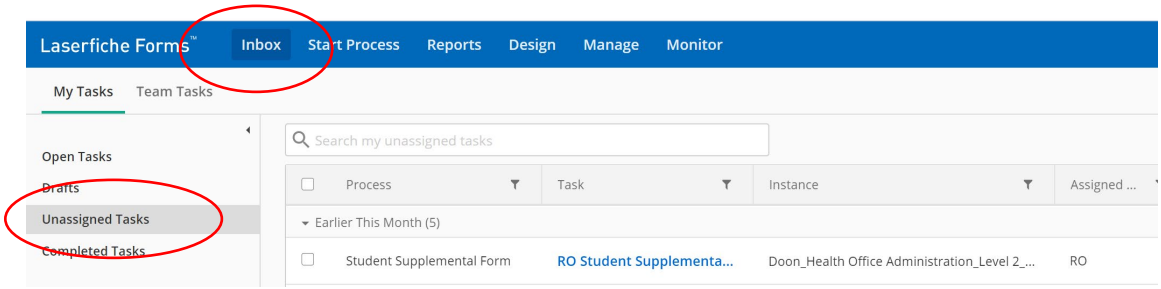
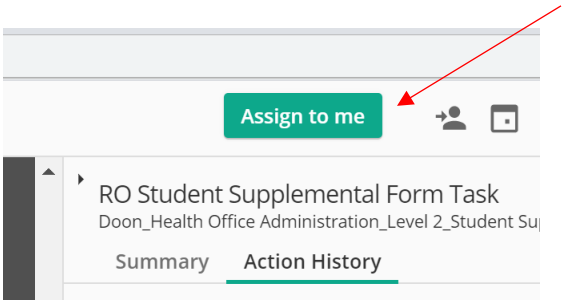
Faculty instructions to access/initiate supplemental requests

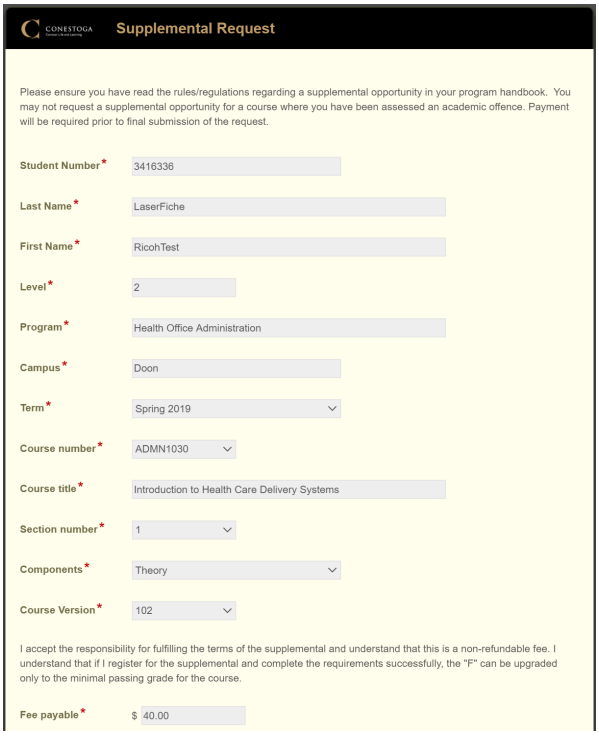
Login to Laserfiche
Username: Your full Conestoga email address
Password: The same password you use to login to your PC/network

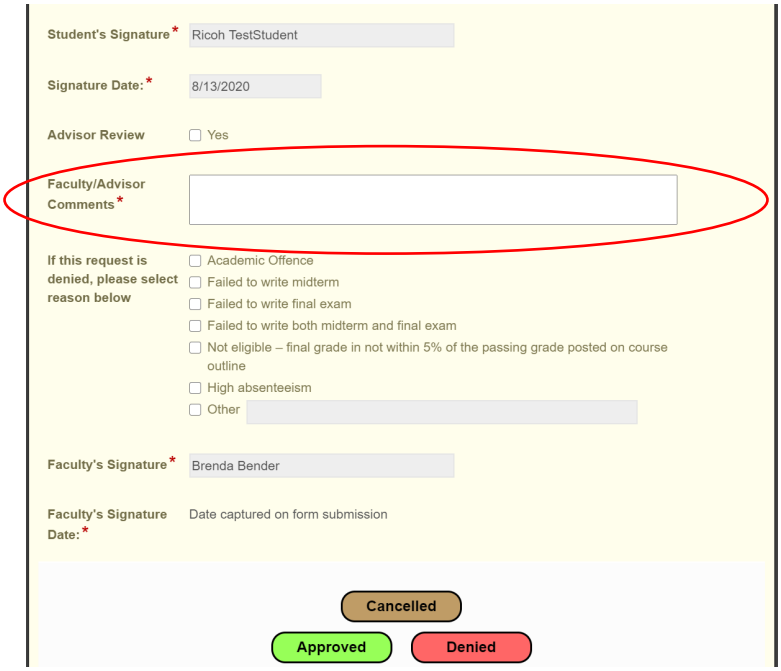
To approve or deny a request to write a supplemental exam:



1. Navigate to the **Inbox** tab.
2. Select **Unassigned Tasks.**
   - All Supplemental requests will be displayed here.
3. Select the task highlighted in blue to open the request.
4. Select **Assign to me** to be able to action the form.







Approved requests

1. If you are approving the request, it is <u>very important</u> to include the details of how the supplemental will be completed in the **Faculty/Advisor Comments** box. Provide specific details such as date/time/location. List all tools the student is required to bring. Include a deadline date, if applicable.
2. After completing the comments, select the **Approved** button.
3. An email notification will go to the student to let them know the request has been approved. The student will see the comments you have entered on the form.
4. The email notification will direct students to the Student Portal to pay the required $45 supplemental fee. ***If they have a credit balance on their account that covers the cost of the supplemental, no further payment is required.***
5. A new form will launch into your task box. Complete this form when the results of the supplemental are known. Indicate if the supplemental was a *pass* or *fail*.
6. If it was a pass, a ***Grade Change Request*** form will automatically launch into your task box. Complete and submit the form.

Denied requests

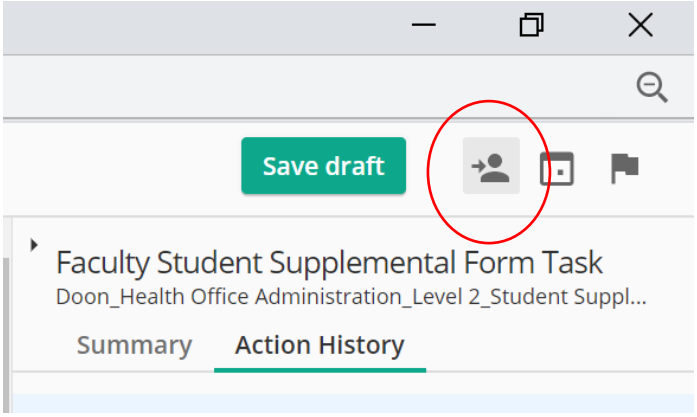
1. If you are denying the request, you can choose one of the reasons identified on the form or select **Other** and write your own comments.
2. Once a reason is chosen, select the **Denied** button.
3. The student will receive an email to notify them that their request has been denied and will see the reason you have identified.

How to cancel a request

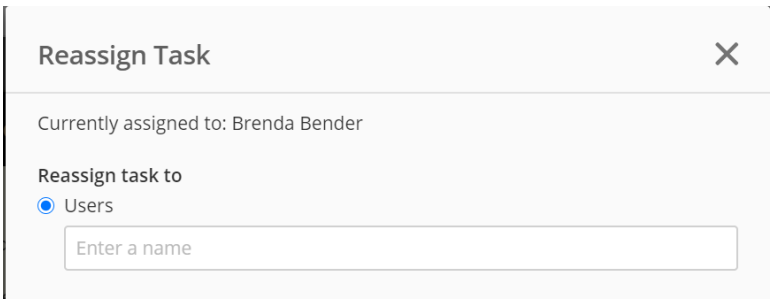
If a student notifies you that they want to cancel their request after they have already submitted it, you can select the **Cancelled** button and the request will be terminated.

*** If you cancel or deny a request in error, you will have to notify the student that they will need to submit a new request.**

Reassign the form



1. If you would like to reassign the form to another faculty member or Chair, you can do so by selecting the **Reassign** icon shown above.
2. Type in the name of the person you would like to assign the task to.



To initiate a request to write a supplemental exam on a student's behalf:

1. Login to Laserfiche and choose "Student Supplemental Form – Faculty".
2. Select "Start process".
3. Enter Student Number and all other required details.
4. Select Submit.
5. The student will receive an email notification with instructions to pay through the Financial tab in the Student Portal.

Please note: the initial *failed* grade must be entered by faculty in order for the course to appear for selection on the form.