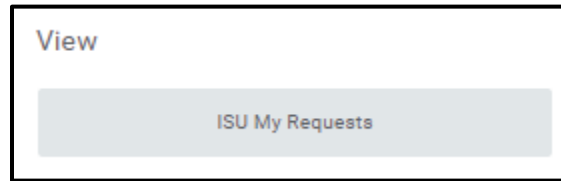
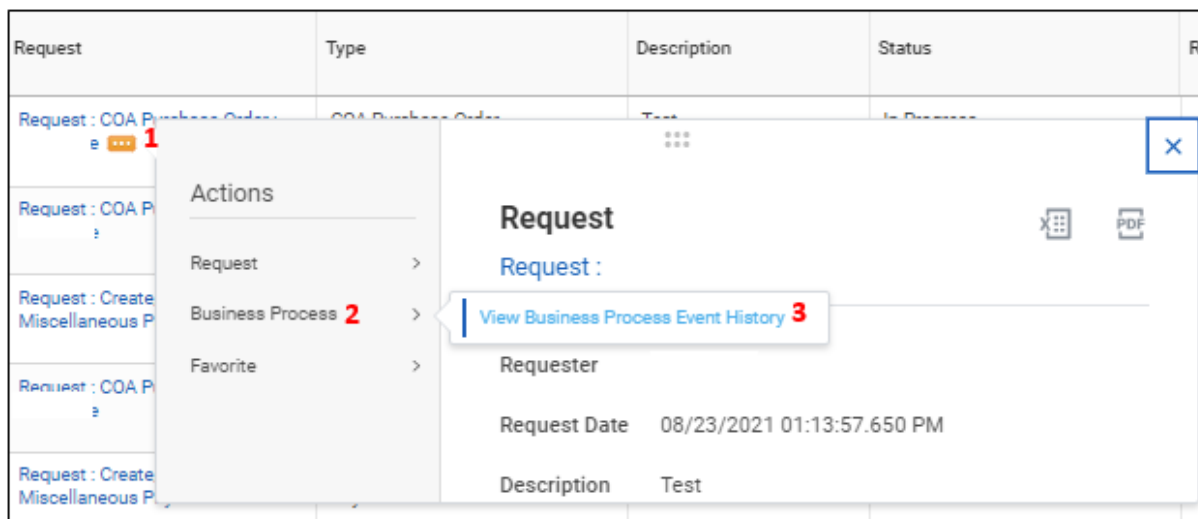


## Campus Organizations Accounting - Using My Requests to Review Workday Requests

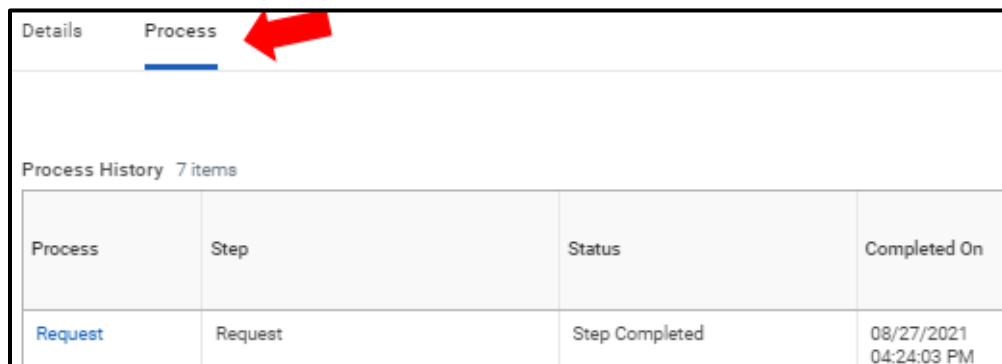
The requestor can check the status of any request made through *Create Request* by using *ISU My Requests* in the *Requests* application, or search *ISU My Requests* in the Workday search bar.



A list of every request you've made will populate, and the status column will show whether the request is "Complete" or "In Progress". If you want to find more information about an in-progress request, first select the more actions orange button from within the first column (1). Then go to **Business Process** from the menu that appears (2). Then select the link **View Business Process Event History** (3).



You'll then find what information you entered on the request form (under Details), and who has approved or has yet to approve the request (under Process).



"Send Back" information will also show under the Process tab, and you can find the person or group who next needs to take action at the step that shows "Awaiting Action"