

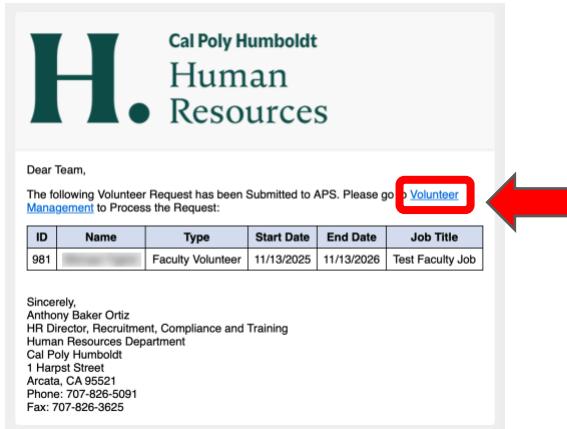
How-To: Volunteer Approval

1. Introduction

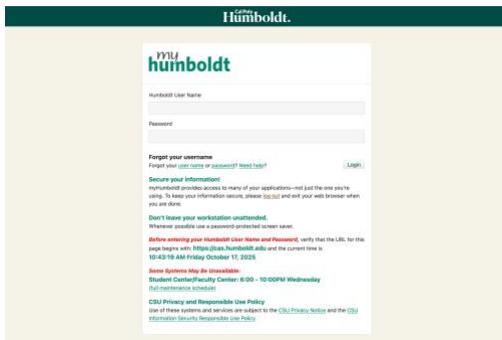
After the volunteer signs the form, the approver will receive an email notification that will prompt to move the volunteer to the next steps.

2. Email Notification

1. The approver will receive an email with a link to the Volunteer Management website. Click the link to open the Volunteer Digital Signature page.



2. If you haven't logged in to the MyHumboldt portal within the past hour, you will be prompted to log in. Use your Humboldt username and password to log in.



3. The **Volunteer Requests – Request Approvals** page will open.



3. Volunteer Approvals

You can approve each volunteer individually or approve a batch at a time. Below are the instructions for each option.

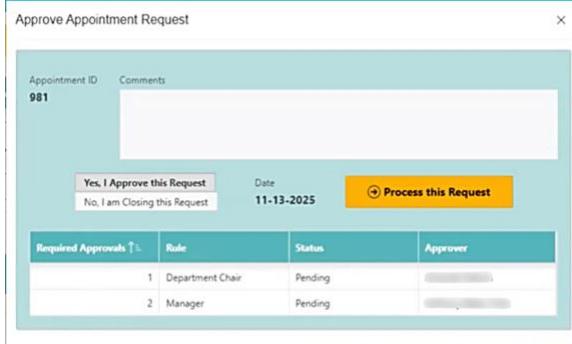
1. Individual Approval or Deny Approval

This option allows you to approve or deny one volunteer at a time. This is useful if you want to see the details and add comments to each one as needed.

- Click the name link of the volunteer.

Appointment	Empl ID	Name	Appointment Type	Approval Role	Dept ID	Start Date	End Date	Job Title
826		John Doe	Volunteer	Manager	D20017	10-09-2025	10-09-2026	And a Staff Job
981		Jane Smith	Faculty Volunteer	Department Chair	D20042	11-13-2025	11-13-2026	Test Faculty Job
981		Jane Smith	Faculty Volunteer	Manager	D20042	11-13-2025	11-13-2026	Test Faculty Job
981		Jane Smith	Volunteer	Manager	D30010	11-07-2025	11-07-2026	Test Job for Michelle

- The Approve Appointment Request pop-up window will open.



The screenshot shows the 'Approve Appointment Request' pop-up window. It displays an appointment ID (981) and a comments field. Below these are two radio buttons: 'Yes, I Approve this Request' (selected) and 'No, I am Closing this Request'. A date field shows '11-13-2025'. A large yellow 'Process this Request' button is at the bottom. Below the buttons is a table for 'Required Approvals' with two rows: '1 Department Chair Pending' and '2 Manager Pending'.

- Type any comments in the Comments field, if needed.



The screenshot shows the 'Approve Appointment Request' pop-up window with a red box highlighting the 'Comments' text area. A large red arrow points to this area from the left.

- The Yes, I Approve this Request button will be selected by default. If you don't want to approve the request for any reason, click the No, I am Closing this Request button.



The screenshot shows the 'Approve Appointment Request' pop-up window with a red box highlighting the 'Yes, I Approve this Request' radio button. A large red arrow points to this button from the left.

- Click the Process this Request button.



The screenshot shows the 'Approve Appointment Request' pop-up window with a red box highlighting the large yellow 'Process this Request' button. A large red arrow points to this button from the left.

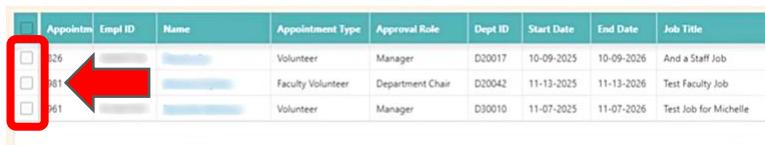
- The Approve Appointment Request pop-up window will close and the volunteer's name will disappear from the list. You can approve more volunteers from the list using the same method.

- The request will move to the next stage of the workflow.

2. Batch Approvals or Deny Approvals

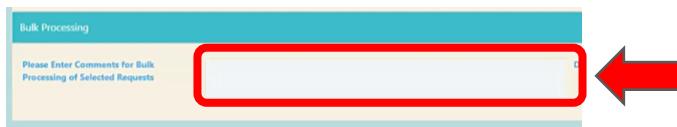
This option allows you to approve or close several volunteers' requests at a time. You won't be able to type any individual comments or see each individual details, but it will save you time.

- Check the checkboxes of the left-hand side of the volunteers' rows.



Appointee	Empl ID	Name	Appointment Type	Approval Role	Dept ID	Start Date	End Date	Job Title
<input type="checkbox"/>	026		Volunteer	Manager	D20017	10-09-2025	10-09-2026	And a Staff Job
<input type="checkbox"/>	901		Faculty Volunteer	Department Chair	D20042	11-13-2025	11-13-2026	Test Faculty Job
<input type="checkbox"/>	901		Volunteer	Manager	D30010	11-07-2025	11-07-2026	Test Job for Michelle

- Type a comment in the Bulk Processing Requests Comments field. All the requests will get the same comment.



Bulk Processing

Please Enter Comments for Bulk Processing of Selected Requests

- If you want to approve all the requests, click the Bulk Approve button. If you want to deny their requests, click the Batch Close button.



- The page will update by removing all the selected requests from the list.
- The request will move to the next stage of the workflow.