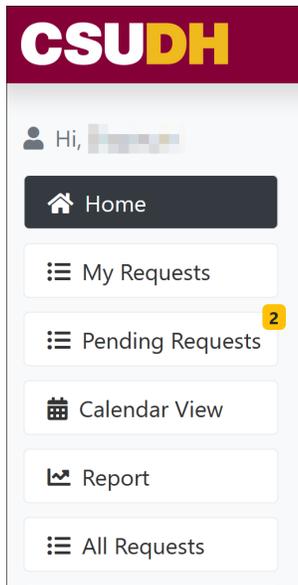


CAMPUS RETURN PORTAL

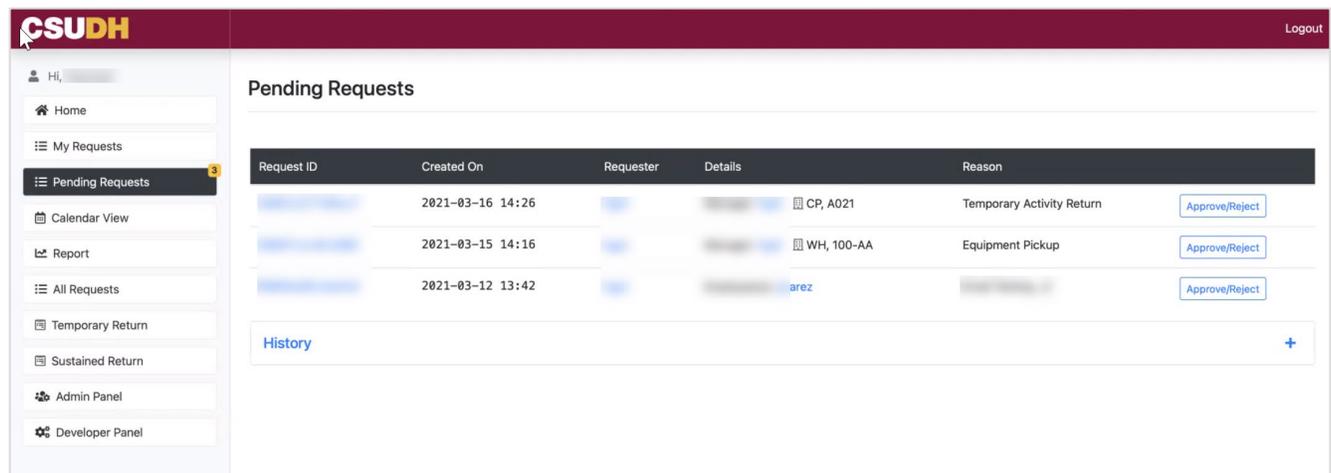
APPROVE RETURN TO CAMPUS REQUESTS

If you are a manager or MPP, you will receive notifications via email when requests are submitted for you to Approve or Reject.

1. Using your campus username and password, log in to <https://return.csudh.edu/>
2. If you have **Pending Requests** the number pending will be displayed as shown below.



3. Click on Pending Requests and a window will display the list of requests awaiting your review.



- Click **Approve/Reject** button to see the approval workflow as well as the status at each level.

Status

Requests > R605125cd5dc07

Type	Sustained Return
Reason	Testing
Created On	2021-03-16 14:40:29

03/16/2021

Requester: [Redacted]

Employee List:

#	User ID	Schedule	Location
1	[Redacted]	[Redacted]	WH, 100-C

03/16/2021

Risk Management [Redacted]

Recommendation: [Redacted]

03/16/2021

Vice President [Redacted]

Note: [Redacted]

03/16/2021

Emergency Management [Redacted]

Note: [Redacted]

- After you make your selection, a window will display asking you to **Confirm** your decision and add any relevant notes.

Are you sure you want to **Approve** this request? ×

Note

Confirm
Cancel