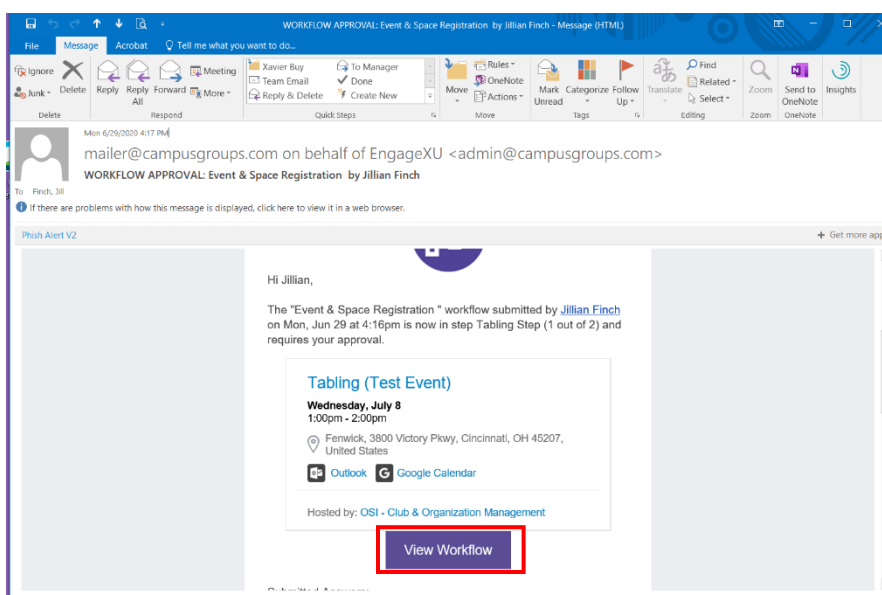


# ENGAGE XU

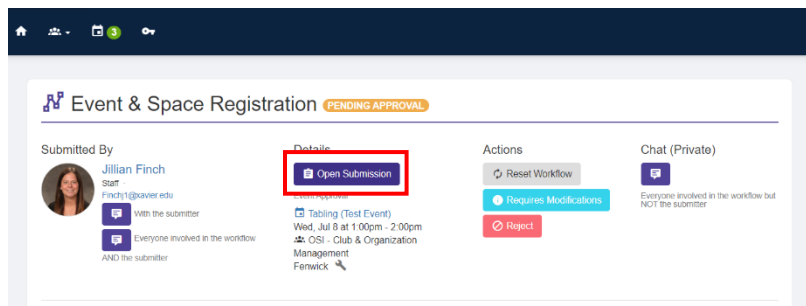
## How-To Series

### APPROVAL OF EVENTS/FORMS

1. When an event or form has been submitted, you will receive an email from EngageXU notifying you that a workflow was submitted and needs to be approved. Click on **View Workflow**.



2. An approval page from EngageXU will appear, click the **Open Submission** button to review the submission before approving.



- Once you have viewed the submission you can start the approval process. Click on the green button that says **I Approve**, once that is done it will continue through the workflow approval until the form has been final approved. Depending on the form's settings, you may receive update notifications as the form progresses through the approval process.

