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Navigate to Key Links > PCAS

[OR] Access PCAS by clicking on link provided in the notification email.

1. Click on **Approve Program**.

Select the program.

2. Options for reviewing proposal:

- Click **Open executive summary of all fields in a new window** to view summary data of the current program next to proposed changes.
Note: Not every PCAS field is displayed here.
- Click **Show Draft Catalog Display** to preview the proposed program as it would appear in the University catalog.

Review **Completed Approvals** of the proposal, and **Approver Comments**.

The screenshot displays the PCAS interface for reviewing a proposal. At the top, there are two links: "Open the executive summary of all fields in a new window" and "Show Draft Catalog Display". Below these is a section titled "Completed Approvals" which shows a sequence of actions: "Submit Program" (on 12/05/2016 at 11:42 AM by Anon Name) leading to "Degree-Granting College Sent Back" (for College of Liberal Arts on 12/09/2016 at 09:44 AM by Anon Name), which then leads to another "Submit Program" (on 01/06/2017 at 10:57 AM by Anon Name), and finally to "Degree-Granting College (Pending)" (for College of Liberal Arts). Below this is the "Approver Comments (oldest to newest)" section, showing a comment with "Approval Level: Degree-Granting College", "Action: Sent Back", "Approver: Anon Name", and "Date Submitted: 12/09/2016 at 09:44 AM". The comment text reads: "Expecting updates from dept. regarding sub-plans for Spring 2017." The "Approve Program Actions" section includes a text area for a "New approver Comment" (up to 500 characters), a dropdown for "Degree-Granting Colleges" (set to "College of Liberal Arts"), and a dropdown for "Action Type" (set to "Select Approval Action" with a "--Select One--" option). At the bottom are "Submit" and "Cancel" buttons.

3. Approve Program Actions:

- Add **New Approver Comment** (*optional field*) - recommended when sending proposal back to a previous approval level.
- Select **Action Type**:
 - **Approve Proposal** - select when ready to approve the proposal.
 - **Edit Proposal** - select if approver wishes to edit the proposal or view fields not displayed in the executive summary.
 - **Save Without Approving** - select to save New Approver Comment.
 - **Send Proposal Back to Following Level** - select appropriate prior level to return proposal for additional editing.

4. Click **Submit**.