

PSC Selection Process (PSP) - Approvers

Reviewing Approval Forms - Approvers	
Step	Task
1.	After an approval form is submitted by the Committee Chair, the system will send an email notification to the next approver for review and approval.
2.	Select the link in the email to login; enter your Enterprise ID and Password .
3.	On the PSP Projects page, click the Project Name .
4.	From the PSP Dashboard , click the Open command button in a box with a Pending status next to the designated approver name.
5.	Click the Edit command button.
6.	In the Attachments section, review the attached files, if necessary.
7.	Under the Approval Section in the approver field <ul style="list-style-type: none"> • Select Pending if incomplete. • Select Yes, if approved. • Select No, if not approved; enter an explanation in the Comments field.
8.	In the Initial Evaluation and Discussion Meeting (Interview) Evaluation sections, review the attached committee evaluation forms, if necessary.
9.	In the Comments field, insert comments, if necessary.
10.	In the Document History section, click Document History to review the history of the approval form, if necessary.
11.	Review and complete the form; click the Save command button.

The PSP system can also be accessed from the UOCP&RES Website:

1. Navigate to www.uocpres.uillinois.edu.
2. Land on the **Applications** tab.
3. Land on the **UI Staff** sub-menu.
4. Select the **PSP** link.