

USER ACCESS APPROVED REQUEST GUIDE



CAL POLY

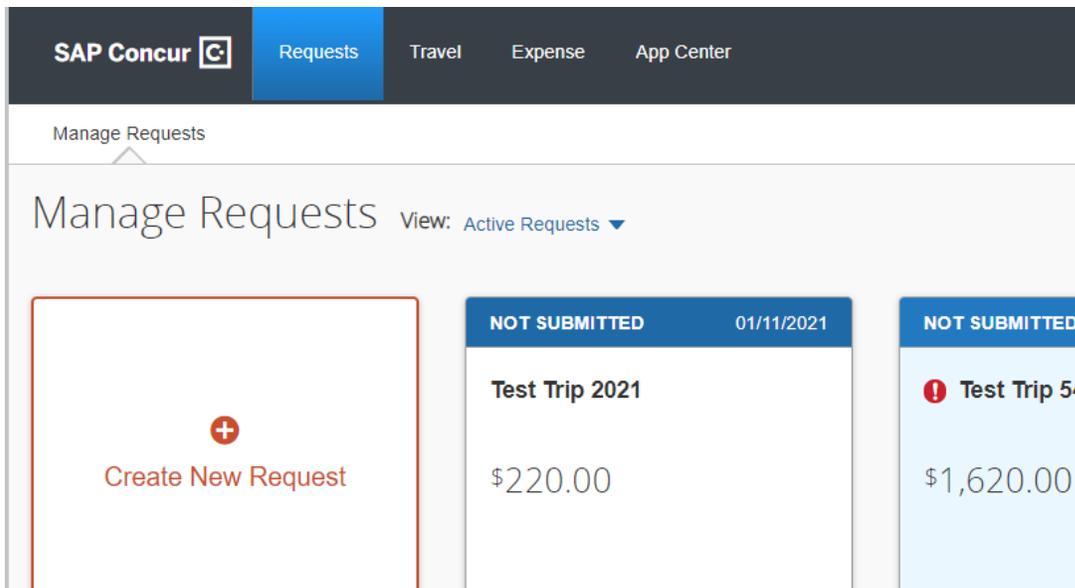
Strategic Business Services

ADMINISTRATION & FINANCE

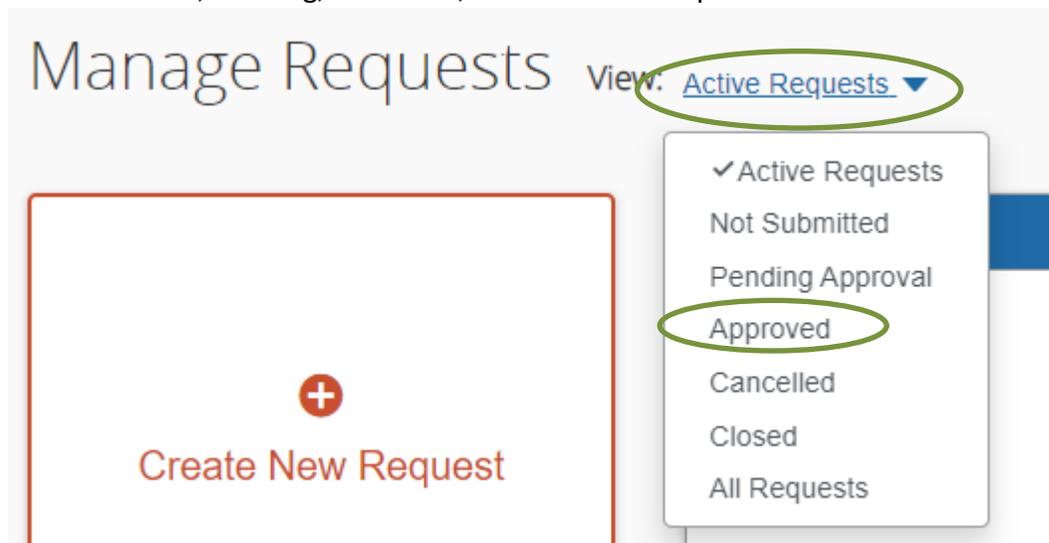
Accessing an Approved Request

If your Request is not shown on the Manage Request page, you can open it using the View Tab

1. To access an Approved Request, click the **Request/ Manage Requests** page.



2. Click on the blue arrow to view all and select **Approved**. NOTE: You can also view Not Submitted, Pending, Cancelled, Closed or ALL Requests here.



Questions? Please contact Stephanie Albright at polytravel@calpoly.edu