

# To Complete a Custom Route Request

1. Select "Custom Route" from the Decision to open a Pending Custom Route page.

**Your Decision**

What would you like to do with this proposal?

Approve

Reject

Hold

Suspend

Cancel

Custom Route

Please comment on your decision below.

Please comment after your route is created.

**Make My Decision**

2. Add Participant(s) on the Pending Custom Route page.

Open the **Hierarchy** to select the participant(s)\* by name. Do not select any committee. Click (highlight) and add.

**My Pending Custom Route**

Custom Route (requested by [redacted])

Step Name: Custom Route

**Participants**

**Add Participant**

Rules

Decisions

**Who is involved on this step?**

Role Types

**Hierarchy**

- California State University, Los Angeles
  - Accreditation Officer
  - Articulation Officer
  - Assistant Registrar - Courses
  - Assistant Registrar - Programs
  - Associate Dean Consultation Committee
  - Catalog Editor

**Add Role(s)** Cancel

\*Please note: all selected participants will be required to vote to approve the custom route.

**3. Complete the entire request form as indicated below.**

**Rules**

What work is allowed on each Proposal?

- Edit Proposal
- Make Comments

Is a signature required?

Yes

Is agenda available? Does this step involve a committee situation where one person will vote on behalf of others?

Yes

Who can view the comments during this step?

Every user involved in the proposal at any step

**Decisions**

What type of decision is this?

- Approve / Reject 100% for approval
- Vote:  % for approval

What kind of decision flags will you allow to be used on this proposal?

- Hold
- Suspend
- Cancel

Where will the proposal go after the custom route?

- Proposal should come back to this step.
- Proposal should advance to the next step.

Who should be notified when the step is completed?

If Approved:

If Rejected:

**Deadlines/Reminders**

Would you like to set a deadline for this step?

Set Deadline

*Please note:* When multiple pending routes have been requested, the others will display under the participant's route in the "Other Pending Route Requests" section. Although all users can preview any pending route, only the participant who created the route can edit its settings.

A participant can edit her route up until the moment the system administrator approves or rejects the request.

**4. Provide your reason in the comment area.**

Please comment on this custom route

**5. Preview and submit your request.**

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