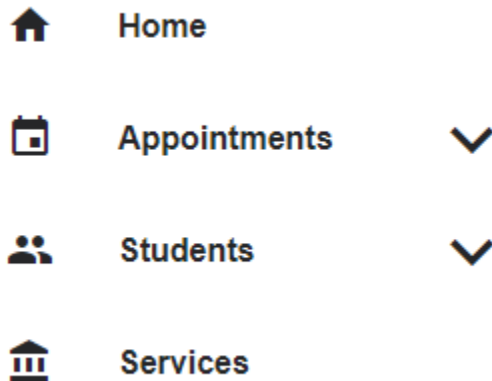


Instructions for Submitting SAP Appeal Forms

1. Once the forms are complete and ready to be submitted log in to [UMSL MyConnect](#)
2. Click on the 3 line menu in the upper left hand corner:



3. When the menu expands click on “Students”

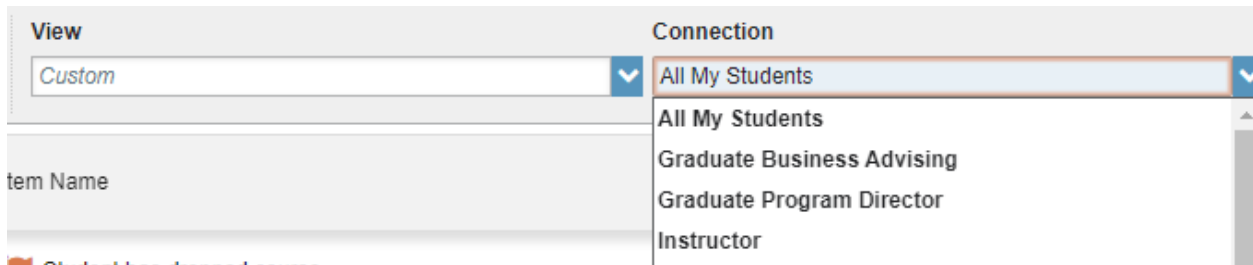


4. Below the top bar, click on “Tracking Items.”



MY STUDENTS

TRACKING

5. In the bar below, change your “Connection” to Graduate Program Director.



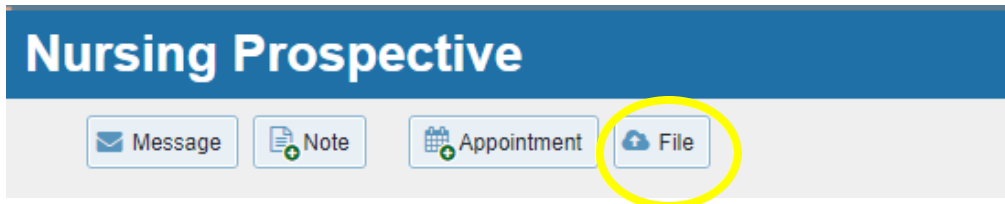
The flags you are managing will be visible

Student	Retention Score	Item Name	Status	Created	Assigned	Due
<input type="checkbox"/>  Prospective, Nursing 18141272		 Financial Aid Suspended	Active	Today by Sampson, Elizabeth		01-31-2020

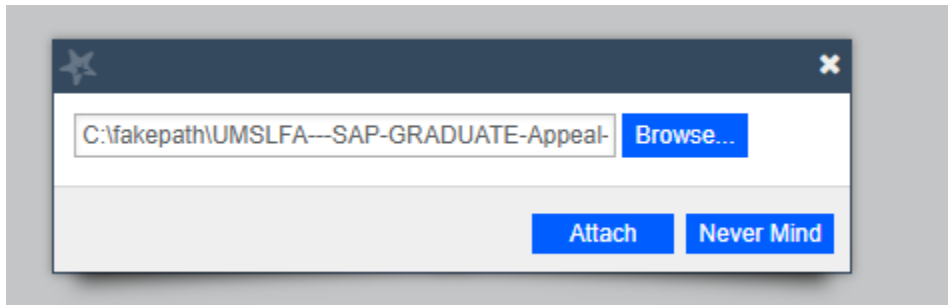
First Previous 1 Next Last Selected: 0 Displaying 1 - 1 of 1 Items

6. Click on the student’s name. The student folder will appear.

7. Click on "File" in the top menu bar.



8. Choose the file from your computer by clicking on "Browse." Once a file is present, Click on "Attach."



9. You should see the following in the student folder:

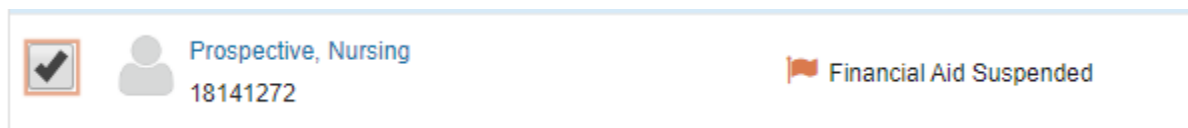
Student Files

 [UMSLFA SAP GRADUATE Appeal FillableForm 11.2019vs2](#) (uploaded by Stacy Pearson on Today) (pending virus scan)

10. Once the forms are uploaded close the student folder by clicking on the "X" in the upper right hand corner.



11. When you see the list again, check the box next to the student's name.



12. Click on "Assign"

Resolve Comment **Assign** Success Plan

Student

Student Name, Username, or ID

<input checked="" type="checkbox"/>	Student	Retention Score
<input checked="" type="checkbox"/>	Prospective, Nursing 18141272	

13. The "Assign Item" box will appear. Under "Assignee" choose other and enter "Thiel" in the search box. Choose Dean Thiel and click on "Assign" at the bottom of the box.

Assign Item

* Assignee

Unassigned
 Me
 Other Provider

Thiel

Thiel, Teresa
Dean
thiel@umsl.edu 314-516-7192

Comment

i If this item has been recently created, permissions may still be in the process of being updated throughout the system. Typically this process will complete within 10 minutes of creating the item. The ability to assign this item to others may be limited until this process is complete.

* Required fields

Dean Thiel will receive notification that the forms are ready for review.