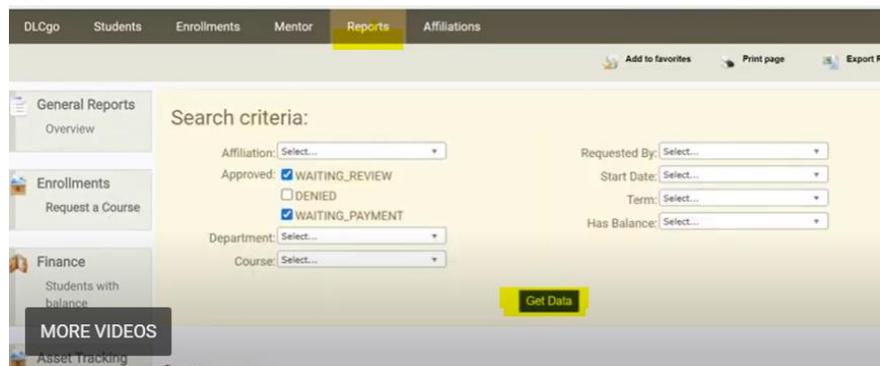


[How To Approve a Course in DLCgo](#)

The following information will provide step by step instructions on how to approve a course that has been requested for a student.

1. Go to www.dlcgo.ca, and click Reports on the top tool bar
2. Click Get Data

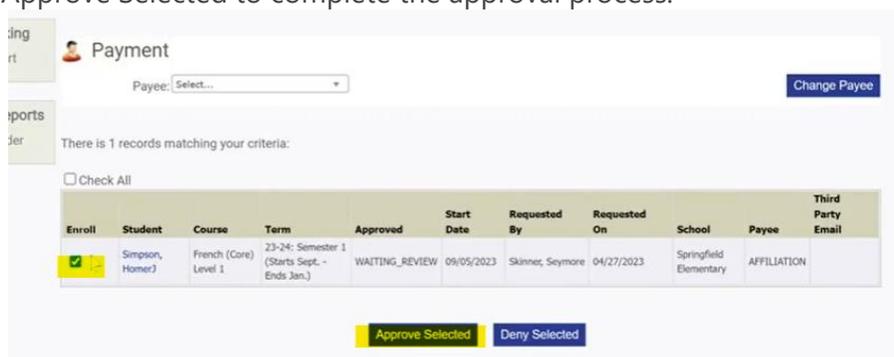


The screenshot shows the 'Reports' section of the DLCgo interface. The 'Search criteria' section includes the following fields:

- Affiliation: Select...
- Approved: WAITING_REVIEW, DENIED, WAITING_PAYMENT
- Department: Select...
- Course: Select...
- Requested By: Select...
- Start Date: Select...
- Term: Select...
- Has Balance: Select...

A yellow 'Get Data' button is located at the bottom right of the search criteria area.

3. Click request a course under enrollments side tab
4. A list of courses you have requested will appear at the bottom of the screen. Check off Enroll for the course(s) you want to approve.
5. Click Approve Selected to complete the approval process.



The screenshot shows the 'Payment' page with a dropdown menu for 'Payee' and a 'Change Payee' button. Below the dropdown, it states 'There is 1 records matching your criteria:' and includes a 'Check All' checkbox.

| Enroll | Student | Course | Term | Approved | Start Date | Requested By | Requested On | School | Payee | Third Party Email |
|-------------------------------------|-----------------|-----------------------|--|----------------|------------|------------------|--------------|------------------------|-------------|-------------------|
| <input checked="" type="checkbox"/> | Simpson, HomerJ | French (Core) Level 1 | 23-24: Semester 1 (Starts Sept. - Ends Jan.) | WAITING_REVIEW | 09/05/2023 | Skinner, Seymore | 04/27/2023 | Springfield Elementary | AFFILIATION | |

At the bottom of the table, there are two buttons: 'Approve Selected' (yellow) and 'Deny Selected' (blue).