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.

View		
	ISU My Requests	

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)**.

Request		Туре		Description	Status		R
Request : COA Pro-	o-J	004 Dk		T	In Deserver		×
Request : COA P	Actions		Request			×	PDF
	Request	>	Request :				
Request : Create Miscellaneous P	Business Proce	ess <mark>2</mark> >	View Business Process Event History 3				
Request ; COA P	Favorite	>	Requester				
e			Request Date	e 08/23/2021 01:1	3:57.650 PM		
Request : Create Miscellaneous P			Description	Test			

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).

Details Process							
Process History 7 items							
Process	Step	Status	Completed On				
Flocess	Steh	Status	completed on				
Request	Request	Step Completed	08/27/2021 04:24:03 PM				

"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"