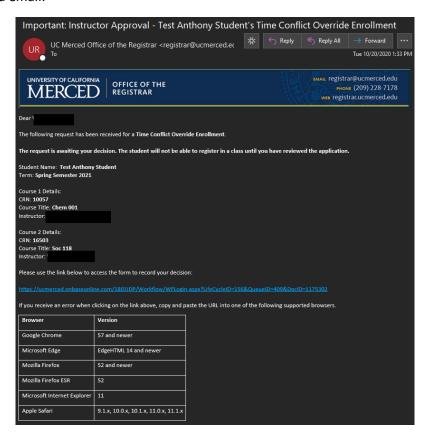
Faculty Guide - How to Approve Time Conflict Override Requests in OnBase

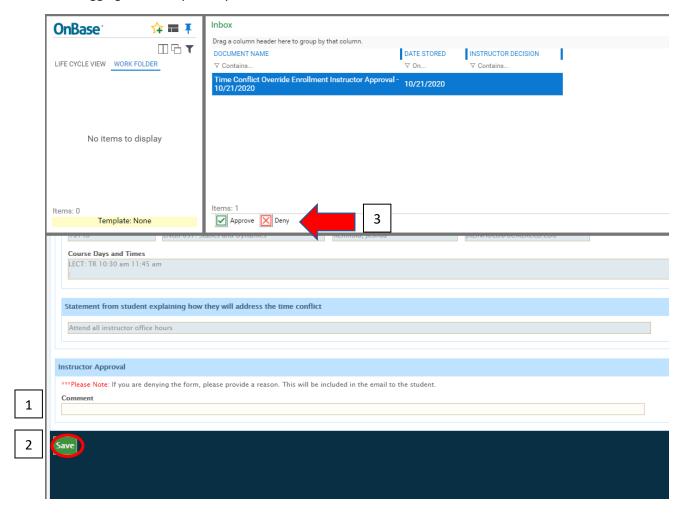
After a student in one of your courses has submitted a Time Conflict Override form, you and the instructor of the other course will receive an email notification. Please note the hyperlink will be unique to each form and email:



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 time conflict override, you must specify a reason in the "If you are denying the request..." comment box. This will be used in the email sent to the student.
- Step #2: Click the Save button (see red oval) only if declining the 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. Be aware that by approving a time conflict override, you are also granting permission for a student to add your class after the Late Add/Instructor Permission deadline.

If you receive an email saying the other instructor has denied the form, no further action is required on your part:

