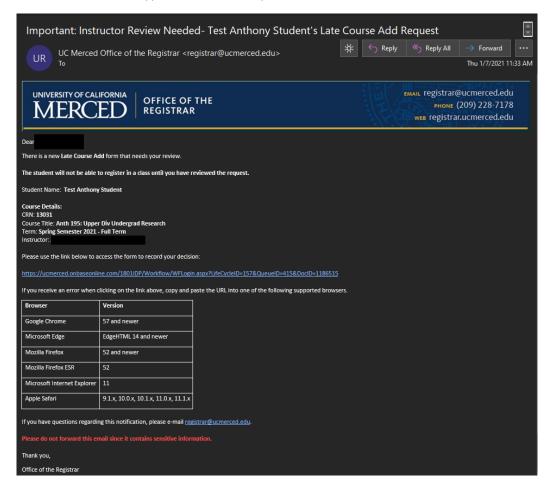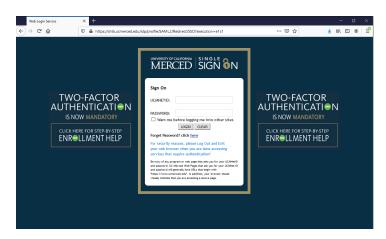# Faculty Guide – How to Approve Late Add Requests in OnBase
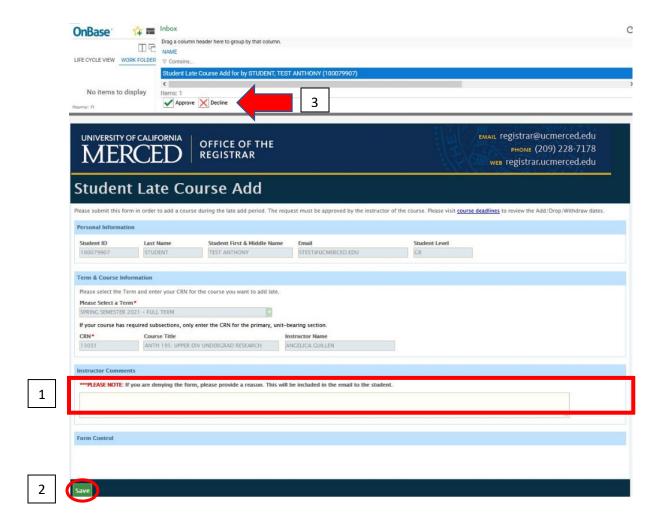
After a student in one of your courses has submitted a Late Add form, you will receive an email notification. Please note the hyperlink will be unique to each form and email:

Clicking on the link in the email will bring you to this screen. Log in using your UCM Single Sign-On credentials:

After logging into the system, you will see a view of the student's form submission:

If approving a request, go directly to Step #3. If declining a request, follow Steps #1-3.

Step #1: To deny the student's request for a late add, you must specify a reason in the "If you are denying the request…" box (see red rectangle). This will be used in the email sent to the student.

Step #2: Click the Save button (see red oval) only if declining a request.

Step #3: Click the Approve or Deny button (see red arrow). This step launches an automatic process that either applies the appropriate override codes for the student in the registration system if approved or removes the form from the workflow if declined. In both instances, the student will be notified of your decision automatically via email.

If you have questions or need additional assistance with this process, contact the Registrar's Office at registrar@ucmerced.edu.