* **SEA Org Level Approval for a Student Educational Awards:**

Student Educational Awards (SEA) are now being processed via ImageNow with departmental approval. There are two (2) ways a SEA form can be processed:

1. Approved
2. Denied
* The Org Approver will receive an email that a new Student Educational Award is the workflow queue, as shown below:



* Open a browser and type the WebNow URL below in the address bar:

 <https://imagenow.uncc.edu>.

* A WebNow login screen will display, as shown below:



* Login to WebNow using your NinerNet credentials.
* Proceed to the workflow queue named in the email you received, as shown below:



* The following WebNow viewer will display the SEA documents:



* + Open the desired document in the list by double-clicking the item.
	+ The Org Approver will perform the departmental due diligence.
* In the Custom Properties section, select the appropriate **Student Award Status** – valid values:
	1. Approved
	2. Denied



* In the Custom Properties section, enter your NinerNet credentials in the **Approved by** field.



* + In the NOTES field, the Initiator contact information is displayed if any correspondence is needed and additional notes can be entered.
	+ Route the document forward using the ROUTE FORWARD icon  or the ROUTE FORWARD link, as shown below:



* + An email notification will be sent to the Initiator stating if the SEA was denied, else the SEA document will be forwarded for further processing.