Quick Step Guide:

This is intended to give you the high level steps to submitting a student grade adjustment (GAP) within workflow. Once you have logged into work flow through AUAccess follow the steps below to submit a grade adjustment:

1. On the left side of the screen, select My Processes under "USER PROFILE" to get a list of options:
   a. Select "Student Grade Adjustment"
   b. Enter the following fields:
      i. **Workflow Specifics Name** – make this unique to the student – their name, banner ID, etc. - if you leave it blank it will default to "undefined"
      ii. **Student Banner ID** – enter the student's 902/903 number or their GID (user id)
   c. Press the "Start Workflow" button – then Press OK
2. On the left side of the screen, refresh your queue by pressing "Worklist" under "HOME". You may need to do this two or three times until the workflow name you assigned appears in your queue.
   a. Select the work flow by clicking on the work flow name.
3. The grade adjustment form will give you the courses found for the student.
   a. All eligible courses will be displayed in a table with up to three selection fields:
      i. **Selection 1, 2 or 3** – This is a drop down box with the numbers 01-15 that correspond to the rows in the table. Select the row that contains the course grade you want to adjust.
      ii. **Comments** – enter a reason for the grade adjustment (this field is optional).
      iii. Press **COMPLETE** at the bottom of the page.
4. On the left side of the screen, refresh your queue by pressing "Worklist" under "HOME". You may need to do this two or three times until the workflow name you assigned appears in your queue.
   a. Select the work flow by clicking on the work flow name.
5. The confirmation form will be displayed.
   a. Review the information to make sure it is correct.
   b. **Confirmation** – Select an option:
      i. CONTINUE – everything looks okay and should be submitted
      ii. SELECT DIFFERENT COURSE(S) – REWORK – changes are needed to what was selected. This option will take you back to step #3.
      iii. DO NOT PROCESS GAP(S) – STOP – select this option if you do not want to submit the grade adjustment. This will stop the work flow.
      iv. Press the **COMPLETE** button at the bottom of the screen.

This completes the submission process of the grade adjustment. The student will receive and email asking them to complete the acknowledgement process.