Comply Requests – (**Act 48 – Request Hours from Non-District Sponsored Event**)

How To – To create this item on your portal, follow the directions below.

1) Log into Comply

2) Requests → Templates

3) Search for and locate the Template called ***Act 48 – Request Hours from Non-District Sponsored Event*** → View

4) From the item's detail page, select Actions → Duplicate

5) From the edit compliance item page, customize the item to the unique needs of your school district.

   a. Title – leave as is or edit as needed

   b. Description – leave as is or edit as needed

   c. Instructions – leave as is or edit as needed

   d. Person of Contact – add person(s) of contact

   e. What is required of the user? – leave as is (box checked for Completed Questionnaire <u>and</u> Uploaded Evidence)

   f. Request Availability – leave as is (Always Available) or edit to select a Specific dates of availability

   g. Request Assignment – leave as is (item will be available for everyone) or Add/Manage Group Assignment to specify which groups of users can access this item

   h. Approver Request Reminders – leave as is or edit as needed (add additional reminders for approvers)

   i. Approver Email Preference – leave as is (Immediate Notification)

   j. Questionnaire – editing questionnaire will occur in step # 8

   k. Resources – leave as is or edit as needed (add links and/or documents)

   l. Approval Stages – add one or more approval stages as needed. Note – Each approval stage must have one or more approvers. If more than one approver is added to an approval stage, you can allow the user to select the appropriate person to submit their request.

   m. Tags – add tag as needed

n. Act 48 – leave as is. Note – The Act 48 Event Type is set to User Based because the Act 48 event details may vary by end user.

6) Request Follow-Up

a. Require follow-up for every request – leave as <u>NOT</u> required

7) Save, Publish, and Close the item

8) From Questionnaire Management → Templates

a. Locate the Template titled, **Act 48 Event Feedback Form** → Actions → Edit

b. From the Edit Questionnaire page, customize the form…

- Title – edit title as needed and be sure to remove template copy
- Questions – edit questions and add questions as needed
- When finished Save → Close

9) Locate and return to your item from Requests → Request Management → My Request Supervision to view this available Request.

Note: This Request item is now accessible to users under "Available Requests" and can be completed at will.