Instructions for Processing Security Authorization Form

1. The Authorization form will be sent to you as a Word document via Email.
2. Double click on the attached Word document.
3. Scroll to the bottom of the document.
4. Insert the Approval Comment next to the appropriate Approval line as follows:

   If you are the Supervisor,

   Position the cursor at the end of the **Date of User's Immediate Supervisor Approval:** line.

   If you are a Team Leader,

   Position the cursor at the end of the appropriate Team Leader Approval line.

   From the Menu Bar, click on **Insert**, click on **Comment.** The Comment Area appears on the document. Type in the appropriate comment (Ex: Approved). Select Close on the Comment Area tool bar.

5. Insert the Date next to the appropriate Approval line as follows:

   If you are the Supervisor,

   Position the cursor at the end of the **Date of User's Immediate Supervisor Approval:** line.

   If you are a Team Leader,

   Position the cursor at the end of the appropriate Team Leader Approval line.

   From the Menu Bar, click on **Insert**, click on **Date and Time.** The date selected should be in mm/dd/yyyy format. Click OK to insert the date.

6. Exit Word. You will be prompted by a message: "This document has a routing slip".
7. Click "Yes" to forward the document to the next recipient.
8. Click "No" when prompted to save the changes.