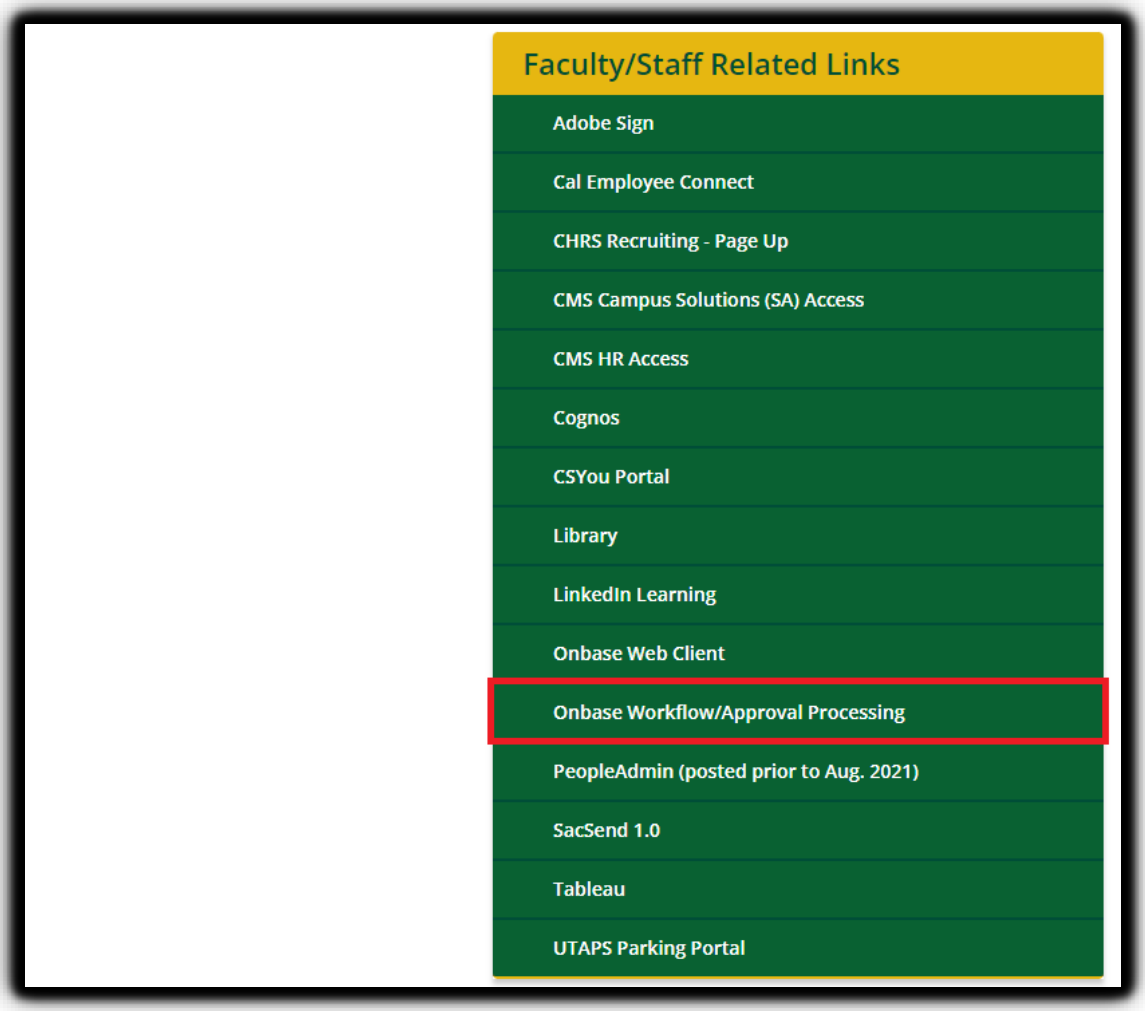
Alternative Method of Accessing Approval folder

1. Log into My Sac State

2. Navigate to the Onbase Workflow/Approval Processing link on the Faculty/Staff Related Links table

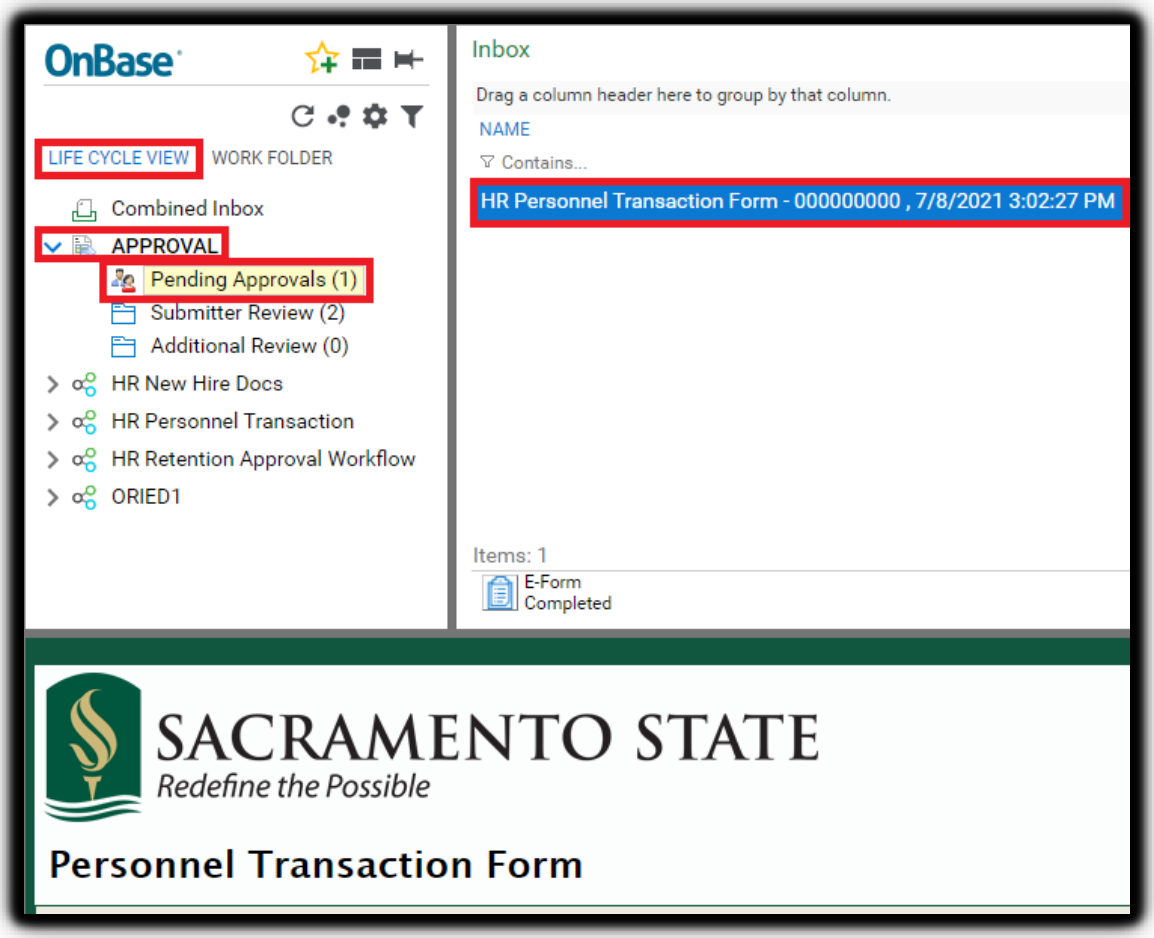


3. Select Life Cycle View

4. Select the Approval drop down arrow and navigate to the Pending Approvals folder

5. Select a PTF from the Inbox

Continue onto Step 6 on page 3



Note: A PTF can only be in one approval folder at a time. Therefore, if the PTF is still in your inbox, it is still pending your approval.