

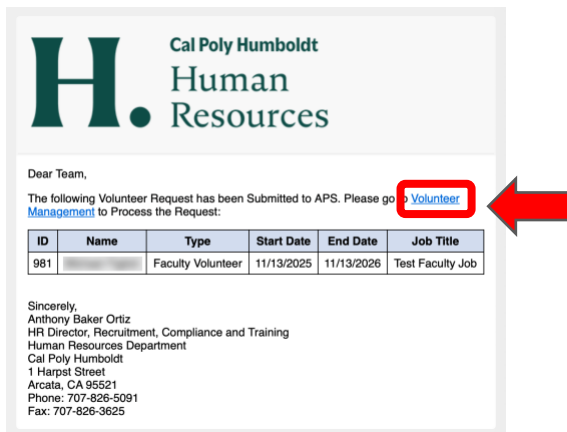
How-To: Volunteer Approval

1. Introduction

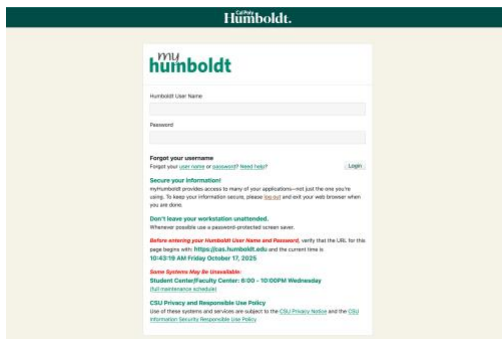
After the volunteer signs the form, the approver will receive an email notification that will prompt to move the volunteer to the next steps.

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 passwords 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 add comments to each one as needed.

a. Click the name link of the volunteer.

<input type="checkbox"/>	Appointment	Emp# ID	Name	Appointment Type	Approval Role	Dept ID	Start Date	End Date	Job Title
<input type="checkbox"/>	826		Brenda G...	Volunteer	Manager	020017	10-09-2025	10-09-2026	And a Staff Job
<input type="checkbox"/>	981		Brenda G...	Department Chair	Manager	020042	11-13-2025	11-13-2026	Test Faculty Job
<input type="checkbox"/>	981		Brenda G...	Faculty Volunteer	Manager	020042	11-13-2025	11-13-2026	Test Faculty Job
<input type="checkbox"/>	981		Brenda G...	Volunteer	Manager	030010	11-07-2025	11-07-2026	Test Job for Michelle

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

Appointment ID

981

Comments

Yes, I Approve this Request

No, I am Closing this Request

Date

11-13-2025

Process this Request

Required Approvals	Role	Status	Approver
1	Department Chair	Pending	
2	Manager	Pending	

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

Appointment ID

981

Comments

d. 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.

Yes, I Approve this Request

No, I am Closing this Request

Date

11-13-2025

Process this Request

e. Click the Process this Request button.

Yes, I Approve this Request

No, I am Closing this Request

Date

11-13-2025

Process this Request

f. 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.

g. 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.

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

	Appointments	Empl ID	Name	Appointment Type	Approval Role	Dept ID	Start Date	End Date	Job Title
<input type="checkbox"/>	226			Volunteer	Manager	D20017	10-09-2025	10-09-2026	And a Staff Job
<input type="checkbox"/>	881			Faculty Volunteer	Department Chair	D20042	11-13-2025	11-13-2026	Test Faculty Job
<input type="checkbox"/>	951			Volunteer	Manager	D30010	11-07-2025	11-07-2026	Test Job for Michelle

- b. 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

- c. 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.

Bulk Approve

Bulk Close

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