

District Superintendent Approval Process for NT Extension Course of Study Classes

Beginning in January 2018, you will now register for the North Texas Extension Course of Study School classes via an online form. All registrations need to be approved by the District Superintendent or the District's Administrative Assistant. All notifications for approval will come to your email. Following is an example of the process.

1. You will receive an email that a student has registered for a North Texas Extension Course of Study School class. Open the email and click the link to approve. The email will go to both the District Superintendent and the District Administrative Assistant. **Only one approval is needed.**



Figure 1: Notification of Approval Need by District

NOTE: If you do not respond to this email in seven days, another one will be sent to you and the student will be notified. Notifications will be sent every three days following the second notification.

2. A form for approval will open in your browser window. There are a couple of things to do.
 - a. Enter your name in the Notes field. If you are the Administrative Assistant, please enter your name, not the District Superintendent's name.
 - b. Click Approve or Reject. Note: If you reject, please enter a reason for the rejection in the Notes field following your name.
 - i. If you reject by mistake, please submit a request to BuzzChurch (ticket@churchbuzz.org) to reset the workflow.
 - c. A notification will be sent to the student and the registrar concerning your approval or rejection.

Course of Study School Registration Approval

Instructions: Please review the information submitted below for Cassie Wade.

Please enter your name in the "Note" field and any other comment as needed and click on the Approve or Reject button at the right of the page.

NOTE: If you're the Administrative Assistant approving for the District Superintendent please enter your name and not the DS's name. Only one of you needs to approve.

Name
Cassie Wade

Address
830 W LIVE OAK ST
JACKSBORO, Texas 76458
United States
Map It

Email
cassiewade@gmail.com

Student Annual Conference
North Texas

Student District
East District

Local Pastor Status

Course Approval

Entry ID: 1843
Submitted: 2 mins ago
Status: Pending
Expires: 2018-01-04 15:41:14

East District Superintendent's Approval
(Pending Approval)

Email: cassiewade@gmail.com
(Pending)

Note *
CWade

Figure 2: Course of Study Approval or Rejection

How to know if the request has already been approved

If you are not sure if this request has been approved the same link in the email will take you to the approval page and you can see the approval workflow.

- If the pending approval is the district superintendent then you will need to approve.
- If the pending approval is the Local Registrar then no action is required.
- If you try to approve something that is already approved you will receive an error message at the top of the screen.

1. It will show the current pending approval just above the notes and above the Instructions.

Course of Study School Registration Approval

Entry Approved

Instructions: Please review the information submitted below for Cassie Wade.

Please enter your name in the "Note" field and any other comment as needed and click on the Approve or Reject button at the right of the page.

NOTE: If you're the Administrative Assistant approving for the Local Registrar please enter **your name** and not the Local Registrar's name. Only one of you needs to approve.

Name
Cassie Wade

Address
830 W LIVE OAK ST
JACKSBORO, Texas 76458
United States
Map It

Email
cassiewade@gmail.com

Student Annual Conference

Course Approval

Entry ID: 1843
Submitted: 5 mins ago
Status: Pending
Expires: 2018-01-10 15:30:58

NTC Local Registrar Approval (Pending Approval)

Email: cassiewade@gmail.com (Pending)

Note *

Figure 3: Pending Approval Status Locations

2. You can also see the entire workflow, including notification by scrolling to the bottom. The workflow is time/date stamped and is read from bottom up.

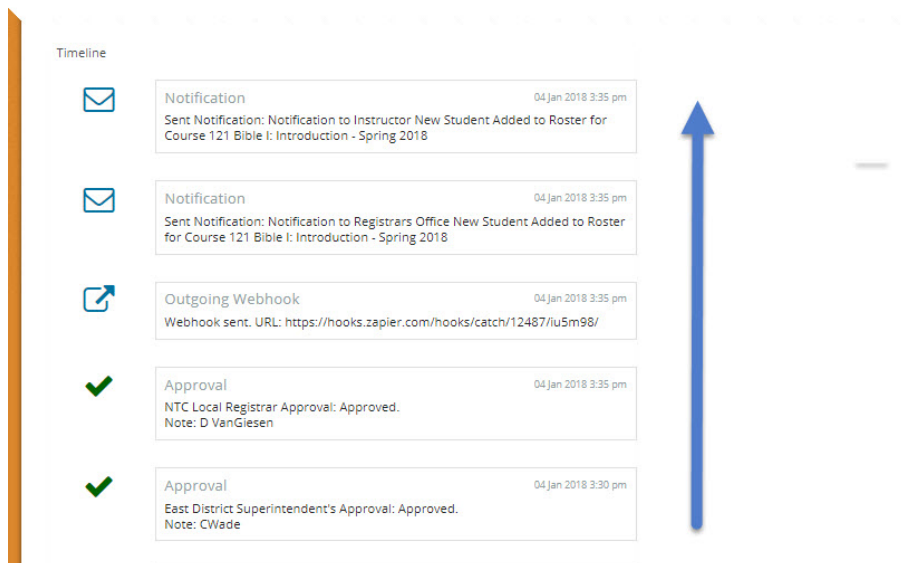


Figure 4: Workflow Timeline of Online Registration