# HOW TO USE ONBASE TO APPROVE/DENY GRADE CHANGE FORMS

FOR DEPARTMENT/DEAN APPROVERS

All approvers will need to install OnBase Client in order to approve all form. The directions on how to install the client can be found at How to Install OnBase for PC users. If you have questions with the installation or would like to have someone walk you through the process, please contact TSC to put in a ticket.

Click here (OnBase for MAC users) if you are a Macintosh user.

1. You will receive a notification that a course adjustment form is awaiting your approval via email.
2. Log into OnBase using your normal UNC credentials.
3. Click the **Workflow** tab.
4. Select **Primary Viewer**.
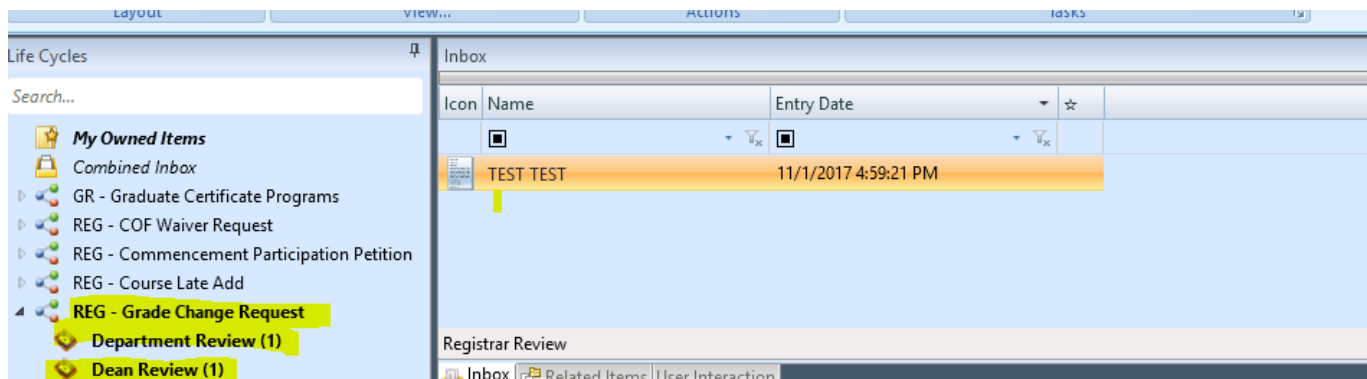
5. Select the **Department/Dean Review** under the left side choices (as shown above)
6. Select the first form/student.
7. Review the grade change for appropriateness and correct information.
8. If you approve, select the **Approved** status from the drop down, and then click **Submit.**
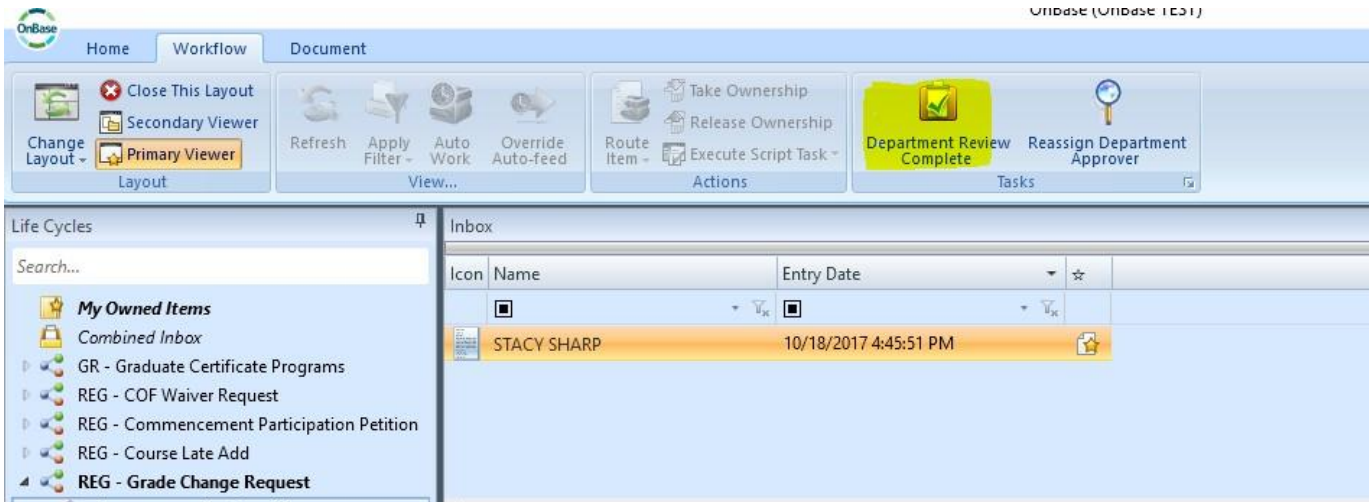
9. Go to the top and select **Department Review Complete** (with green check mark, as shown here):


10. Student and Instructor will then receive emails stating you have given approval.
11. ***Should you choose to deny the grade change***, please select "Deny" and submit. Be sure you click **Department Review Complete.** Both the student and advisor will receive an email stating the grade change has been denied.
12. Go to the top and select tLgmy34LN3ovL2ULBokp4gjL3Lo(with green check mark, as shown above)
12. If you need more time to review the form (or you require documentation, etc.), please select **Pending**. You will then have to go back and approve or deny the adjustment and click **Department Review Complete.**
13. ***If the form you are reviewing is not for a student in your department, please do not approved it***. You will need to **Reassign Department Approver**, using the appropriate button as shown.
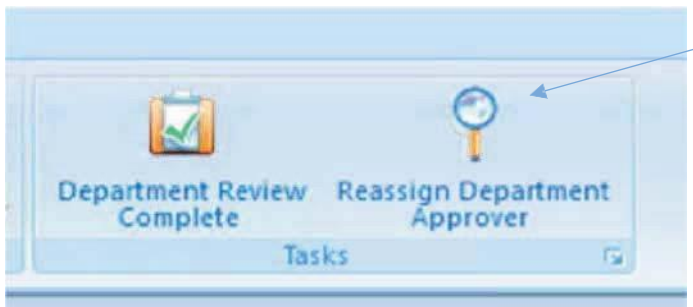
Then a new window will pop up where you need to select the appropriate department approver, then submit.

You will possibly have to hit the **refresh** button for it to move out of the inbox or click off the workflow queue and back into it for the form to disappear.
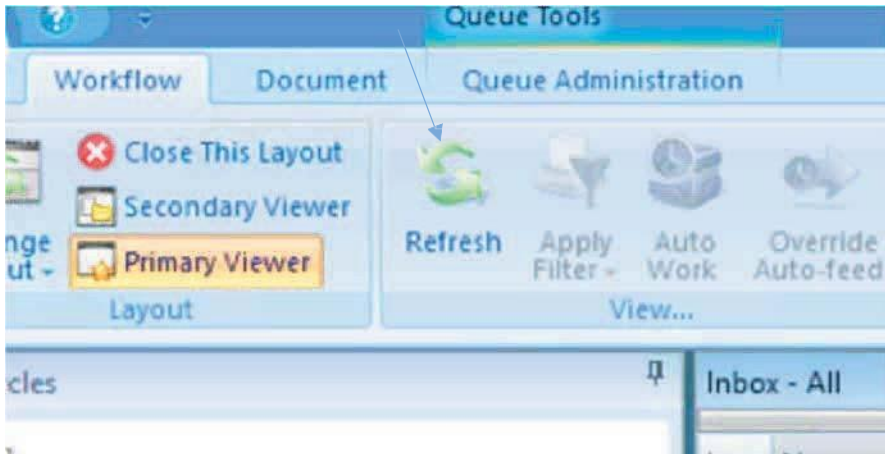
14. **Optional:** As you have more forms to approve moving forward you will start to have more options to select in the left navigation bar to review. To make it easier you can combine all of your boxes to allow all forms that need to be approved to sit in one "Inbox" to not make you have to go into each specific folder to see what you need to approve or deny.

Reviewed July 2023