

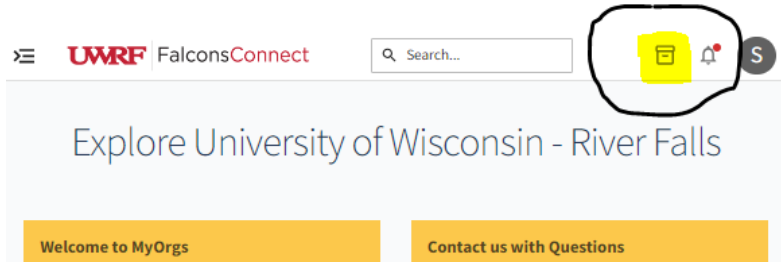


## Advisor Review for Pending Annual Budget Requests

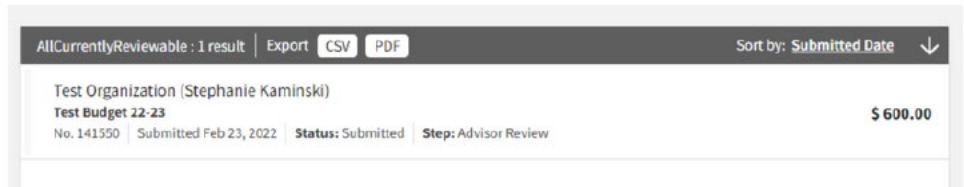
1. Login to FalconsConnect

<https://uwrf.campuslabs.com/engage/>

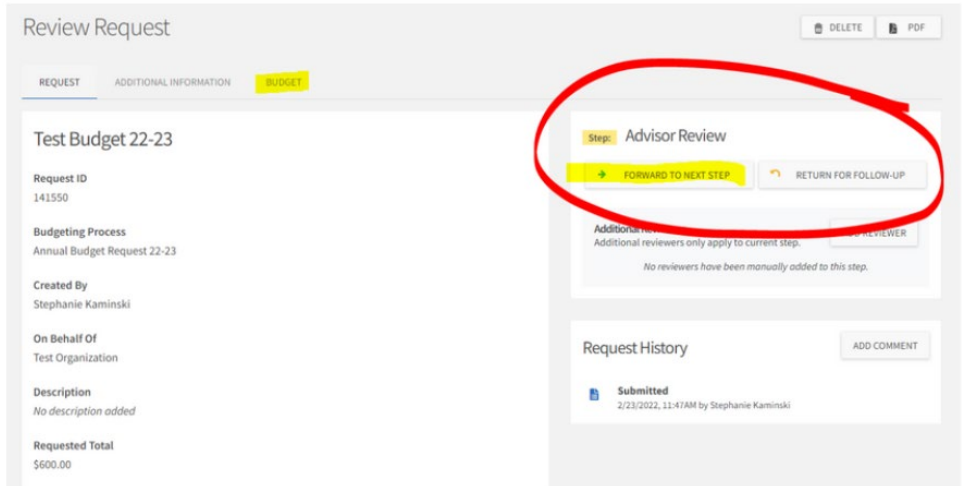
2. From the main page of FalconsConnect, click the Submissions icon (looks like a small file box) in the top right corner of your screen.



3. It should bring you to a page with a budget waiting for your approval. **Click on the budget.**



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.



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.

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.

