*E\*Value Quick Start*

## Managing Schedule Change Request

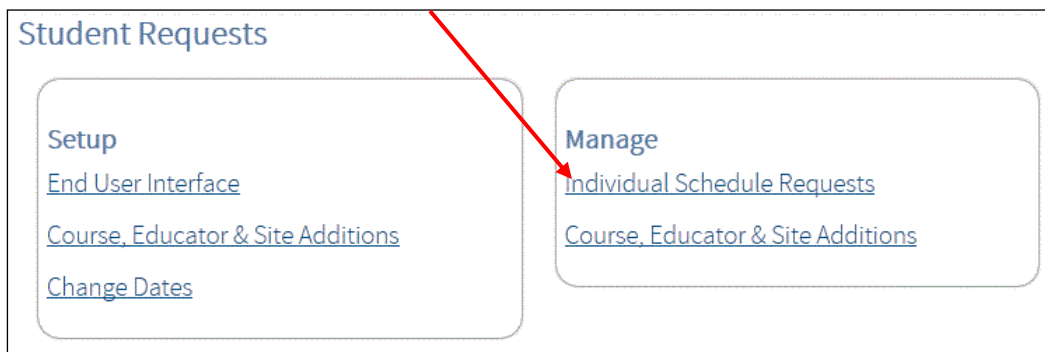You may manage schedule change requests.

### Manage Schedule Change

1. Click on **Schedules Tile** in the top navigation bar to see Schedules Menu Bar, then click on **Student Requests**.



2. Click on **Individual Schedule Requests**



3. Enter desired filter criteria

Click filter

4.  Scroll to left to review  Name, Course TimeFrame, Start Date, End date, Site, Educator Status Request Type

| Name | Course | Time Frame | Start Date | End Date | Site | Educator | Status | Request Type |
|------|--------|-----------|-----------|----------|------|----------|--------|-------------|
| Gerson, Kristin (1) | Acute Care Intraclerkship | AY12/13 Block 3 - Acute Care Intraclerkship | 01/28/2013 | 01/28/2013 | No Site Listed | | Pending Approval | Scheduled Drop |
| Wittbold, Kelley (1) | Emergency Medicine Type A Elective | AY 13/14 Session E2 | 06/03/2013 | 06/28/2013 | UMMMC - University Campus | | Pending Approval | Add |
| teststudent1, som (7) | Endocrinology Type B1 Elective | AY 13/14 Session M7 | 12/30/2013 | 01/24/2014 | UMMMC - University Campus | | Pending Approval | Add |
| teststudent1, som (7) | Musculoskeletal Diseases Type B1 Elective | AY 13/14 Session M10 | 03/31/2014 | 04/25/2014 | UMMMC - University Campus | | Pending Approval | Add |
| teststudent1, som (7) | Infectious Disease Type B1 Elective | AY 13/14 Session M2 | 07/29/2013 | 08/23/2013 | UMMMC - University & Memorial Campuses | | Pending Approval | Add |

Scroll to the right to review  Comments Condensed, Action taken Action Taken By Action Date Documents Request Date Action

| mments Condensed | Action Taken | Action Taken By | Action Date | Documents | Request Date | Action |
|------|--------|-----------|-----------|----------|------|--------|
| | | | | | 01/15/2013 8:25 PM | Audit  Accept  Reject |
| | | | | | 01/14/2013 10:40 PM | Audit  Accept  Reject  Edit  Wait List |
| | | | | | 12/31/2012 1:57 PM | Audit  Accept  Reject  Edit  Wait List |
| | | | | | 12/21/2012 2:30 PM | Audit  Accept  Reject  Edit  Wait List |

Click to assign desired action