



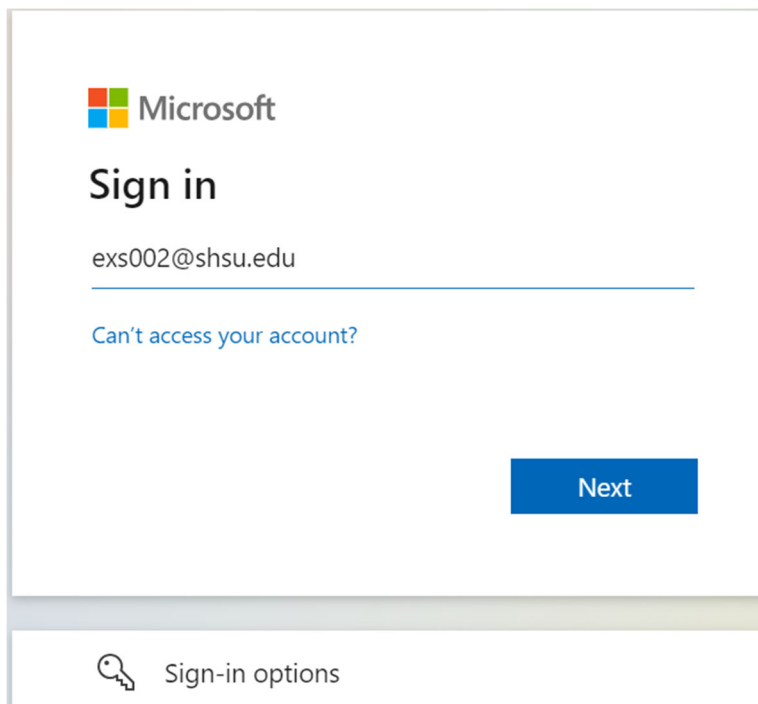
# Sam Houston State University

MEMBER THE TEXAS STATE UNIVERSITY SYSTEM

OFFICE OF THE REGISTRAR

## How to Login

Click on the Link to Process Maker (Ellucian Workflow) located on the Schedule Build Resources website or the Office of the Registrar's website under Forms and Documents.



The screenshot shows a Microsoft sign-in interface. At the top left is the Microsoft logo. Below it, the text "Sign in" is displayed. A text input field contains the email address "exs002@shsu.edu". Below the input field is a blue link that says "Can't access your account?". To the right of the input field is a blue button labeled "Next". At the bottom left, there is a key icon and the text "Sign-in options".

Sign into Microsoft 365 with your SHSU login information. Once logged in, you will be directed to the Requests Dashboard.



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The screenshot shows a web application interface for the Registrar's Office. At the top left is the SH logo. The main header includes 'Requests' and 'Tasks' with a '+ REQUEST' button, a notification bell, and a user profile icon 'ES'. Below the header is a breadcrumb trail: 'Home / Requests / My Requests'. The dashboard features three summary cards: 'My Requests' (0), 'In Progress' (0), and 'Completed' (0). Below these cards is a filter bar with dropdown menus for 'Process' (set to 'In Progress'), 'Edgard Sanchez', and 'Participants'. The main content area displays a 'No Data Available' message with a sun icon.