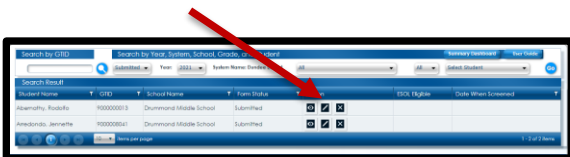


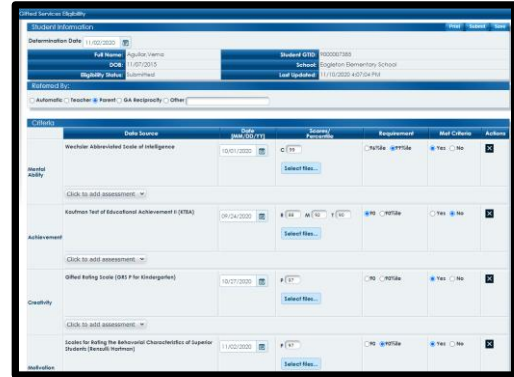
- The Approver can
  - View a submitted record.
  - Add a record.
  - Edit or delete a record created by another user.
  - Approve a record.
- To finalize the process as to whether a student is eligible or not eligible, search for students marked as submitted. Click **Go**.



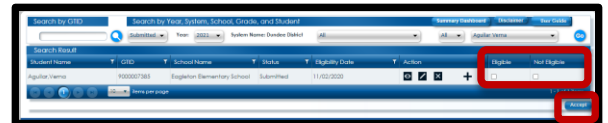
- Use the various icons to add, view, or edit a record. Before finalizing eligibility, an approver may first want to view or edit a record by clicking the corresponding icon.



- The approver can review or edit the Student Information.



- To finalize eligibility, check the **Eligible** or **Not Eligible** box found on the initial name search page and then click **Accept**.



Upon confirming the eligibility decision, the student's status changes to **Eligible** or **Not Eligible**. It makes the form available on the Student Profile page. Approvers have the right to edit and view the form, even after eligibility has been confirmed.