

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

[Filter table:](#)

[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... (Dropdown menu with options: Alexandria Technical and Community College, Anoka Technical College, Anoka-Ramsey Community College, Bemidji State University, Central Lakes College, Century College, Dakota County Technical College, Fond du Lac Tribal and Community College, Hennepin Technical College, Hibbing Community College, Inver Hills Community College, Itasca Community College, Lake Superior College, Mesabi Range College, Metropolitan State University, Minneapolis Community and Technical College, Minnesota State College - Southeast, Minnesota State Community and Technical College, Minnesota State University Moorhead)

Submission Date: [?]

Identify items attached to this application: [?]

Academic Program Director Option: [?]

Workflow: c * [?]

Change Request Comments: [?]

Annotations: Add Title, Select campus, Workflow C

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.

