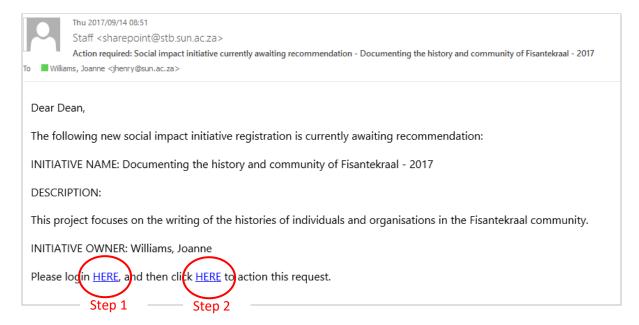


Division for Social Impact

Dean approval of a Social Impact initiative registration

Dear Dean,

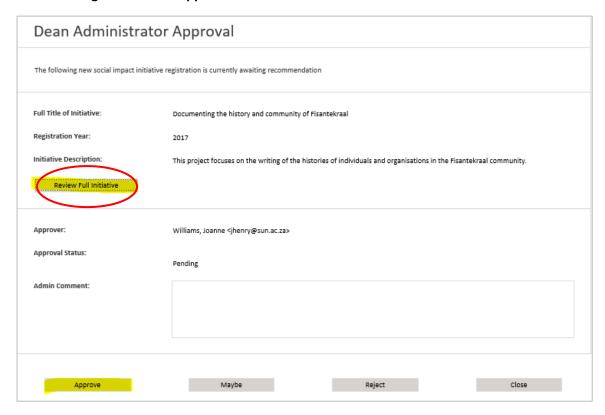
You will receive an email for the final approval of a Social Impact Initiative similar to the one below:



Approval requires a 2 step process:

- 1. Please click on the first hyperlink to *login to the system*.
- 2. Go back to the email and click the second link to action the request.

The following window will appear:



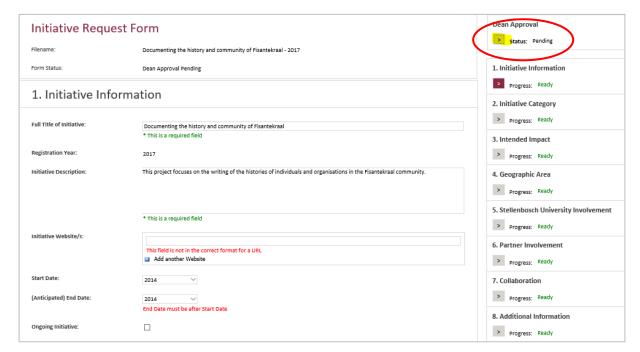
To Review:

If you wish to review the full detail of the initiative, click on "Review Full Initiative"

The following screen allows you to view all the information captured. The buttons on the right hand side allow you to jump between sections, or you can use the "Next" buttons at the bottom of the page.

To get back to the Approval screen:

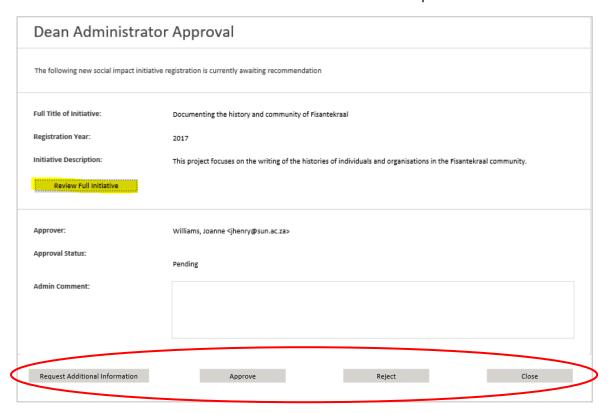
Once you have completed your review, click on the highlighted arrow below (top right) to go back to the approval screen which will allow you to approve/reject or ask for further information.



To Approve, Reject or ask for more information:

Once back at the Approval screen, you can either click on:

- 1. "Approve"
- 2. "Reject"
- 3. Or ask for clarification in the comments field and select "Request Additional Information"



Once approved, the Initiative will reflect on the Social Impact platform.