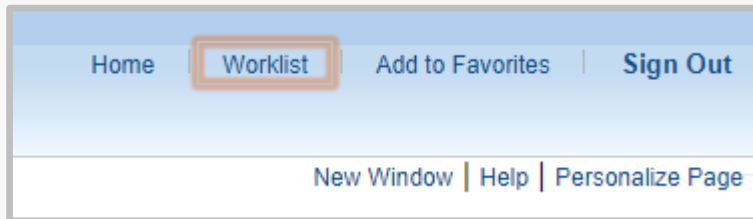


One Card Application – Approver Instructions

- Login to **Galaxy**
- Under Toolbox select "Gemini Financials "
- In the right hand corner of your screen click "Worklist"



- You may need to sort by "Date From" to get the most recent task at the top of your worklist then click the respective OneCard application you wish to approve/deny by clicking the "link"

Worklist Items						Personalize Find View All
From	Date From	Work Item	Worked By Activity	Priority	Link	
Naomi Emmett	02/22/2019	Approval Routing	Approval Workflow		UTDOneCardApproval_6391.DAL01_2015-03-23_N_0_FORM_ID:000646 EMPLID:4030005396 RDC:RA_0_A.	Mark Worked
Heather Burge	03/21/2019	Approval Routing	Approval Workflow		UTDOneCardApproval_6430.DAL01_2015-03-23_N_0_FORM_ID:000656 EMPLID:4030007010 RDC:RA_0_A.	Mark Worked

- Once entering the application you can review the fields the prospective cardholder has keyed in and scroll to the very bottom of the page to "Approve" or "Deny" the request.



- In the event the application is approved, a workflow will appear at the bottom of the form.

