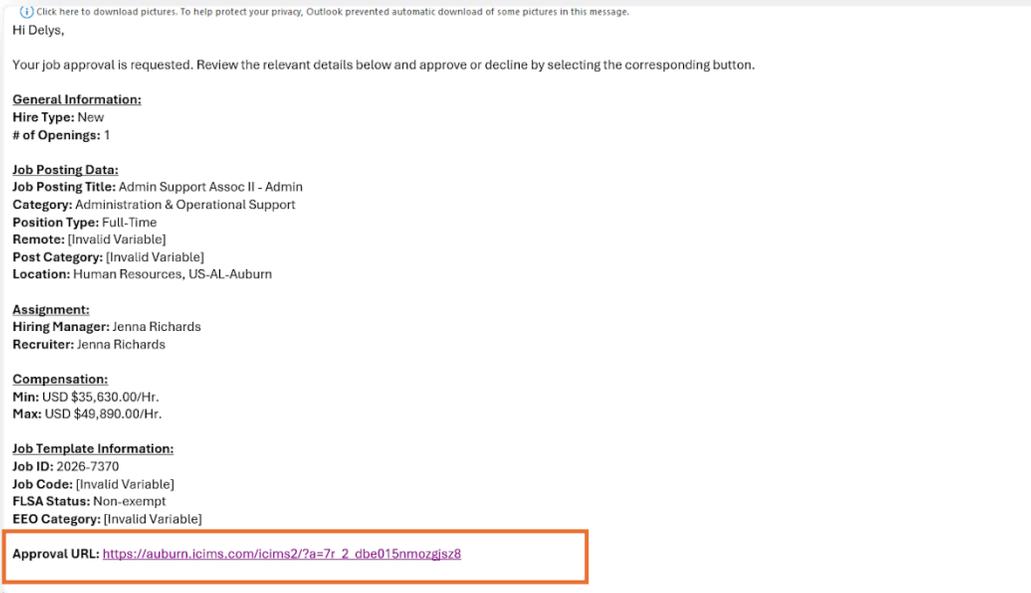


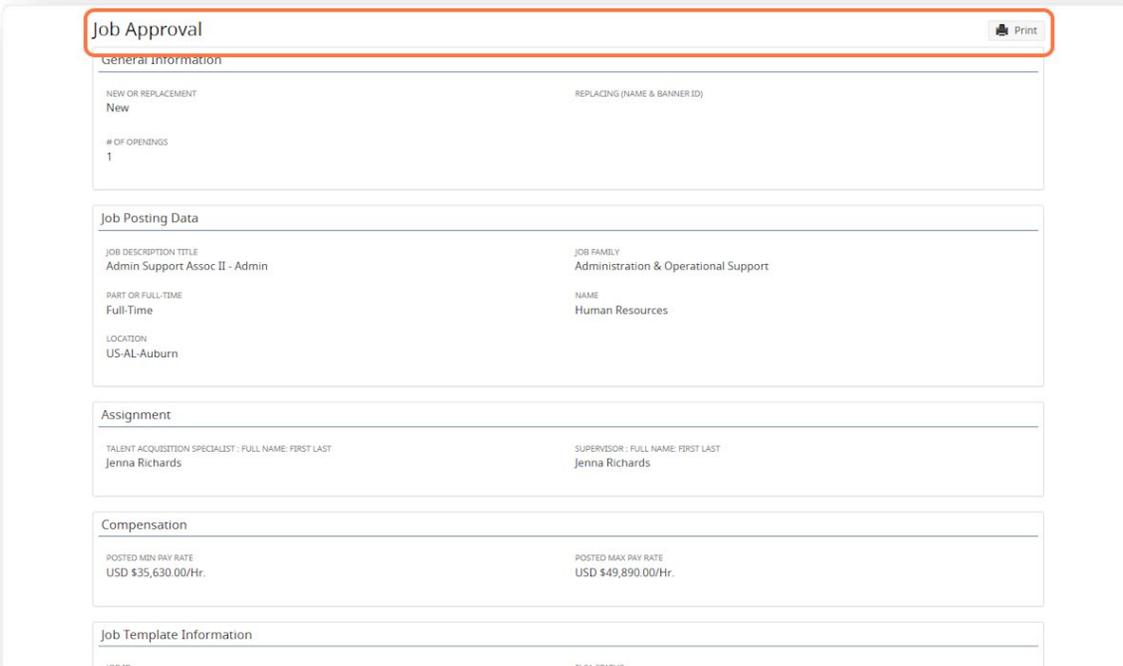


Approving a Job Profile *(from Email Notification)*

1. Click the **link** in the email notification



2. Review **Job Approval** page





3. Enter any edits or notes in the **Approval Notes** text box

Utilize this area if changes are needed within the Detail or Description tabs

You can approve or decline this pending job from this page.
Please enter any comments or notes you have and then choose **Approve** or **Decline**.
If you do not click one of the buttons below, the approval/decline will not complete.

Approval Notes

Approved. |

Approve

4. Click **Approve** or **Decline**

Approver(s)

i This approval process is currently in progress.

Approver	Phone	Date	Status
Delys Wiggins		2/25/2026 12:58 PM	Viewed

Job Approval Note (Approved)

Approved.

Contact

Have any questions?
Contact Delys Wiggins
EMAIL dmw0065@auburn.edu

You can approve or decline this pending job from this page.
Please enter any comments or notes you have and then choose **Approve** or **Decline**.
If you do not click one of the buttons below, the approval/decline will not complete.

Approval Notes

Approved. |

Decline **Approve**