Approving Reassigned Time in InfoReady

1. Reviewers will receive an email from InfoReady asking for review/approval.

From: support@inforeadyreview.com <support@inforeadyreview.com>
Sent: Tuesday, November 7, 2023 2:11 PM
To: Ken O'Donnell <kodonnell5@csudh.edu>
Subject: Request to Review an Application: Spring 2024 Faculty Reassigned Time Request

CSUDH | CALIFORNIA STATE UNIVERSITY DOMINGUEZ HILLS

Hello,

Claudia Melena Orozco has requested your assistance to act as a Reviewer for **Faculty Reassigned Time Request: Spring 2024**. There is an application ready for your review.

Please complete this by **Friday, November 10, 2023**. Thank you!

Application: Vieira

Cynthia Napoles

View

Note: first time users of InfoReady will receive an email from InfoReady stating that an account has been created. Please ensure to click on the "Log In" icon in the email.

From: support@inforeadyreview.com <support@inforeadyreview.com> on behalf of CSUDH Research <support@inforeadyreview.com>
Sent: Wednesday, October 11, 2023 5:24 PM
To: Gwendolyne D. Taylor <gtaylor@csudh.edu>
Subject: Your new InfoReady account

California State University DOMINGUEZ HILLS

Hello gtaylor@csudh.edu,

An account in CSU Dominguez Hills's InfoReady site has been created for you.

Click the link below to login using your university credentials and start using InfoReady.

Log In

If the link above does not work, try copying the following URL into your browser:
https://csudh.infoready4.com

Go to "Login for Cal State Users", click on blue "Cal State Weblogin" icon and enter your campus login credentials. You will be prompted to approve the Duo multi-factor authentication.
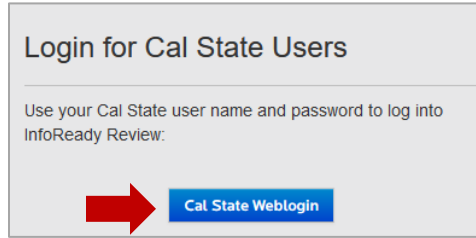
2. Reviewers can obtain a list of their assigned reviews by accessing the "Reviews" tab on the InfoReady Portal. You will need to click on each application to provide your review.
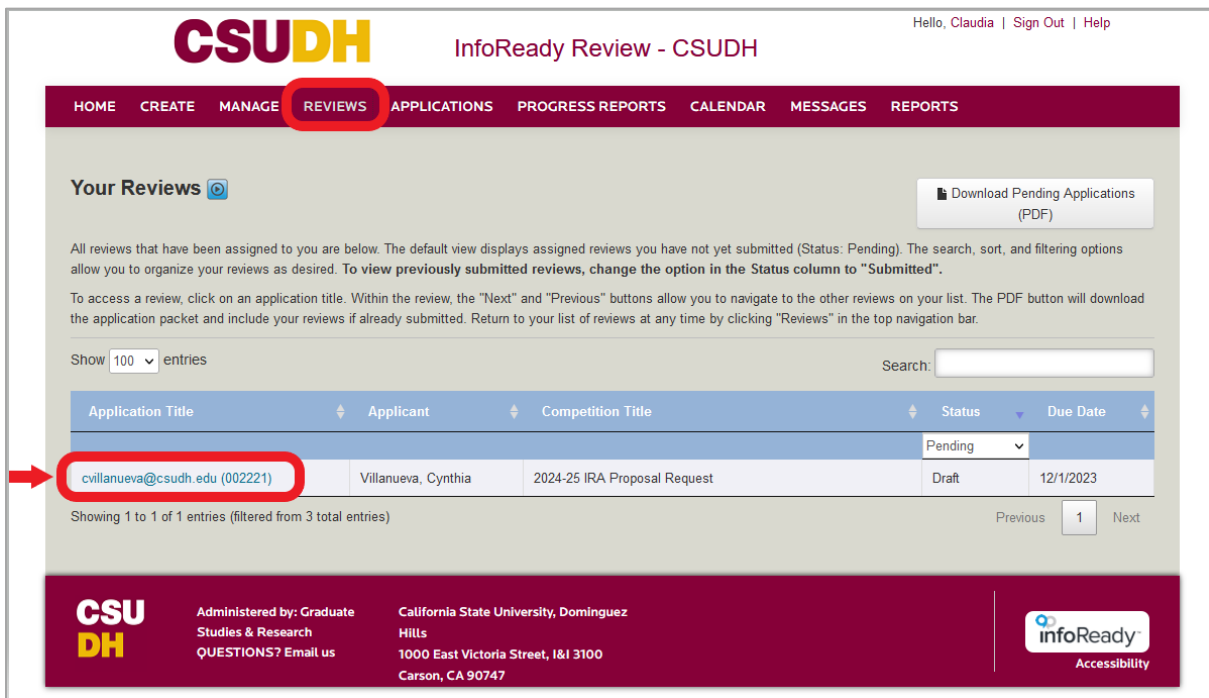
3. In the Application Review page, click on the "Show Application Details" dropdown to view application information or click on the PDF icon to view application information and any supporting documents in a single pdf file.
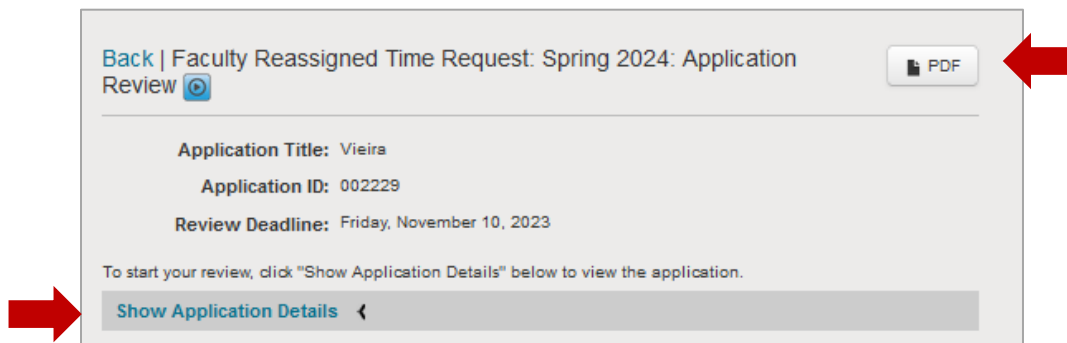
4. Before approving or not approving the request, please ensure to read the instructions provided by the administrator. Select from the "I Approve" or "I Do Not Approve" buttons.

   Note: InfoReady has the comments box set up as a required field. Use this to provide any comments. If none, enter N/A and submit your response. The system will not allow you to submit your review if no entry is made in the text box.

5. Click the "Submit Review" button at the bottom right of the page to complete your review process.

Instructions from administrator:

This application indicates that funding will be provided by your area. Select "Approve" to confirm funding from your area. Use the comments box to provide additional details regarding funding for this activity (ie. fund, program code, TAP account number etc.)

* indicates required

* Please indicate whether you approve or do not approve this application moving forward. :

◉ I Approve ○ I Do Not Approve

* Enter your question to the Reviewers here. :

Note: InfoReady has the comments box set up as a required field. Use this to provide any comments. If you have no comments to make, enter N/A and submit your response. The system will not allow you to submit your review if no entry is made in the text box.

Words: 0, Characters: 0/20000

SUBMIT REVIEW   Cancel

6. Central AA staff assign reviewers in the workflow order below. Once a reviewer provides a response, the system automatically assigns the next reviewer until all reviews are submitted.

> Routing Step 1: Funding Approval
> Routing Step 2: Department Chair Approval
> Routing Step 3: Dean Approval
> Routing Step 4: Academic Resource Manager Approval

7. Once all reviews have been approved, the application will be marked as "Awarded" by Central AA staff.

8. A notification will be sent out to the requestor and anyone else included in the "Additional Email Addresses for Notifications" section.

9. Once awarded, the Term Workload page in PeopleSoft CS will get automatically populated through InfoReady outbound daily feed.

Questions?

Reach out to one the following Provost Office staff below:

Claudia M. Orozco
Academic Affairs Budget Officer & HR Liaison
cmorozco@csudh.edu
x2572

Cynthia Napoles
Academic Affairs Fiscal & HR Analyst
cnapoles1@csudh.edu
x3145