

Advisor Review for Pending Annual Budget Requests

1.	Login to FalconsConnect	https://uwrf.campuslabs.com/engage/
2.	From the main page of FalconsConnect, click the Submissions icon (looks like a small file box) in the top right	Explore University of Wisconsin - River Falls
	corner of your screen.	Welcome to MyOrgs Contact us with Questions
3.	It should bring you to a page with a budget waiting for your approval. Click on the budget .	AllCurrentlyReviewable : 1 result Export CSV PDF Sort by: Submitted Date V Test Organization (Stephanie Kaminski) Test Budget 22-23 \$ 600.00 \$ 5 600.00 No. 141550 Submitted Feb 23, 2022 Status: Submitted Step: Advisor Review \$ 600.00
4.	After you have clicked on the budget, you should be able to view it. There are three tabs at the top of the budget request. One tab is titled "BUDGET," and that will show you the breakdown of the events/amounts the org is asking for.	Request Request D Install Budget 22-23 Budgeting Process Annual Budget Request 22-23 Step: Additional reviewers have been monually added to this step.
5.	If you approve of it, please click the FORWARD TO NEXT STEP button . This is your "approval" of the budget. It will then be moved to the Finance Committee.	Stephanie Kaminski On Behalf Of Test Organization Description No description odded Requested Total 5500.00
6.	After you click the FORWARD TO NEXT STEP button, you will likely encounter this pop- up. It looks like an error message, but it is really telling you that you have moved it to the next step correctly.	Submission Moved to Next Step You do not have access to view submissions in the next step and will be redirected to budget submissions list instead. CONTINUE TO LIST