Visual Aids – 5.0 Client Approver Approval Review

Step 1	Approver will receive a system-generated e-mail notifying them the participant has submitted an application that has been approved by EdAssist and now requires their approval review. Approver will log into the website and locate the application in their Action Needed list on the Home page:

Step 2	Approver will select 'Review Application' to open the application for review:

Step 3	Approver will review the application for approval per the client-specific guidelines. Approver will select 'Approve Application' or 'Deny Application':
	➤ NOTE: If denying the application, a comment (reasoning for denial) is required.

Comments

You are required to enter a reason for denying the Application. Please note that the comment below will be viewed by your team member.

This field is required

[DENY APPLICATION]   [Cancel]

➢ NOTE: If enabled, the Approver may also use the Actions menu within the application to 'Change Approver'.