



Tutorial on How to Approve Students' Special Exam Requests

Step 1: log in to your staff portal and click on the **Pending Approval** section located on the left menu of the portal.

The screenshot shows the PUEA Staff Portal dashboard. The left sidebar menu is visible, with 'Pending Approval' highlighted in red. The main content area displays a list of 13 internal memos, including:

1. KITCHEN AUTONOMY.pdf
2. Calendar of events.pdf
3. Teaching and learning timetable September-December 2022.pdf
4. School of Health Sciences-Department of Nursing September-December 2022.pdf
5. CLOTHES AND PERSONAL HYGIENE DRIVE.pdf
6. EXTENSION OF UNITS REGISTRATION AND ADD AND DROP SEPT-DEC 2022.pdf
7. REGISTRATION DEADLINE FOR ADD AND DROP FORMS SEPT-DEC 2022.pdf
8. INTERNAL ADVERT REGISTRAR POSITION SEPTEMBER 2022.pdf
9. HOSTELS MANAGEMENT AND WORK STUDY.pdf
10. FIRST YEARS' PASSPORT TAKING MEMO FOR SEPTEMBER 2022.pdf
11. MARKS ENTRY IN THE SYSTEM FOR MAY-AUGUST 2022 SEMESTER EXAMS.pdf
12. UPDATED NURSING FINAL EXAM TIMETABLE AS AT AUGUST 2022.pdf
13. NURSING INVIGILATORS SCHEDULE MAY-AUGUST 2022.pdf

Step 2: On the page that opens, Click on **Special Exams** which is located under “**Open Student Requisition Approval List**” (This section displays the type and number of pending approvals)

The screenshot shows the 'Open Student Requisition Approval List' page. The 'Special Exams (0)' link is highlighted with a red box. The page also displays an 'Open Documents Approval List' section with the message: 'You have no requisitions awaiting your approval'.



Tutorial on How to Approve Students' Special Exam Requests

Step 3: On the page that opens, Click on **View document** button which is under **“Open Special Exams List”**. (Each line represents requests from individual students)

Open Special Exams List

Action	Doc No.	Reg No.	Student Name	Requisition Type	Date Sent for Approval
View Document	REQ-00146	P33(GV) /2021	P33(GV) /2021	Special Exams	17/10/2022

Showing 1 to 1 of 1 entries

Step 4: On the page that opens, find the **Assign Lecturer** button and click on it. (This section assigns the specific unit to a lecturer who will mark and enter the exam marks.)

Special Exams (REQ-00146)

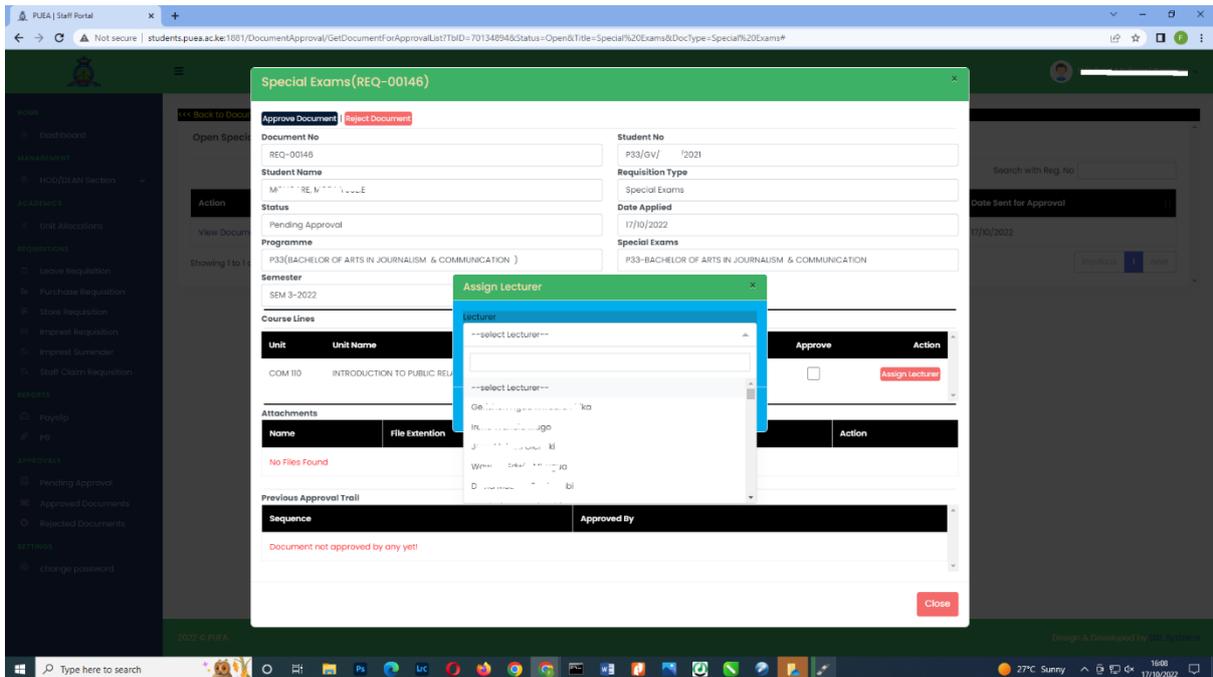
Document No.: REQ-00146
Student Name: P33(GV) /2021
Status: Pending Approval
Programme: P33(BACHELOR OF ARTS IN JOURNALISM & COMMUNICATION)
Semester: SEM 3-2022

Unit	Unit Name	Lecturer	Section	Exam Missed On	Approve	Action
COM 110	INTRODUCTION TO PUBLIC RELATIONS			SEM 1-2022	<input type="checkbox"/>	Assign Lecturer

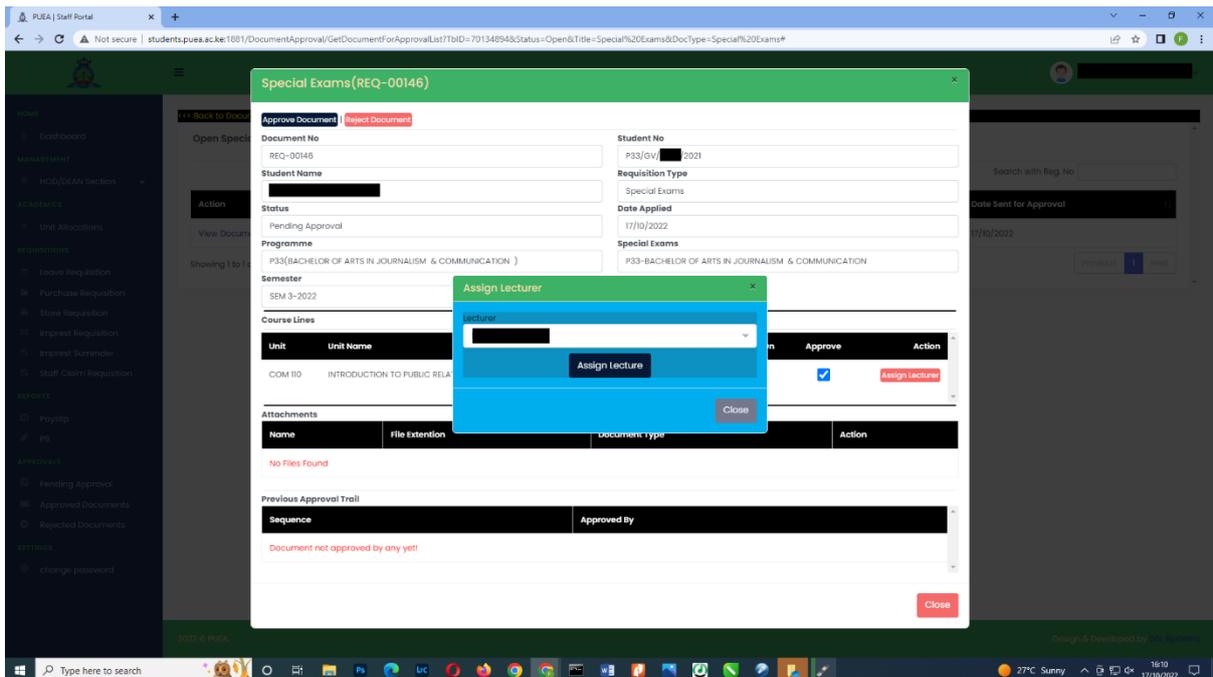


Tutorial on How to Approve Students' Special Exam Requests

Step 5: On the pop-up window that appears, Use the search bar to search for the Lecturer's name that you want to assign the specific unit



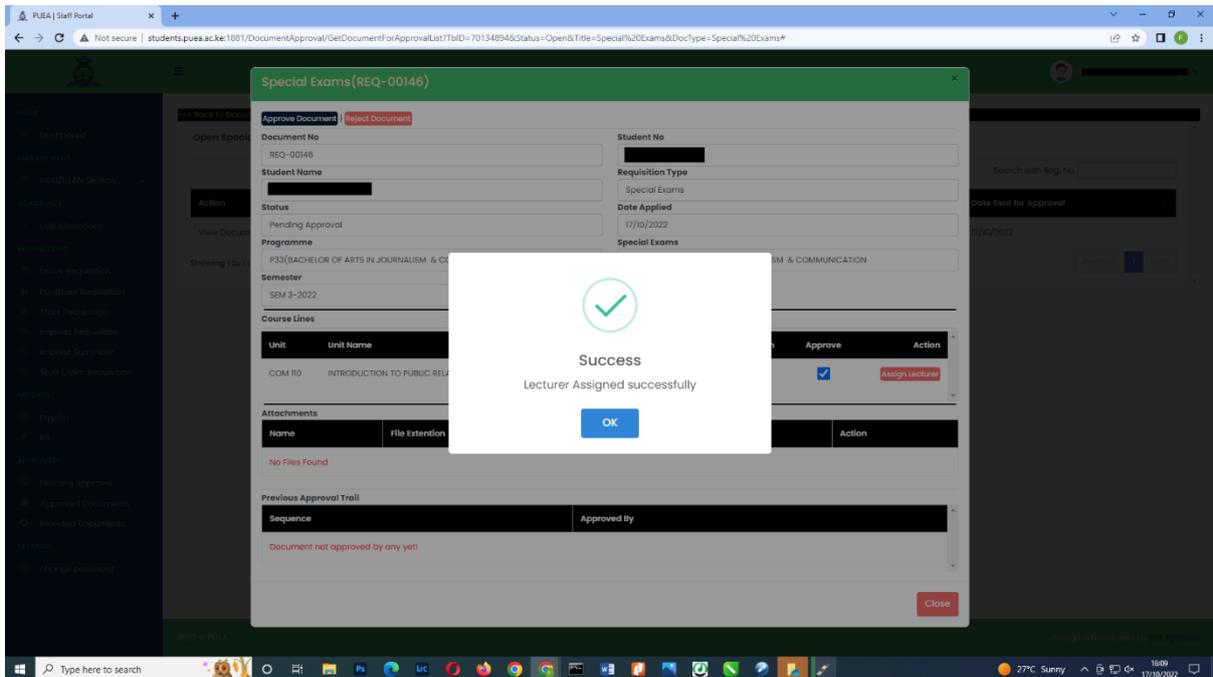
Step 6: Once the name of the specific lecturer appears, click on the “Assign Lecturer” button.



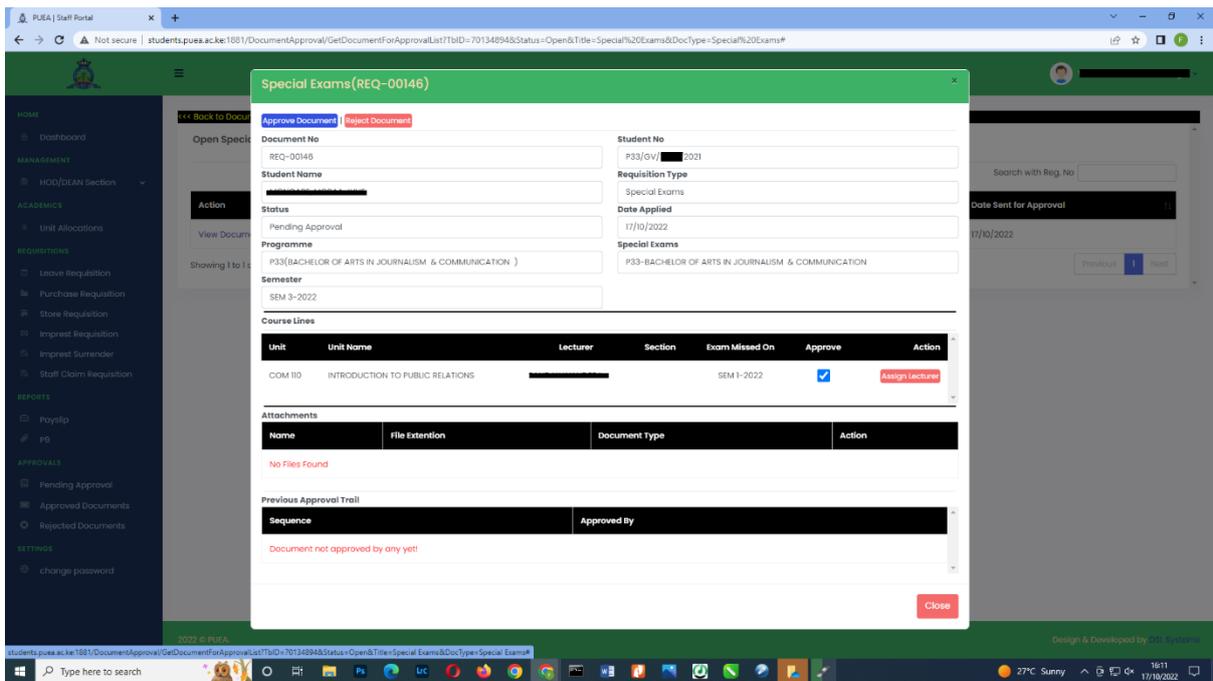


Tutorial on How to Approve Students' Special Exam Requests

Step 7: A Pop-up notification window will appear displaying **“Lecturer Assigned Successfully”**. Click **“OK”**



Step 8: Now that you have assigned all the units to a specific lecturer, click the **“Approve Document”** button which is located at the top left side of the page.





Tutorial on How to Approve Students' Special Exam Requests

Step 9: A confirmatory Pop-up window will appear asking if you wish to approve the document. Click on **"Yes, Approve it!"**

The screenshot shows a web browser window displaying the PUEA Staff Portal. The main content area shows a document approval form for 'Special Exams(REQ-00146)'. The form includes fields for Document No, Student Name, Status, Programme, Semester, and Course Lines. A confirmatory pop-up window is overlaid on the form, asking 'Are you sure? You want to approve this document!' with 'Yes, Approve it!' and 'Cancel' buttons.

Step 10: A success pop-up window will appear notifying that the request has been approved successfully. Click **"OK"**

The screenshot shows the PUEA Staff Portal with the 'Open Special Exams List' table. The table has columns for Action, Doc No., Reg No., Student Name, Requisition Type, and Date Sent for Approval. A success pop-up window is overlaid on the table, stating 'Success Request approved Successfully' with an 'OK' button.



Tutorial on How to Approve Students' Special Exam Requests

Step 11: To view all the approved documents (approved special exams requests), click on the “Approved Documents” section which is located on the left menu of the portal.

The screenshot shows the PUEA Staff Portal interface. On the left, a dark blue sidebar contains a navigation menu with categories: HOME, MANAGEMENT, ACADEMICS, REQUISITIONS, REPORTS, APPROVALS, and SETTINGS. The 'Approved Documents' option under the APPROVALS category is highlighted with a red rectangular box. The main content area is white and features two large white boxes. The top box is titled 'Approved Documents Approval List' and contains the text 'You have no requisitions awaiting your approval'. The bottom box is titled 'Approved Student Requisition Approval List' and contains a button labeled 'Special Exams (0)'. The browser's address bar shows the URL 'students.puea.ac.ke/1881/DocumentApproval/DocumentForApprovalSummer/Tm-Approved'. The footer of the page includes the year '2022 © PUEA' and the text 'Design & Developed by PUEA Systems'.

Step 12: On the page that opens, click on the **Special Exams** button which is located under “Open Student Requisition Approval List”

This screenshot shows the PUEA Staff Portal interface after clicking on 'Approved Documents'. The left sidebar menu is the same as in the previous screenshot. The main content area now shows two sections: 'Open Documents Approval List' with the message 'You have no requisitions awaiting your approval' and 'Open Student Requisition Approval List'. In the 'Open Student Requisition Approval List' section, the 'Special Exams (0)' button is highlighted with a red rectangular box. The browser's address bar shows the URL 'students.puea.ac.ke/1881/DocumentApproval/DocumentForApprovalSummer/Tm-Open'. The footer of the page includes the year '2022 © PUEA' and the text 'Design & Developed by PUEA Systems'.



Tutorial on How to Approve Students' Special Exam Requests

Step 13: On the page that opens, a list of all approved special exam requests will appear. Click on the “View document” button under each line to view the details of each request.

Approved Special Exams List

Action	Doc No.	Reg No.	Student Name	Requisition Type	Date Sent for Approval
View Document	REQ-00146	P33(OV) 2021	[REDACTED]	Special Exams	17/10/2022

Showing 1 to 1 of 1 entries

Step 14: The details of each request will appear as displayed below.

Special Exams(REQ-00146)

Document No: REQ-00146
Student No: P33(OV) 2021
Student Name: [REDACTED]
Status: Approved
Date Applied: 17/10/2022
Programme: P33(BACHELOR OF ARTS IN JOURNALISM & COMMUNICATION)
Semester: SEM 3-2022
Special Exams: P33-BACHELOR OF ARTS IN JOURNALISM & COMMUNICATION

Unit	Unit Name	Lecturer	Section	Exam Missed On	Approve	Action
COM 110	INTRODUCTION TO PUBLIC RELATIONS	[REDACTED]		SEM 1-2022	<input checked="" type="checkbox"/>	Assign Lecturer

Attachments

Name	File Extension	Document Type	Action
No Files Found			

Previous Approval Trail

Sequence	Approved By
Document not approved by any yet!	

Close