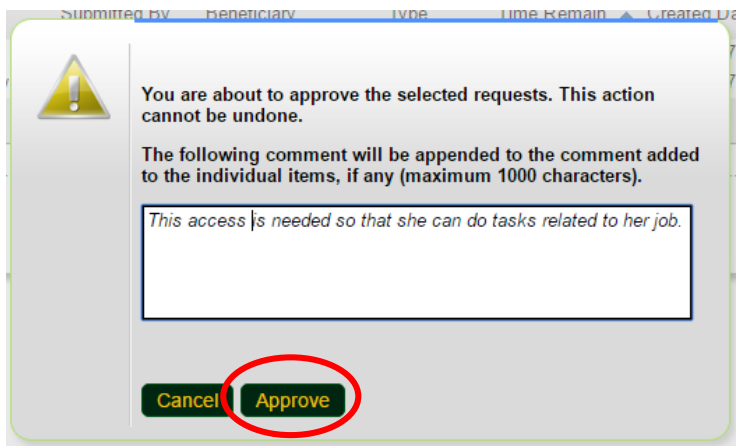


The screenshot shows the Baylor Password and Account Management Portal. The 'Approvals' tab is selected and circled in red. Below the navigation bar, the 'Approval Requests' section is visible. A table lists two pending requests:

ID	Resources	Submitted By	Beneficiary	Type	Time Remain	Created Date	Status	Termination Stage	Admin Disabled
0412954	Web Timecard Approver	Huang, Glenda	Huang, Glenda	Add	9d 5h 25m	01/30/2017 5:18 PM	Pending	N/A	
0412958	Banner Human Resources System	Huang, Glenda	Huang, Glenda	Add	9d 5h 27m	01/30/2017 5:19 PM	Pending	N/A	

Below the table, there are three buttons: 'Approve', 'Deny', and 'Reassign'. A red arrow points to the 'Approve' button. A checkbox labeled 'Show Only Pending Requests' is checked.

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.



The dialog box contains a warning icon and the following text:

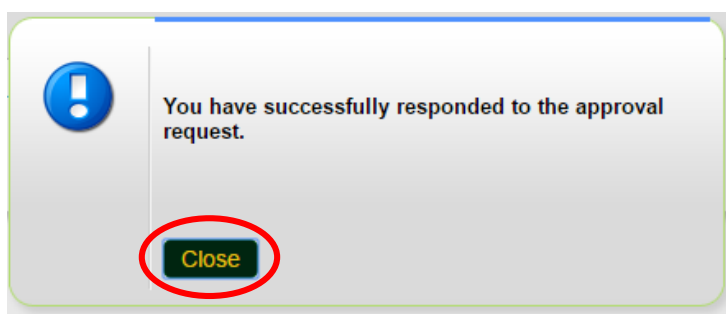
You are about to approve the selected requests. This action cannot be undone.

The following comment will be appended to the comment added to the individual items, if any (maximum 1000 characters).

This access is needed so that she can do tasks related to her job.

At the bottom, there are two buttons: 'Cancel' and 'Approve'. The 'Approve' button is circled in red.

Clicking the Approve button will cause the following box to appear. Click the **Close** button and you have completed the approval process.



The dialog box contains a blue information icon and the following text:

You have successfully responded to the approval request.

At the bottom, there is a 'Close' button circled in red.

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.

Select the new Approver

Beneficiary: Huang, Glenda Department: ITS-Client Services Baylor Email: Glenda_Huang@baylor.ed
Title: Help Desk Consultant Supervisor ID: Herbert, Donna Address: u
Phone: 2547104357

1 How do you want to reassign this approval request?

REASSIGN TO A SPECIFIC APPROVER (manually select another approver).

Baylor ID	Last Name	First Name (Legal)	Department	Title
<input type="text"/>	<input type="text" value="gerik"/>	<input type="text" value="vicky"/>	<input type="text"/>	<input type="text"/>
<input checked="" type="radio"/> 889513153	Gerik	Vicky	ITS-Client Services	Assistant Vice President for Client Services

1 Total

2 Enter any comments below, then click Done.

Enter REQUIRED comments below (maximum 1000 characters):

Please see this request for access

NOTE: Comments will appear in the history log.

Search Button

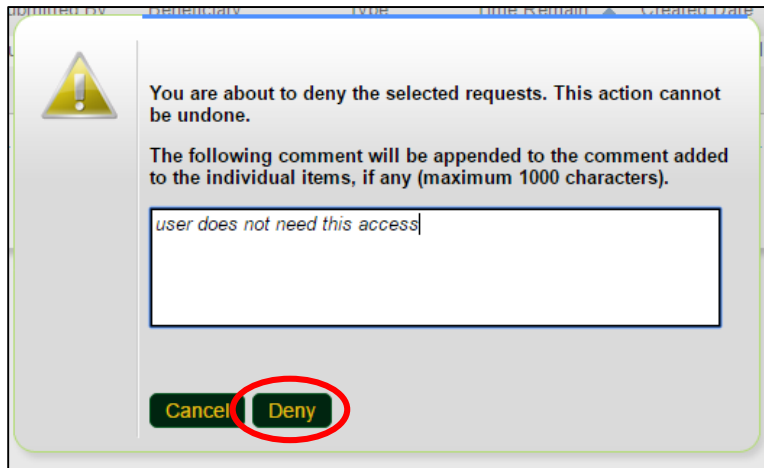
You will see the box below. Click the **Submit** button.

You are about to reassign this approval request. This action cannot be undone.

You will see the box below. Click the **Close** button.

You have successfully responded to the approval request.

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.

