

How to Approve Pending IAPs (BP Logix)

my UTEP **1**

Home Sign In

Sign in to view your finances, grades, classes, and more

Sign In **2**

For Students For Faculty & Staff

Approve an IAP

1. Navigate to my.utep.edu
2. Click on **Sign In** from the main menu
3. Enter your UTEP credentials to log into dashboard
4. Scroll down to **Pending Tasks** section in Dashboard
5. Click on IAP to be approved
6. Enter your UTEP credentials to login into BP Logix
7. Review the form and scroll down to bottom of screen and click **Approve**. For any errors/modifications select Return to Initiator.

UTEP

UTEP Single Sign On **3**

User Name (e.g., domain\name) Password

New Account/Change Password

Log in

PENDING TASKS **4**

Task Name	Assigned Date	Status
New Hire PSForm Submitted On 12/6/2017 1:43 PM #363549 PSF 5	12/6/2017 8:50:29 PM	Pending Account Owner Approval of New Hire Request

See All Pending Tasks

Authentication required

https://forms.utep.edu

Username

Password

Log in Cancel

Return to Initiator Approve **7** Close Without Saving



PeopleSoft Tips

- If you are not able to see the **Pending Tasks** section in the dashboard, navigate to the **Customize** section at the top of the screen and make sure the **Pending Tasks** section is selected.