GRADE CHANGE WORKFLOW APPROVAL PROCESS
An email will be sent indicating that a grade change request is ready for your review.

Click on the link in the email which will take you directly to the Worklist.

Please use the following URL Worklist link to access the Grade Change Approval:

https://dev.my.uh.edu:8301/psp/sa9dev/EMPLOYEE/HRMS/w/WORKLIST?ICAction
ViewWorklist&Menu=Worklist&Market=GBL&PanelGroupName=WORKLIST

OR

Log into your myUH self-service using AccessUH portal.

Click on the self-service icon.

Click on the Worklist icon in the top right hand corner of the page.

Click on the link as indicated below.
The Grade Change Approval page appears.

- Review the request and indicate approval or denial as indicated.
- Enter comments.
- Click Submit—which sends an email to the next level of approval—if applicable.
- If you are the final level of approval and Enrollment Request ID and a status of SUCCESS will appear.

- An email will be sent to the instructor requesting the grade change and the student indicating that the grade change has been approved (or denied).

- If the status is Error, contact the Office of the University Registrar who can provide assistance at 713.743.1010, option 7.

If you are the final level of approval and Enrollment Request ID and a status of SUCCESS will appear.

An email will be sent to the instructor requesting the grade change and the student indicating that the grade change has been approved (or denied).

If the status is Error, contact the Office of the University Registrar who can provide assistance at 713.743.1010, option 7.
Need further assistance?

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