George Mason University | Office of the University Registrar
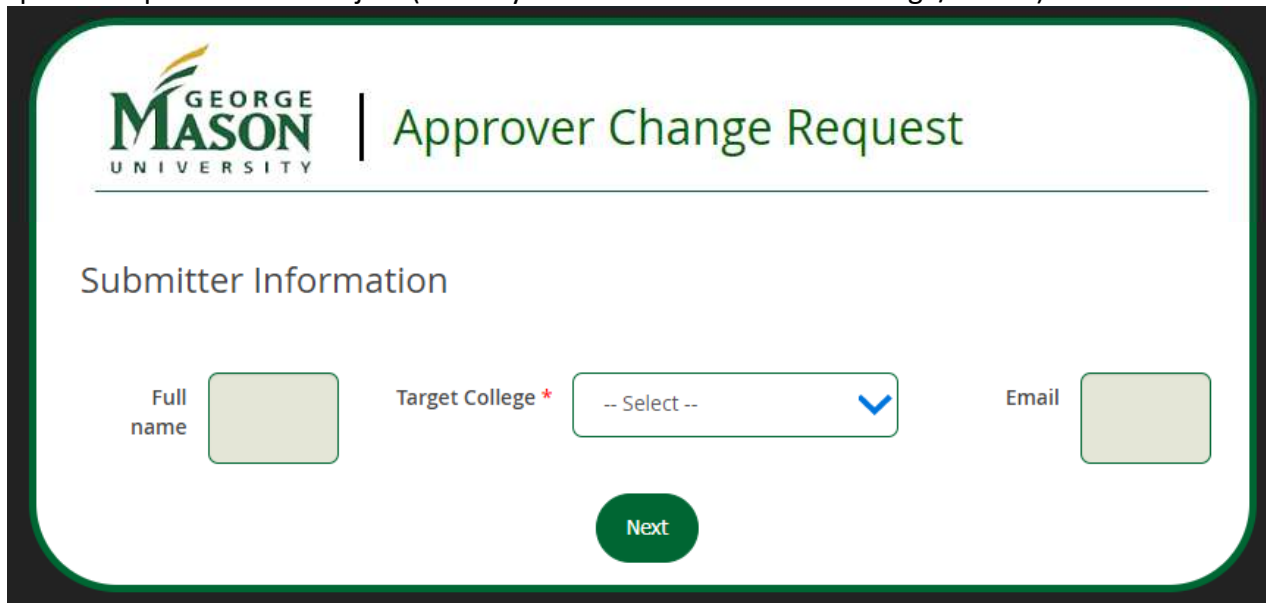
The purpose of this guide is to provide instructions for submitting an Approver Change Request utilizing Ellucian Workflow. The approver system affects many of our forms, including but not limited to: Grade Change, UG Leave of Absence, UG Re-Enrollment, Time Limit Extension, UG Program Change.

1. **Sign in with your Mason credentials**
   This form is only available to those who already exist in the Approver system as either a Program Director (PD) or Dean/Director (DD).

   Select your college/school. You will only have access to your specific college/school. If you serve as a DD, you will have access to the entire college/school. If you serve as a PD, you will have access to your specific department or subject (unless you're a PD for the entire college/school).

2. **Review the existing table**
   If you'd like to replace or change current approvers' roles, make the change on the existing row.
   You may change any of the fields. If the Department and Subject do not match, you'll receive an error.

3. **Add New Approver**

   To add a new approver, click the + New button at the top of the table. A new row will appear at the bottom of the table.

4. **Remove an Approver**

   To remove a row, click the **(-)** button at the end of the row.

   If you make a mistake, you make click the **Previous Step** button to undo any changes to the table and reset the request.

5. **Submit and Confirm**

   After clicking **Submit**, review and confirm your request. If there is a mistake, click **Previous Step** to go to the previous screen. All your changes will be lost and must be done again.

ID	Academic Level	Departme	Subject	Role	Assignee	Action
306	UG / GR	ALL	ALL	PD	user	CHANGE
	UG / GR			PD	user	ADD
113	UG	ALL	ALL	DD	user	DELETE

6. **Submission Email**
   The submitter will receive a confirmation email with a summary of their request.

7. **Confirmation Email**
   Once reviewed by the Office of the University Registrar, the submitter will receive an email with the decision. If the request is denied, the reason for the denial will be described. If the request is approved, the approver change has been updated in the system.

For assistance or issues with Ellucian Workflow forms, please contact regwf@gmu.edu.