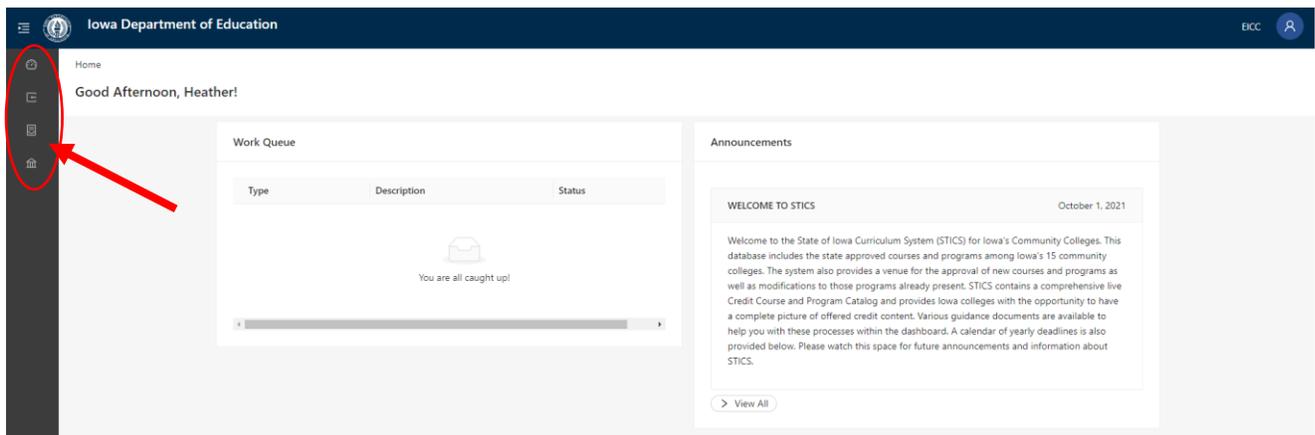


How to Approve Change Requests in STICS

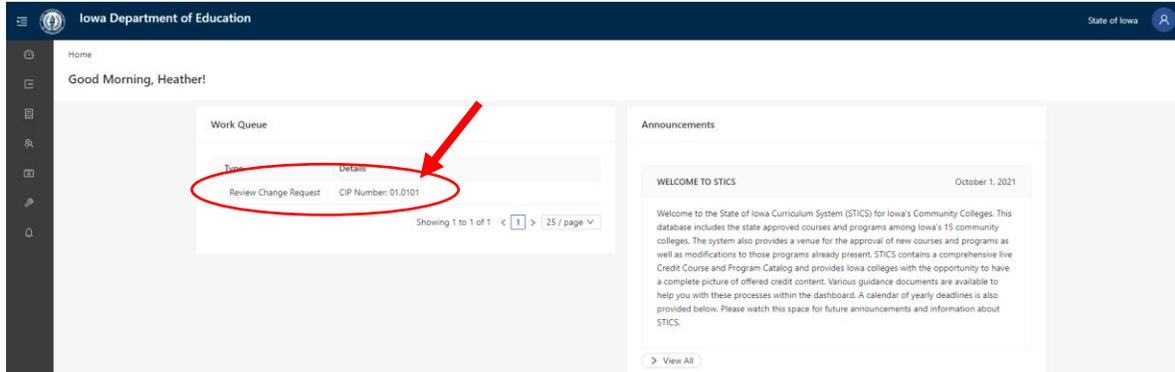
If you received an email with “**IDOE.STICS – Approval Needed**” in the subject line, please follow the steps below:

1. Make sure that you already have access to STICS (**if you are already in the system, skip to step #2**). 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 heather.meissen@iowa.gov.
2. Once you are in the STICS system, you should see a series of icons on the left-hand side of the screen.



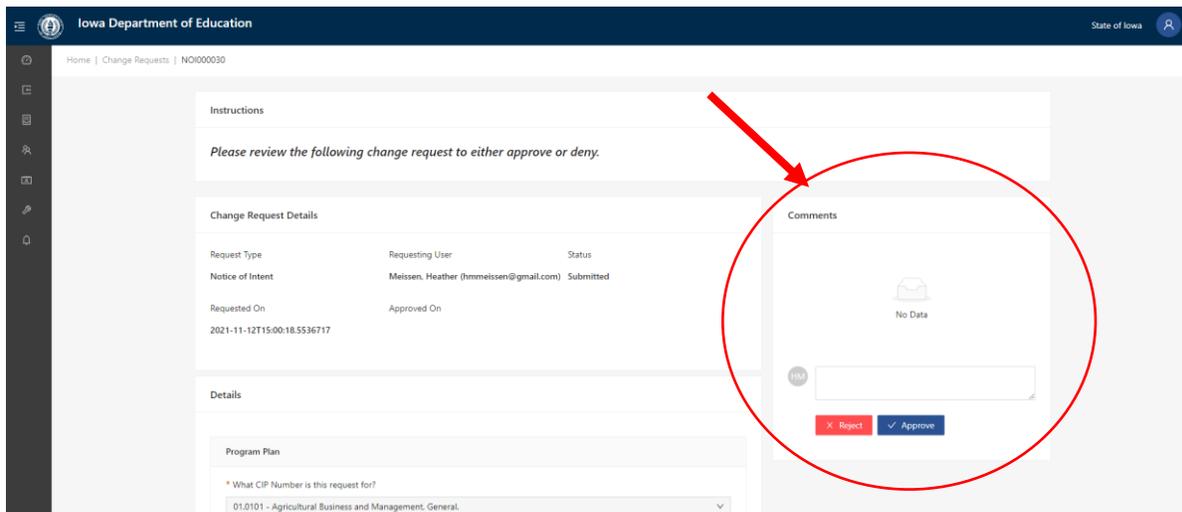
- The first icon (***Dashboard***) will show you all of the tasks that need to be attended to. When you log into STICS, your home screen will default to the ***Dashboard*** page.
- The second icon (***Change Requests***) will take you to the change requests screen. This is where you can see any change 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.



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.

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



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