How to Approve Pending IAPs (BP Logix)

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.

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.