

How to submit the application:

- In left side navigation, Click “view” next to Drafts in My Folders
- Check the Select box next to the program/component to be submitted
- Click Create Change Request at the bottom of the page

My Profile [?]
User: Sheri Hutchinson Program Director
[View My Profile Details](#)
[Edit Resources](#) [?]

My Folders [?]
Inbox (43) [view](#)
System Collaboration Inbox (3) [view](#)
Outbox (2) [view](#)
Drafts: [view](#)
- 0 Request(s)
- 0 Component(s)
- 1 program draft

Drafts

Application Drafts

Programs

Select	Code	Title	Campus Approver	Start Term	Credits	Action Type
<input checked="" type="checkbox"/>	1055	Pre-Engineering		20175 (Spring 2017)	60.00	Updated

[Create Change Request](#) [Delete Selected](#)

[Video: How to Submit an Application to Workflow](#)

- Enter a title for your request, select the College/University and appropriate category for the next person in the workflow (CAO, Dean etc.), check items that are attached to the application and enter any comments about the change request to be submitted.

Suggested title: Use your campus name, Program Name, and action performed.

Example:

Amazing College or University: Pre-Engineering, edit title.

Request Envelope

ENTER A TITLE DESCRIBING THE APPLICATION REQUEST

Request Number: - [?]

Request Title: [?]

College/University: Choose...

Submission Date: Alexandria Technical and Community College

Identify items attached to this application

Academic Program Director Option

Workflow: c * [?]

Change Request Comments: [?]

Comments 60/120

Return Request to Academic Program Director after comment(s) added

Workflow C

Select campus

Add Title

e. Click Save and Continue

Additional Comments, if any. [?]

Programs

Pre-Engineering (Updated)

Save and Continue

Previous Page

Almost there! Don't forget the very last step:

f. Click Submit Change Request for Approval.



Once the request has gone through all of the campuses workflow processes it will then be reviewed by the assigned Academic Program Director at the Minnesota State System Office. You will be notified if there are any questions and when it is approved.

