<table>
<thead>
<tr>
<th><strong>Process ID</strong></th>
<th>APP_FAC_PRF_02-Approvers</th>
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<tbody>
<tr>
<td><strong>Process Name</strong></td>
<td>Planning Request Form – For Approvers</td>
</tr>
<tr>
<td><strong>General Description</strong></td>
<td>This documentation describes functionality relevant to the approver role in the Planning Request Form application. This includes approving requests within the application.</td>
</tr>
<tr>
<td><strong>Related Documents</strong></td>
<td>APP_FAC_PRF_01-Requestors</td>
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<td></td>
<td>APP_FAC_PRF_03-ProjectManagers</td>
</tr>
<tr>
<td></td>
<td>APP_FAC_PRF_04-Admins</td>
</tr>
</tbody>
</table>
Access the Planning Request Form Application

1. Navigate to apps.kennesaw.edu and login with your NetID and password. (See Figure 1)

![Application Gateway login](image)

Figure 1 - Application Gateway login

2. In the top right navigation bar, click on the “All Applications” icon. (See Figure 2)

![All Applications icon](image)

Figure 2 - All Applications icon

3. Click the View link next to “APP – FACL – Planning Request Form”.

![View link](image)

Figure 3 - View link
**Approve a Planning Request**

As an approver, you should receive an email stating a Planning Request Form is pending a department approval.

1. In the main menu, select the option to “Approve Planning Request”. (See Figure 4)
2. Click the ‘edit’ icon in the list page of requests next to the submission with a status stating “Pending Department Approval”. (See Figure 5)

![Figure 5 - Edit request](image)

3. Review the requester’s submitted information and scroll to the “Approvals” section to select the approver decision and/or enter additional notes. (See Figure 6) If you select "No", then you must state why in the notes section.

![Figure 6 - Approvals section](image)

4. Click **Save** to approve the request. If no further approval is needed from the AAF VP, then the status of the request will update to “Under Review”.