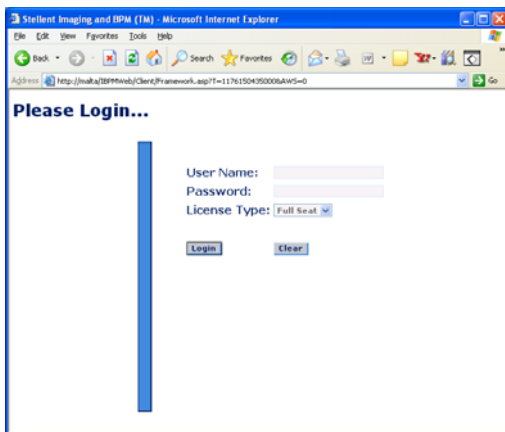


When you receive an email telling you to follow an enclosed link to approve a student's withdrawal from current semester, cancellation of future semester or leave of absence. You should follow the link using Microsoft Internet Explorer.

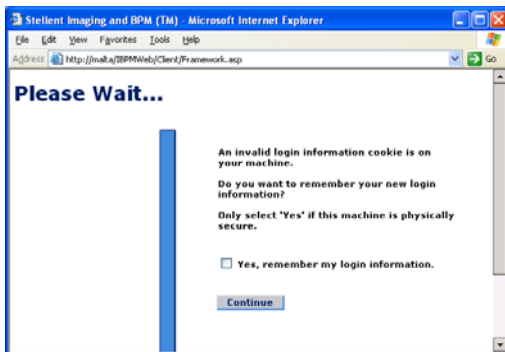
Example of email:

A student has applied to withdrawal from the current semester .
Click on the link below to approve or reject."

A blue http link will follow this wording. Click on that to launch in Microsoft Internet Explorer.
When Oracle IPM opens the user will be ask to enter their user id and password. Please use your KUMC network user id and password.



During log in you may be asked if you want Oracle IPM to remember your user id and password. It is okay to say yes if you would like that to happen.



Once Oracle IPM opens, the package form will be displayed. This one is for a Cancellation. All forms will look very similar. It will list student information.

Steps to complete the form are to the right of the screenshot.

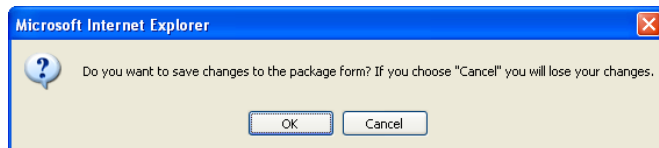
1) Select Approved or rejected from drop down box.

2) Click on "Complete" to finish the process.

3) Once completed logout by clicking logout.

4) Close Internet Explorer window.

Two messages may follow when completing a package. When asked if you want to save changes, you should answer "OK"



Then you will see a browser box open as the save is made. This box can be closed when complete.

