# *Supervisor Approval of a WISDM Request*

Administrative Services' WISDM Authorization form has been converted to a Plone form. This document will now be processed primarily through the intranet via a WISDM Authorization workflow. The only change for supervisors is that you will be e-mailed with a link to the authorization form; and instead of signing your approval simply sign into Plone and select the "I Approve" drop down option.

Below are the easy steps supervisors should follow in order to approve the new WISDM Authorization Plone Form:

1. Open your e-mail and select the link provided to go to the Plone form.
   a. The e-mail's subject line will be the name of the requester.
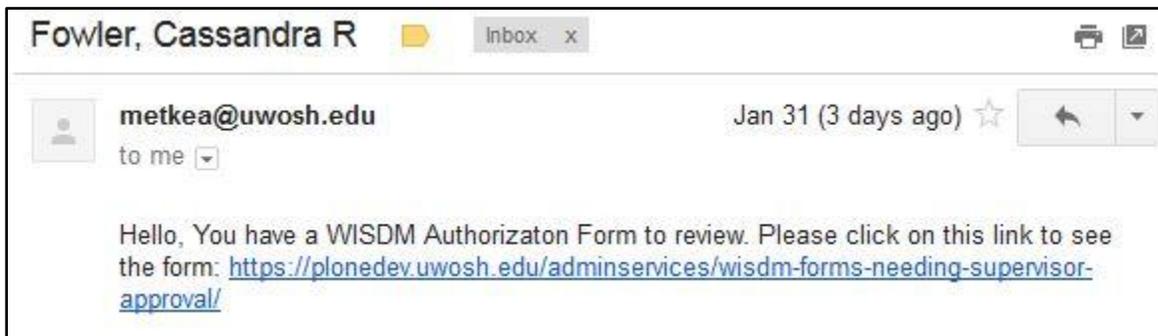
2. When you open the link provided, it will ask you to log in with your NetID and password (This is the same ID and password you use to sign into your computer).
3. You will then select the **bolded name** of the individual requesting access.
   Note: please select the bolded name closest to the green check NOT the underlined name.
   a. If you select the underlined name, it will provide you with a "contact form."
   b. Simply click the back arrow to return to your original list.

4. Review the information on the form; if everything is correct and you approve of this individual obtaining WISDM access select the "I Approve" drop down option.

5. After you select the "I Approve" drop-down a yellow text box will appear stating the "Item State Changed."
    a. This is the verification that your approval has been processed and the form is being sent to Financial Services for Authorization.
    b. The requestor will then receive a confirmation e-mail with WISDM access information after the Financial Services Authorizer approves their request.

If you have received the request in error or do not approve of this individual obtaining WISDM access, please contact leemai@uwosh.edu so we can remove this request from your list of forms waiting to be authorized.