How to Approve Change Requests in STICS

If you received an email with **"IDOE.STICS – Approval Needed"** in the subject line, please follow the steps below:

- Make sure that you already have access to STICS (<u>if you are already in the system, skip</u> <u>to step #2</u>). To get set up in STICS, you should have received an email that will have a link that takes you to a page where you will set up a password. You will then get another email to confirm your account. If you do not receive emails from STICS, please check your spam/junk folder and/or contact IT personnel. If you need more help with this, please contact Heather Meissen at <u>heather.meissen@iowa.gov</u>.
- 2. Once you are in the STICS system, you should see a series of icons on the left-hand side of the screen.

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| Home Good Afternoon, Heat | her! | | | | | | |
| | Work Queue | | | Announcements | | | |
| | Type 4 | Description | Status ht up! | WELCOME TO STICS Welcome to the State of lowa Curriculum System (STI database includes the state approved courses and pri- colleges. The system also provides a venue for the ap- well as modifications to those programs already press Credit Course and Program Catalog and provides low a complete picture of offered credit content. Various help you with these processes within the dashboard. provided below. Please watch this space for future and STICS. | October 1, 2021 ICS) for lows 3: Community Colleges. This ograms among lowa's 15 community proval of new courses and programs as even STICS contains a comprehensive live va colleges with the opportunity to have guidance documents are available A calendar of yearly deadlines is also nnouncements and information about | | |

- The first icon (*Dashboard*) will show you all of the tasks that need to be attended to. When you log into STICS, your home screen will default to the *Dashboard* page.
- The second icon (*Change Requests*) will take you to the change requests screen. This is where you can see any change requests that you or another member of your institution submitted.
- The third icon (*Courses*) will show you all of the courses in the common course numbering system.
- The fourth icon (*Configuration*) is where you can add more users at your institution, see your institution's courses, and view/edit/add course blocks.

3. In the *Dashboard*, there should be a box labeled *"Work Queue"*. This is where you will see any change requests that need to be approved by you. For example, if you are a CAO that needs to approve a new Notice of Intent (NOI), you will see the NOI in this list.

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| E | Good Morning, Heather! | | |
| 目 み | Work Queue | Announcements | |
| B | Device Change Request CIP Number 01.0101 | WELCOME TO STICS October 1, 2021 | |
| ٥ | Showing 1 to 1 of 1 < 1 > 25 / page ∨ | Wetcome to the State of Iowa Curriculum System (STICS) for Iow's Community Colleges. This database includes the state approved courses and programs among loave al 5 community colleges. The system also provides a venue for the approval of new courses and programs as well as modifications to those programs alleway present. STICS contains a comprehensive live Credit Course and Program Callegia and provides our colleges with the opportunity to have a complete picture of othered notification of the course of the course are available to help you with these processes within the dashboard. A clearid or years we dashies also provided below. Please watch this space for future amouncements and information about STICS. | |
| | | > View All | |

- 4. Click on the specific change request in the "Work Queue" and review the information in the *Details* section.
- 5. After reviewing the change request, the next step is to approve it. On the right-hand side of your screen, you will see a button that will allow you to approve or reject the change request. There is also a box to add comments.

<u>Note</u>: Make sure that you add a comment so that the person who submitted the change request knows why you approved or rejected it.

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| | Home Change Requests NO | 1000030 | | | | | |
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| | | Instructions | | | | | |
| | | Please review the following ch | | | | | |
| | | | | | | | |
| | | Change Request Details | | | Comments | | |
| | | Request Type | Requesting User St | atus | / | ` | |
| | | Notice of Intent | Meissen, Heather (hmmeissen@gmail.com) Su | ubmitted | / | | \ |
| | | Requested On | Approved On | | | No Data | |
| | | 2021-11-12T15:00:18.5536717 | | | | | |
| | | | | | HM | | / |
| | | Details | | | | £ | / |
| | | | | | X Reject 🗸 | Approve | |
| | | Program Plan | | | | | |
| | | * What CIP Number is this request for? | | | | | |
| | | 01.0101 - Agricultural Business and M | inagement. General. | ~ | | | |

6. After you approve or reject a change request, the change request should disappear from the *"Work Queue"* in the *Dashboard*.