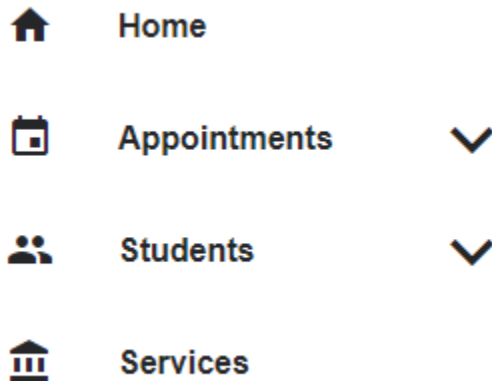


## Instructions for Submitting SAP Appeal Forms

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”

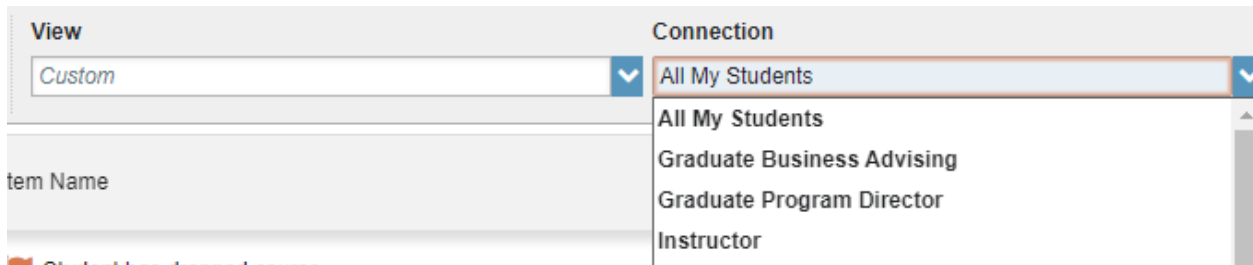


4. Below the top bar, click on “Tracking Items.”



MY STUDENTS

TRACKING

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



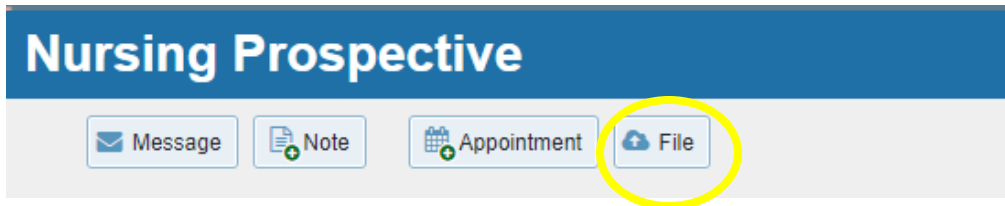
The flags you are managing will be visible

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

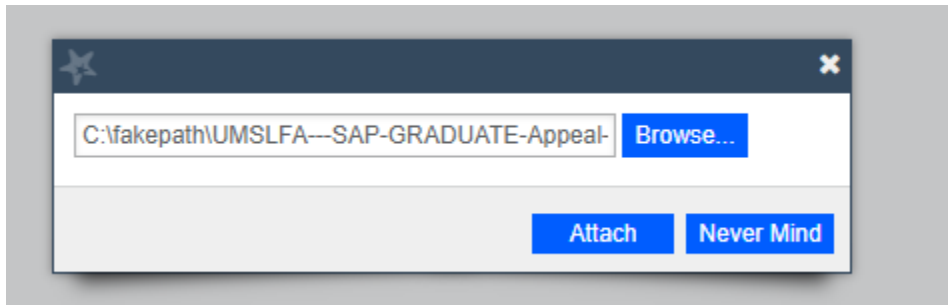
First Previous 1 Next Last Selected: 0 Displaying 1 - 1 of 1 Items

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:

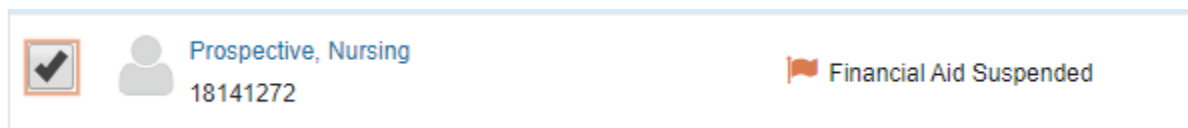
### Student Files

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

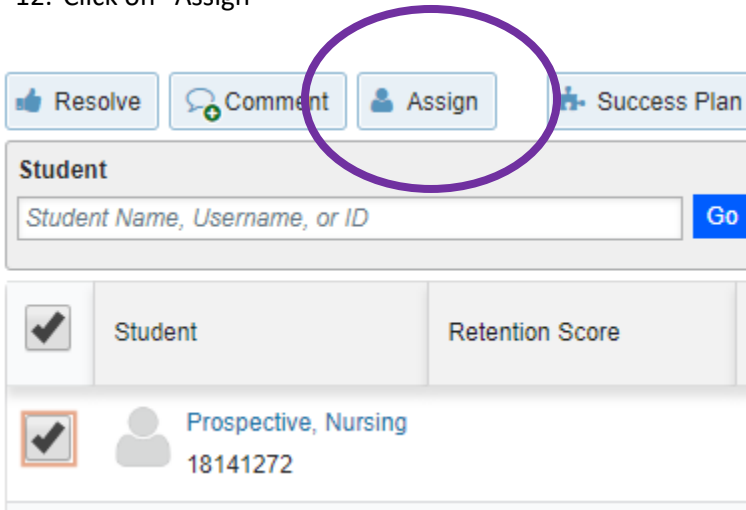
10. Once the forms are uploaded close the student folder by clicking on the "X" in the upper right hand corner.



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

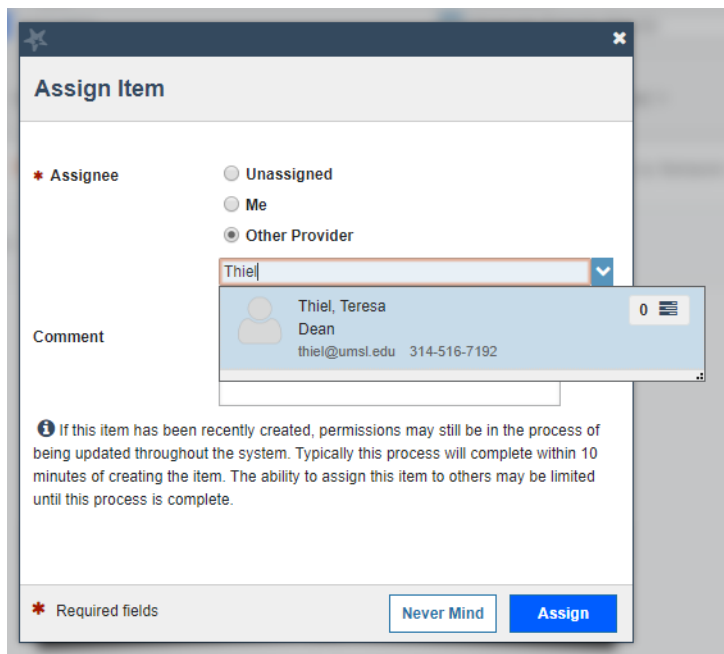


12. Click on "Assign"



The screenshot shows a top navigation bar with four buttons: 'Resolve', 'Comment', 'Assign', and 'Success Plan'. The 'Assign' button is circled in purple. Below the navigation bar is a 'Student' section with a search input field containing the placeholder text 'Student Name, Username, or ID' and a blue 'Go' button. Below the search field is a table with two columns: 'Student' and 'Retention Score'. The first row of the table has a checked checkbox in the 'Student' column and the text 'Prospective, Nursing' and '18141272' in the 'Retention Score' column.

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.



The screenshot shows a dialog box titled 'Assign Item'. It has a section for 'Assignee' with three radio buttons: 'Unassigned', 'Me', and 'Other Provider'. The 'Other Provider' radio button is selected. Below the radio buttons is a search input field containing the text 'Thiel'. A dropdown menu is open below the search field, showing a list of search results. The first result is 'Thiel, Teresa Dean' with contact information: 'thiel@umsl.edu' and '314-516-7192'. Below the search field is a 'Comment' section with a text input field. At the bottom of the dialog box, there is a section for 'Required fields' with two buttons: 'Never Mind' and 'Assign'.

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