

Electronic Approvals HOW TO use the Minerva Approve Documents menu

How to Approve or Disapprove Completed Documents in Minerva

automatically granted access

Step by step instructions for how to use Minerva Approve Documents Menu:

For Research Grants, please note the following:

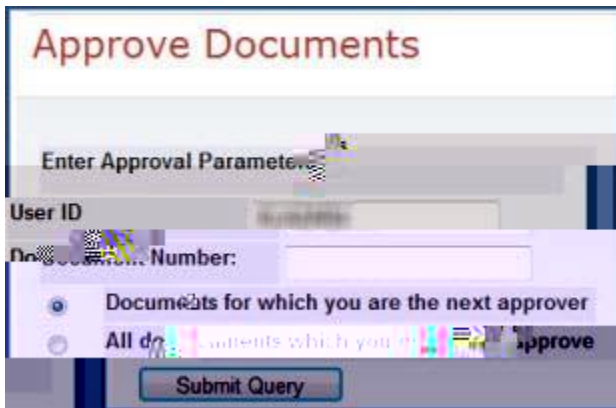
click



Note:



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User ID

Short Username

Leave as is

Note

"Documents for which you are the next approver"

"All documents which you may approve".

Note

Submit

hyperlinked Document number

Note

Approve

