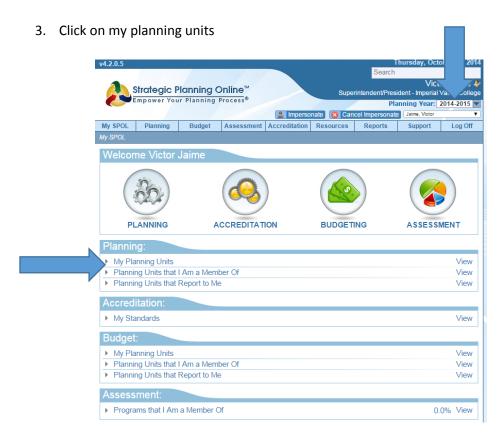Approving Planning Objectives in SPOL

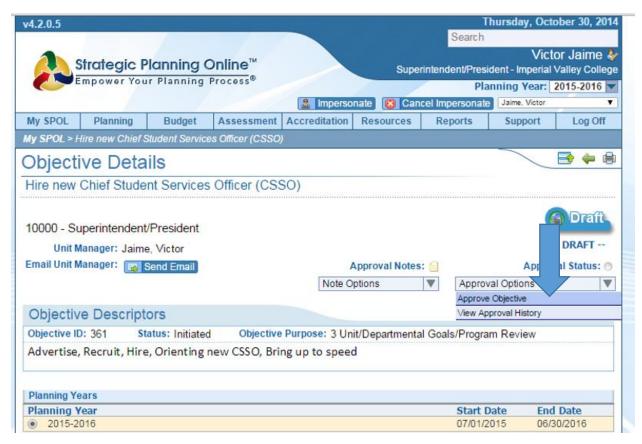1. Log in to SPOL
   a. Go to spol.imperial.edu

2. Change Planning year to 2016-17 to approve Planning Objectives for 2016-17 year

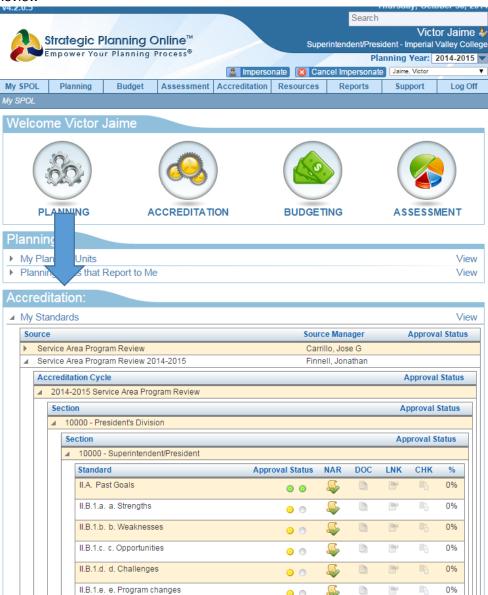3. Click on my planning units

4. Click on your first objective

5. Under Approval options, choose Approve Objective

6. DO steps 1-5 for all of your objectives under my Planning Units and for Planning Units that report to me.
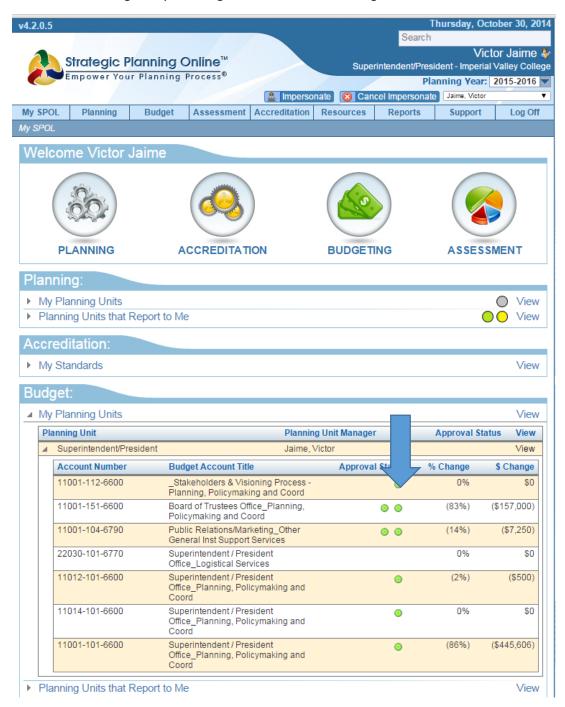
Approving Program Review, Present Data Analysis– in Accreditation Module

1. Under Accreditation Menu, click down to open 2015-16 Academic or Service Area Program Review

2. Click on first standard…..under approval options approve standards
3. Do the same for all standards and for all planning units that report to you.

Approving Budgets -

1. Change Planning year to 2016-17
2. Under Budget, My Planning Units, click down to budget accounts

3. Click on all budget accounts that have a dollar figure and approve.