## 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 <a href="https://return.csudh.edu/">https://return.csudh.edu/</a>
- 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.

CSUDH								Logout
<b>≜</b> Hi,	Pending Reg	uests						
A Home	5 1							
I My Requests	Request ID	Created On	Requester	Details		Reason		
I Pending Requests		2021-03-16 14:26			III CP. A021	Temporary Activity Return	Approve/Reject	
🛱 Calendar View						,	Approve/Reject	
🗠 Report		2021-03-15 14:16			圓 WH, 100-AA	Equipment Pickup	Approve/Reject	
I All Requests		2021-03-12 13:42			arez		Approve/Reject	
Temporary Return	History							4
Sustained Return	Thistory							
🍪 Admin Panel								
🔹 Developer Panel								

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

Requests > R605125cd5dc0	
Type Reason Created On	Sustained Return Testing 2021-03-16 14:40:29
03/ Requ Emp # 1	/2021 ster: yee List: ser ID Schedule Location WH, 100-C O3/16/2021 Vice President Note:
03/ Risk R	/2021 anagemen ommendation:

5. 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 <b>Approve</b> this re-	quest? ×
Note	
	Confirm