eAdd Instructions for Approvers

Using eAdd

2. Click the Notifications tab at the top of the page.
3. Click Action List in the left sidebar to see a list of your items.
4. Click a Document ID link to view an eAdd request (see Notifications at right).
5. Take appropriate action by clicking one of the buttons (see eAdd request below).

Notifications

<table>
<thead>
<tr>
<th>Document ID</th>
<th>Type</th>
<th>Title</th>
<th>Route Status</th>
<th>Action Requested</th>
<th>Initiator</th>
<th>Delegator</th>
<th>Date Created</th>
<th>Workgroup Request</th>
<th>Route Log</th>
</tr>
</thead>
<tbody>
<tr>
<td>S04734</td>
<td>INS SR Drop Course Document</td>
<td>Drop Class #1Q, BUS-K 201, UBLA, UROD, College of Business, Accounting BS</td>
<td>EXCEPTION</td>
<td>COMPLETE</td>
<td>08:52 PM</td>
<td>02/28/2010</td>
<td></td>
<td></td>
<td></td>
</tr>
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<td>S09867</td>
<td>INS SR Add Course Document</td>
<td>Add Class #200, UBLA-C 200, UBLA, UROD, Business Undergraduate, Finance BS</td>
<td>EXCEPTION</td>
<td>COMPLETE</td>
<td>08:19 PM</td>
<td>02/28/2010</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

More info: workflow@indiana.edu

eAdd Request

Note: eAdd is available to all currently enrolled IU Bloomington students, with the exceptions of students in the Maurer School of Law and Kelley Direct. For ease in processing an eAdd request, the instructor will receive an e-mail stating that a student has requested to add the instructor’s course. The instructor may click on the link provided in the e-mail and follow the steps to add the student to the course. However, if the instructor has multiple eAdd requests to approve, it is more expedient to begin with the Action List in OneStart.

*After the instructor approves an eAdd, it will route automatically to the appropriate reviewer (advisors, department course authorities, school deans, et al.) for approval.