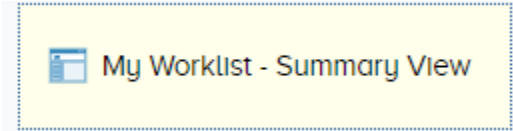




How to Review Pending Workflow: My Worklist—Summary View and GradPlan Request Status Query

My Worklist—Summary View

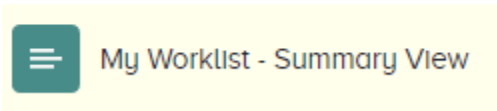
- All SIS (Student Information System) users with a GradPlan Workflow role (Form Checker, Committee/Advisor, Program Signer, College Signer) receive emails from gradsis@grd.msu.edu when there is a GradPlan request that requires their review.
 - Users may click on the link in the email to go directly to the request OR users may access their Worklist to see all pending requests in one place.
 - Log-in to <https://student.msu.edu>
 - Click on the Graduate and Professional Tile
 - In the menu on the left side of the screen, click on My Worklist—Summary View



Or

- Log-in to <https://student.msu.edu>
- Click on the compass in the upper right corner of the screen (Navigator)
- Click on **Menu**
- Click on **Worklist**
- Click on **My Worklist—Summary View**

Worklist



- Once a user responds to a request in their Worklist, the request is deleted from the user's Worklist.

GradPlan Request Status Query

- Log-in to <https://student.msu.edu>
- Click on the Reporting Center Tile
- Click on Other Reports in the menu on the left side of the screen
- Click on MSU_GR_GRADPLAN_REQUEST_STATUS
- Enter prompts (Prompts marked with * are required)



MSU_GR_GRADPLAN_REQUEST_STATUS - GradPlan Request Status

*Institution:

*Acad Prog:

Acad Plan #1:

Acad Plan #2:

Acad Plan #3:

Acad Plan #4:

Acad Plan #5:

Student ID:

[View Results](#)

- Enter an Academic program* (i.e., DEGR, MANR, DSS, MAL, etc.) Shows ALL students in the academic program.
- To narrow down the search, enter a specific academic plan code (i.e., CMPTRS_PHD, AFRECON_MS, PSYCH_PHD, DIGTLWR_MA, etc.)
- Or enter a specific student's emplid
- Returned results show:
 - Request type(s)
 - Request number(s)
 - Approval statuses
 - Link to the request(s)

Row	Student ID	Name	Career	Research Candid Nbr	Acad Prog	Acad Prog Descr	Acad Plan	Acad Plan Descr	Request Type	Request Number	Request Descr	Approval Status	Institution	Request Page
1			GRAD	00000000	MAL	Master's in Arts and Letters	DIGTLWR_MA	Digital Rhetoric & Prof Writ MA	Request - Committee		Committee Creation Request	Denied	MSU55	Comm Req Page
2			GRAD	00000000	MAL	Master's in Arts and Letters	DIGTLWR_MA	Digital Rhetoric & Prof Writ MA	Request - Committee		Committee Creation Request	All Approved	MSU55	Comm Req Page
3			GRAD	00000000	MAL	Master's in Arts and Letters	DIGTLWR_MA	Digital Rhetoric & Prof Writ MA	Request - Committee		Committee Creation Request	All Approved	MSU55	Comm Req Page
4			GRAD	00000000	MAL	Master's in Arts and Letters	DIGTLWR_MA	Digital Rhetoric & Prof Writ MA	Request - Committee		Committee Creation Request	In Approval Process	MSU55	Comm Req Page
5			GRAD	00000000	MAL	Master's in Arts and Letters	DIGTLWR_MA	Digital Rhetoric & Prof Writ MA	Request - Course Plan		Course Plan Approval	Denied	MSU55	Crse Plan Req Page
6			GRAD	00000000	MAL	Master's in Arts and Letters	DIGTLWR_MA	Digital Rhetoric & Prof Writ MA	Request - Course Plan		Course Plan Approval	All Approved	MSU55	Crse Plan Req Page
7			GRAD	00000000	MAL	Master's in Arts and Letters	DIGTLWR_MA	Digital Rhetoric & Prof Writ MA	Request - Course Plan		Course Plan Approval	All Approved	MSU55	Crse Plan Req Page
8			GRAD	00000000	MAL	Master's in Arts and Letters	DIGTLWR_MA	Digital Rhetoric & Prof Writ MA	Request - Course Plan		Course Plan Approval	In Approval Process	MSU55	Crse Plan Req Page
9			GRAD	00000000	MAL	Master's in Arts and Letters	DIGTLWR_MA	Digital Rhetoric & Prof Writ MA	Request - Committee		Committee Creation Request	Denied	MSU55	Comm Req Page
10			GRAD	00000000	MAL	Master's in Arts and Letters	DIGTLWR_MA	Digital Rhetoric & Prof Writ MA	Request - Committee		Committee Creation Request	Denied	MSU55	Comm Req Page
11			GRAD	00000000	MAL	Master's in Arts and Letters	DIGTLWR_MA	Digital Rhetoric & Prof Writ MA	Request - Committee		Committee Creation Request	All Approved	MSU55	Comm Req Page
12			GRAD	00000000	MAL	Master's in Arts and Letters	DIGTLWR_MA	Digital Rhetoric & Prof Writ MA	Request - Course Plan		Course Plan Approval	All Approved	MSU55	Crse Plan Req Page
13			GRAD	00000000	MAL	Master's in Arts and Letters	DIGTLWR_MA	Digital Rhetoric & Prof Writ MA	Request - Committee		Committee Creation Request	All Approved	MSU55	Comm Req Page
14			GRAD	00000000	MAL	Master's in Arts and Letters	DIGTLWR_MA	Digital Rhetoric & Prof Writ MA	Request - Committee		Committee Creation Request	All Approved	MSU55	Comm Req Page
15			GRAD	00000000	MAL	Master's in Arts and Letters	DIGTLWR_MA	Digital Rhetoric & Prof Writ MA	Request - Course Plan		Course Plan Approval	Cancelled	MSU55	Crse Plan Req Page
16			GRAD	00000000	MAL	Master's in Arts and Letters	DIGTLWR_MA	Digital Rhetoric & Prof Writ MA	Request - Course Plan		Course Plan Approval	All Approved	MSU55	Crse Plan Req Page
17			GRAD	00000000	MAL	Master's in Arts and Letters	DIGTLWR_MA	Digital Rhetoric & Prof Writ MA	Request - Committee		Committee Creation Request	Denied	MSU55	Comm Req Page
18			GRAD	00000000	MAL	Master's in Arts and Letters	DIGTLWR_MA	Digital Rhetoric & Prof Writ MA	Request - Committee		Committee Creation Request	All Approved	MSU55	Comm Req Page
19			GRAD	00000000	MAL	Master's in Arts and Letters	DIGTLWR_MA	Digital Rhetoric & Prof Writ MA	Request - Course Plan		Course Plan Approval	All Approved	MSU55	Crse Plan Req Page

- If you click on the link to the request, a new page opens with the request details.
- At the very bottom of the screen (you may need to scroll down a bit), you will see "Approval Details." Click on Approval Details.

► [Approval Details](#)

- You will be able to see where the request is currently in the approval process if it is not fully approved.
- If the request has been approved, you will be able to see who the final approver was and when they approved it.
- If the request was denied, you will be able to see the level at which it was denied and see the denied comments.



Approval Details

Forms Checker Step

Step Status: Approved
Approved
✓ [Redacted] 01/15/21 - 9:47 AM

Committee Members or Advisors Step

Step Status: Pending
Approved
✓ [Redacted] 01/22/21 - 3:24 PM
Approved
✓ [Redacted] 01/15/21 - 3:47 PM
Approved
✓ [Redacted] 01/15/21 - 11:11 AM
Pending
⌚ [Redacted]

In this example the Form Checker and three of the committee members have approved. The fourth committee member approval is pending. The Program Signer step is Awaiting Further Approvals because the entire committee has not yet approved. The College Signer step is also Awaiting Further Approvals. The signers at the program and college levels have not received emails to process the request yet.

Program Signer Step

Step Status: Awaiting Further Approvals
Not Routed

College Signer Step

Step Status: Awaiting Further Approvals
Not Routed
Multiple Approvers

Reminder: All GradPlan requests must be fully address (approved, denied, terminated) within 30 days of submission or they will time out and be administratively denied.