Course Approval System
Initiating a Course Request

How to Determine Who Has Your Form in Their Action List

Using Document Search

1. Log into: one.iu.edu.
2. In the Search bar, type “Document Search” and press ENTER.
3. Click on the Document Search (Kuali Rice) task.

This will open the Document Search window.

1. Type in the criteria for your search (for example, Document Id or a combination of Initiator and Date Created From, etc).
2. Click search. Your search results will display.
3. Click in the Route Log column.

The Route Log page will give you all kinds of useful information, including, the name of the workgroup that is currently responsible for approving the form.

4. If you would like to see who is in the workgroup, click the workgroup name.

All levels of approval within the system have been set up with workgroups. More than one user may be in a workgroup, although only one needs to approve the request for it to move forward. This allows the schools, departments, etc. to have a back-up if someone should take a vacation or an extended leave.