# How to approve an eRAR

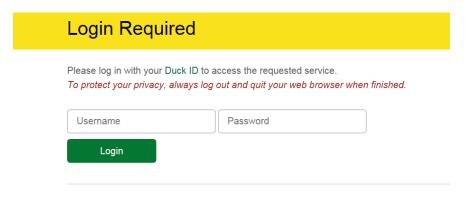
## Version 1:

1. After the submitter enters and submits an eRAR, they will get a confirmation email of the submission, and you (the approver) will receive an email asking you to approve it. Scroll to the bottom of the email and click on "Click here to Review and Authorize this RAR" (see red arrow below). Ignore the Text below this link.

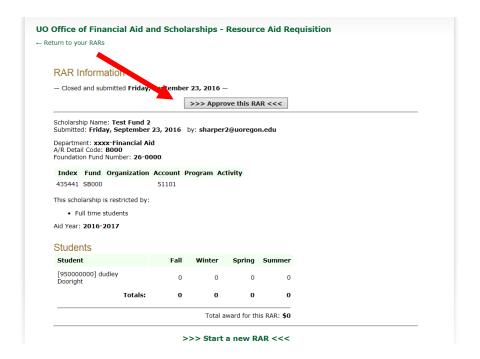


(If you get an error when clicking here, skip to page 4 of these instructions)

2. You will be led to a login screen where you log-in with your DuckID and Password that looks like this:



3. This will lead you to the screen where you can review the RAR. If you want to approve it, click "Approve this eRAR" (see red arrow below):



4. This will lead you to the screen confirming you have approved the eRAR correctly. (Note the confirmation statement near the red arrow below)



5. Finally, you will automatically receive an email for your records, stating that you have approved the eRAR (Note the confirmation statement near the red arrow below):



financialaid@uoregon.edu

RAR APPROVED [xxxx-Financial Aid] for sharper2@uoregon.edu



1 If there are problems with how this message is displayed, click here to view it in a web browser.

A Resource Aid Requisition (RAR) has been APPROVED by Tina Phifer, on Friday, September 23, 2016

### **RAR Information**

- Closed and submitted Friday, September 23, 2016 -
- Approved on Friday, September 23, 2016 by Tina Phifer

Scholarship Name: **Test Fund 2**Submitted: **Friday, September 23, 2016** by: <a href="mailto:sharper2@uoregon.edu">sharper2@uoregon.edu</a>

Department: xxxx-Financial Aid A/R Detail Code: B000 Foundation Fund Number: 26-0000

Index Fund Organization Account Program Activity

435441 SB000 51101

This scholarship is restricted by:

· Full time students

Aid Year: 2016-2017

#### **Students**

Student	Fall	Winter	Spring	Summer
[950000000] dudley Dooright	0	0	0	0
Totals:	0	0	0	0

Total award for this RAR: \$0

## Version 2:

Some people find that when they click on the link in their email, they are led to an error page. That is because the eRAR system doesn't always work well with some browsers (it prefers Firefox). If you get an error message, just close the browser and go back to your approver email. Then follow this set of directions:

 Ignore the first link in blue. Copy (Ctrl + C) or mentally note the six-character code at the very bottom of the email, as you'll need to enter it in later on. (see green circle below). Now, click on the link that has the URL completely typed out (see green arrow below):

Student	Fall	Winter	Spring	Summer
[950000000] Dudley Doright	1234	5678	9012	1234
[950000000] Bullwinkle Moose	35	36	37	38
Totals:	1269	5714	9049	1272

Total award for this RAR: \$17304

## Click here to REVIEW and AUTHORIZE this RAR.

above link does not work, copy the following to the address bar of your browser:

<a href="https://enroll-recsupww.uoregon.edu/scholarships/RAR/approve.asp">https://enroll-recsupww.uoregon.edu/scholarships/RAR/approve.asp</a>

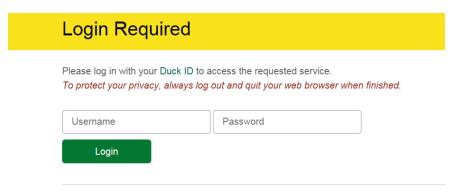
Then enter the following code:

d14880

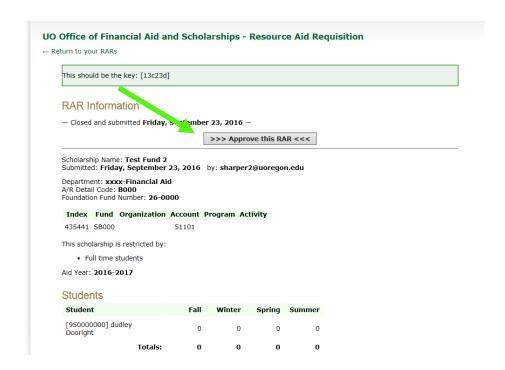
2. This will lead you to a screen in the eRAR system, prompting you to enter the code that you copied from your original email. Paste or type it into the box and click the "Review RAR" box. (see green arrow)



3. You will be led to a log in screen where you log-in with your DuckID and Password that looks like this:



4. This will lead you to the screen where you can review the RAR. If you want to approve it, click "Approve this eRAR" (see green arrow below):



5. This will lead you to the screen confirming you have approved the eRAR correctly. (Note the confirmation statement near the green arrow below)



6. Finally, you will automatically receive an email for your records, stating that you have approved the eRAR (Note the confirmation statement near the green arrow below):

