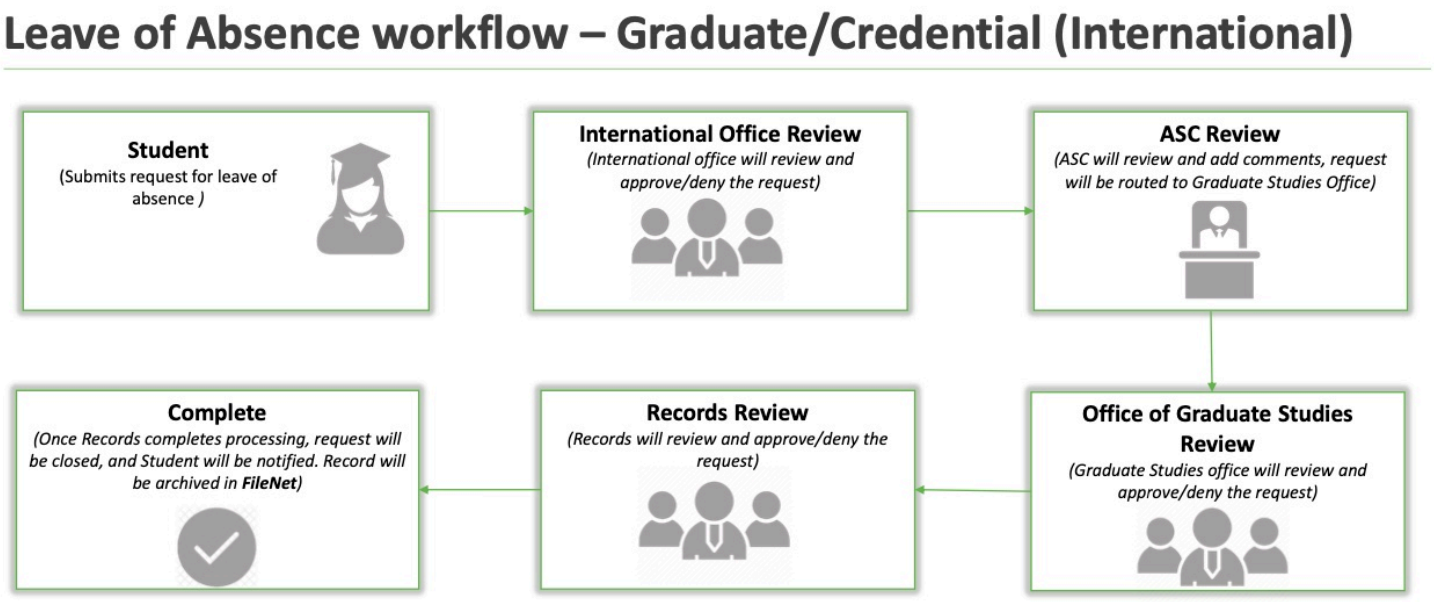
Leave of Absence Faculty Guide - Graduate Credential International

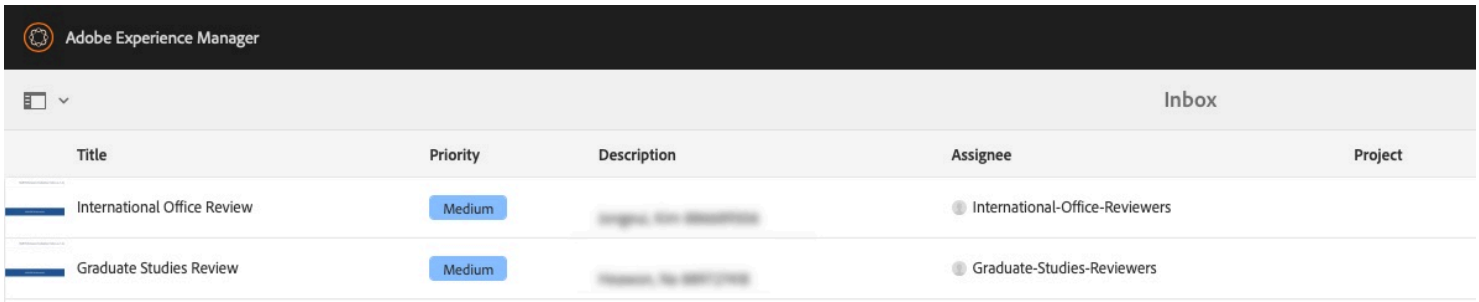


International Office

Step 1:

Login to AEM Inbox

Accessing AEM Inbox Items



Step 2:

Select the document icon for the request you would like to work on

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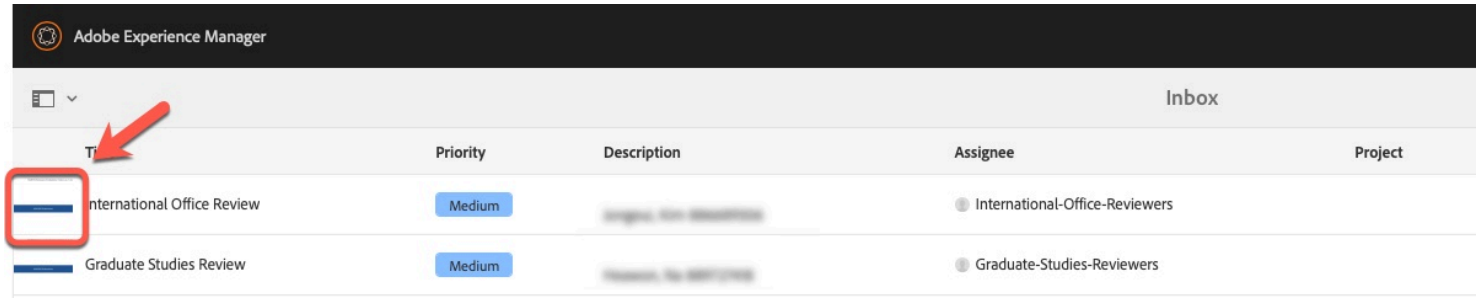
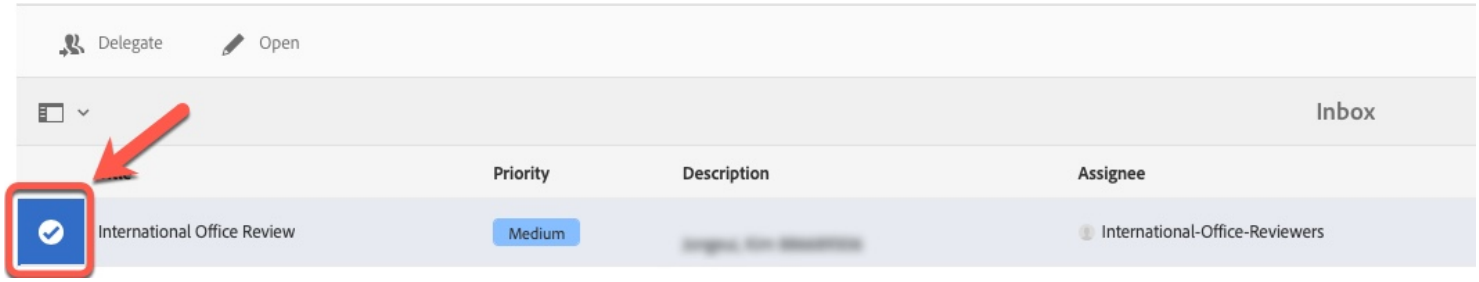
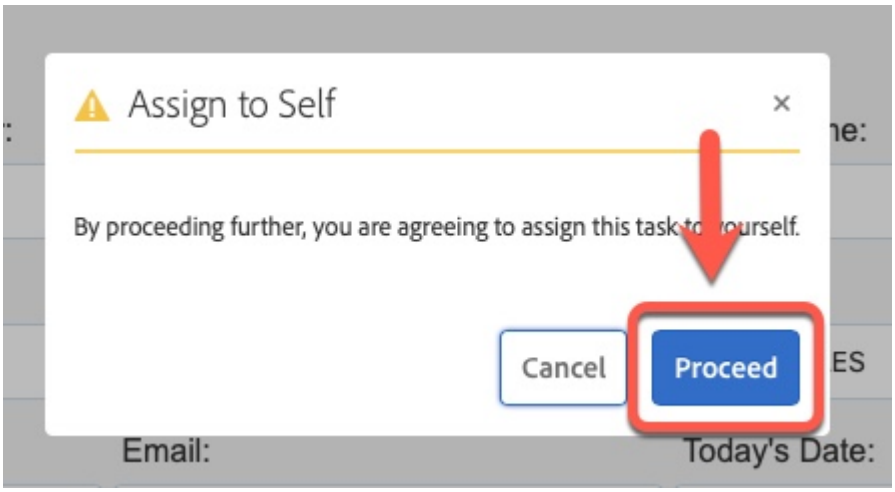


The document icon will turn blue once selected



Step 3:

Click on the **Proceed** button



Step 4: (Optional)

For ease of view, click the **Task Details** link to close the panel

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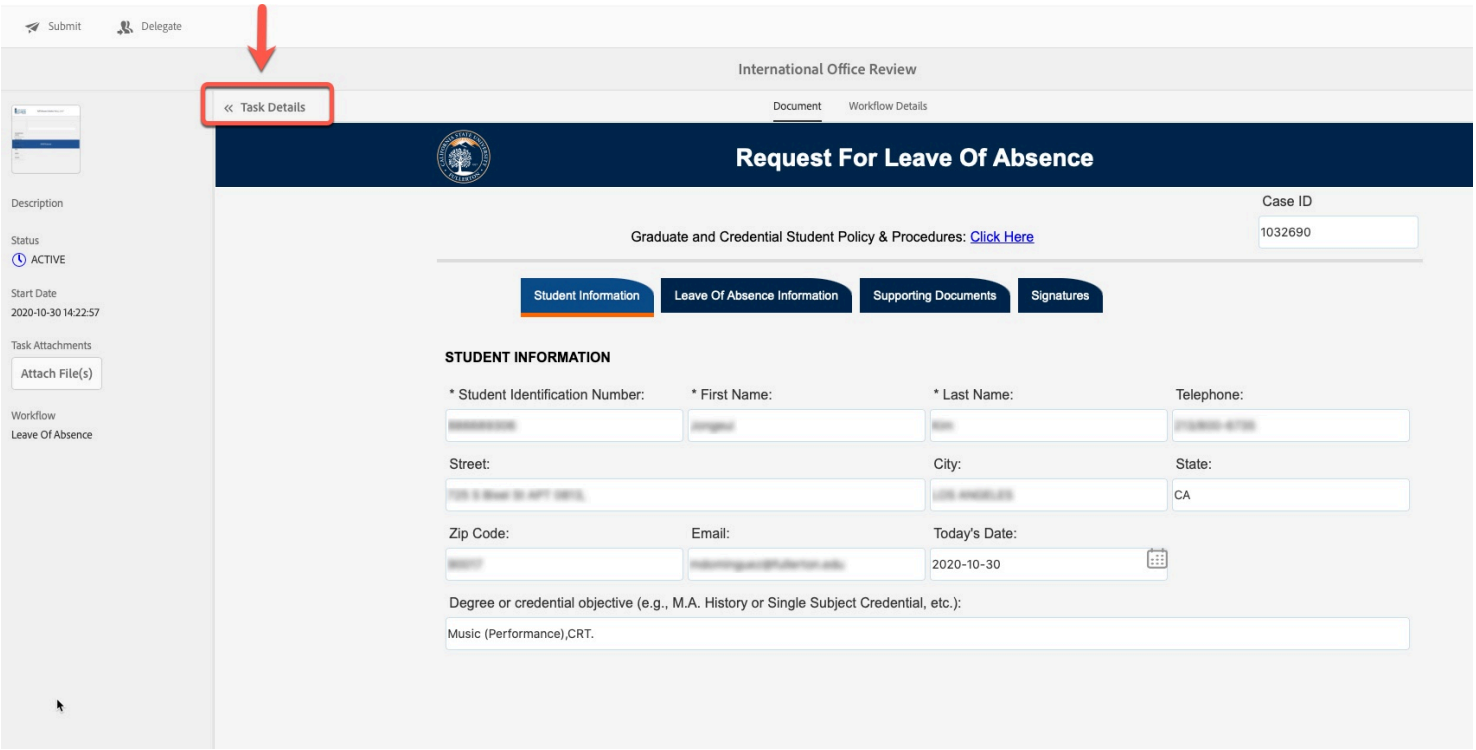
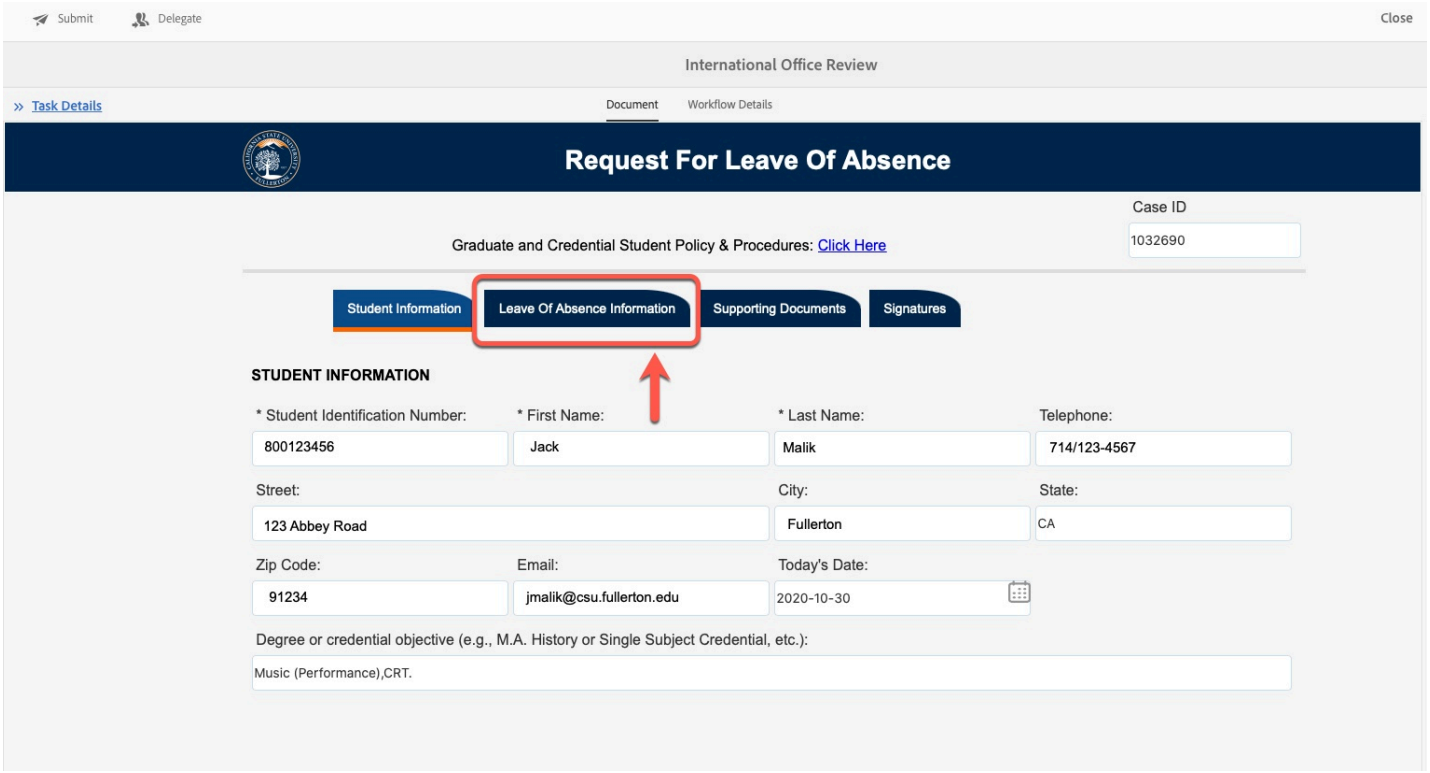


Step 5:

Click on the **Leave of Absence Information** tab



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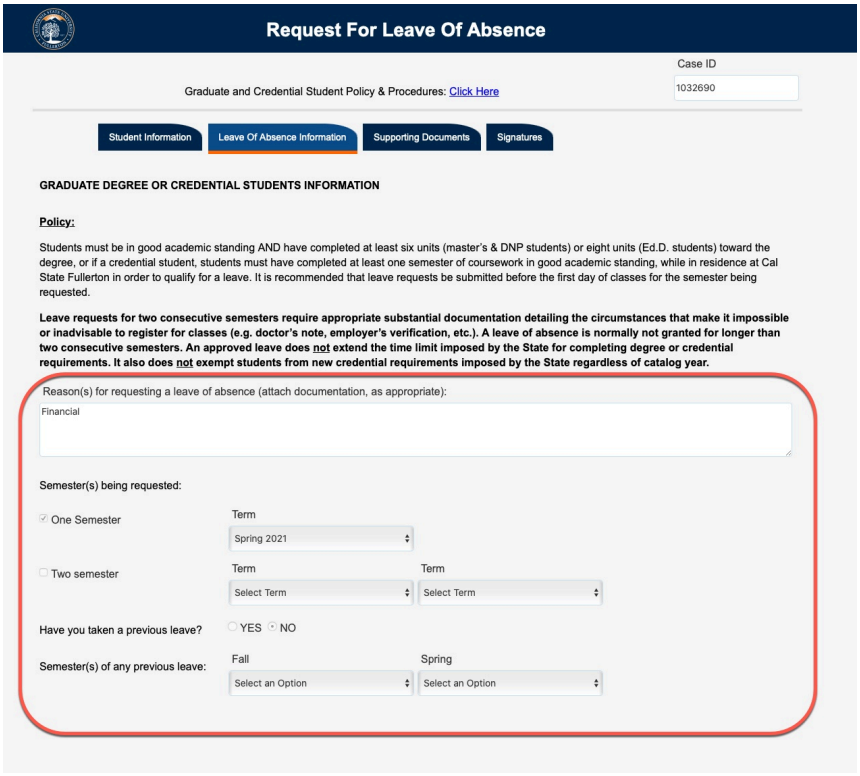
Step 6:

Review the information provided



Step 7:

Click on the **Supporting Documents** tab

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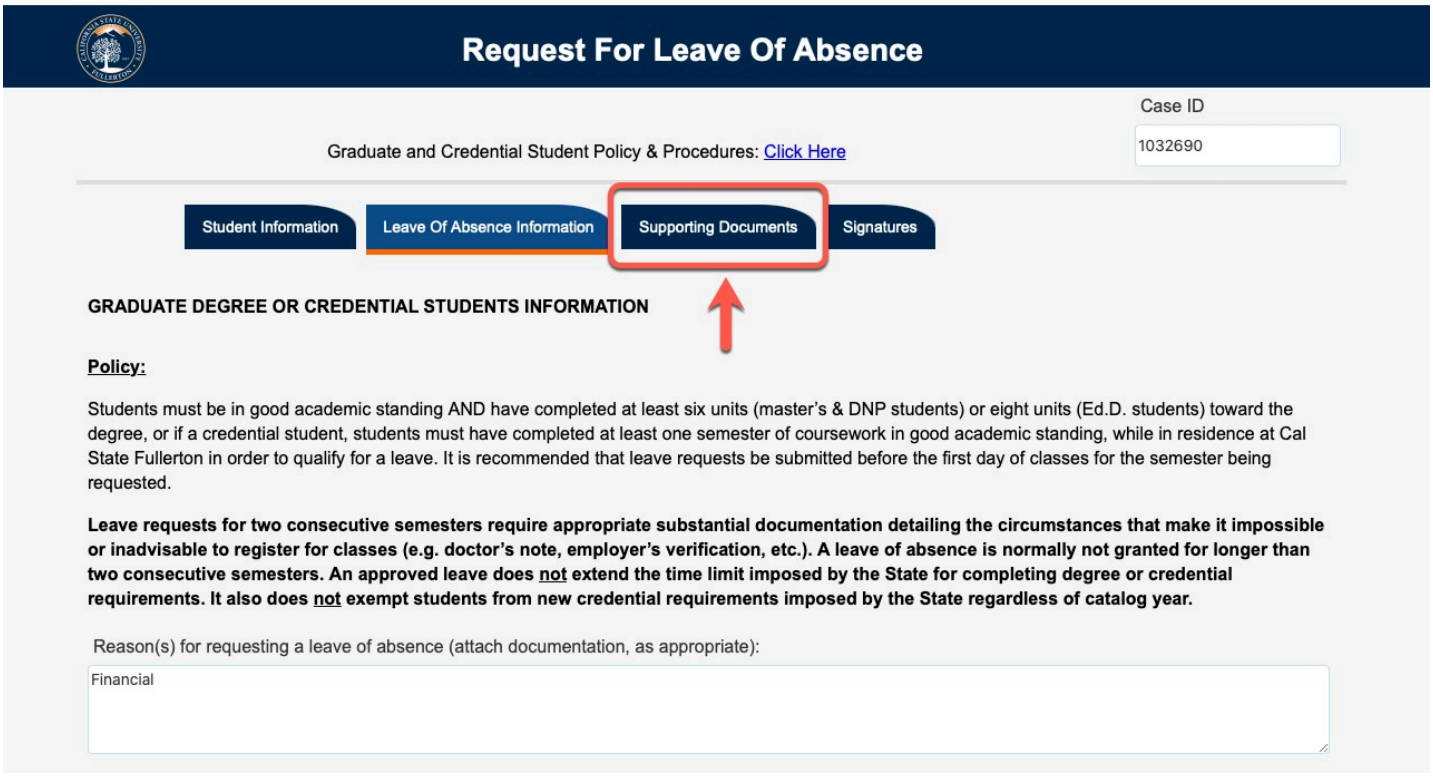
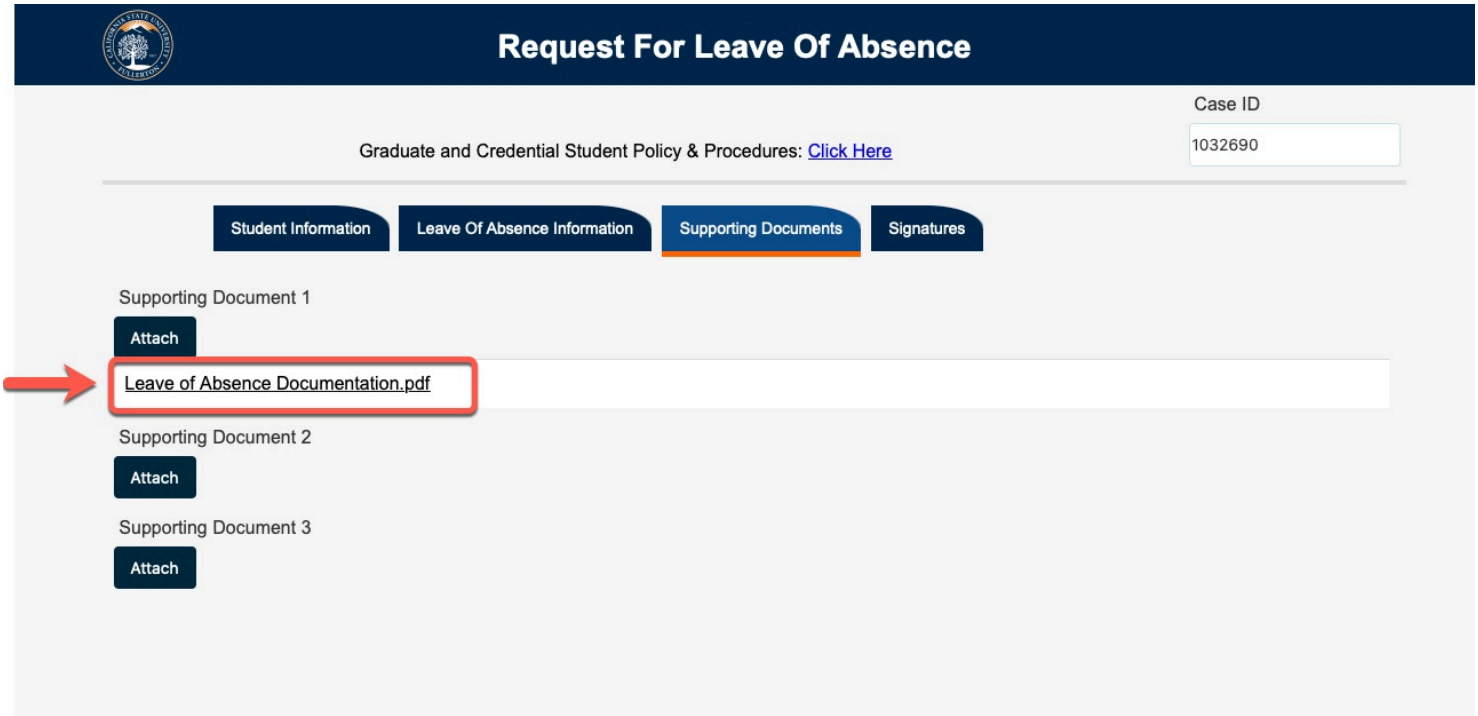


Step 8:

Click on the attachment link to view the document provided



Step 9:

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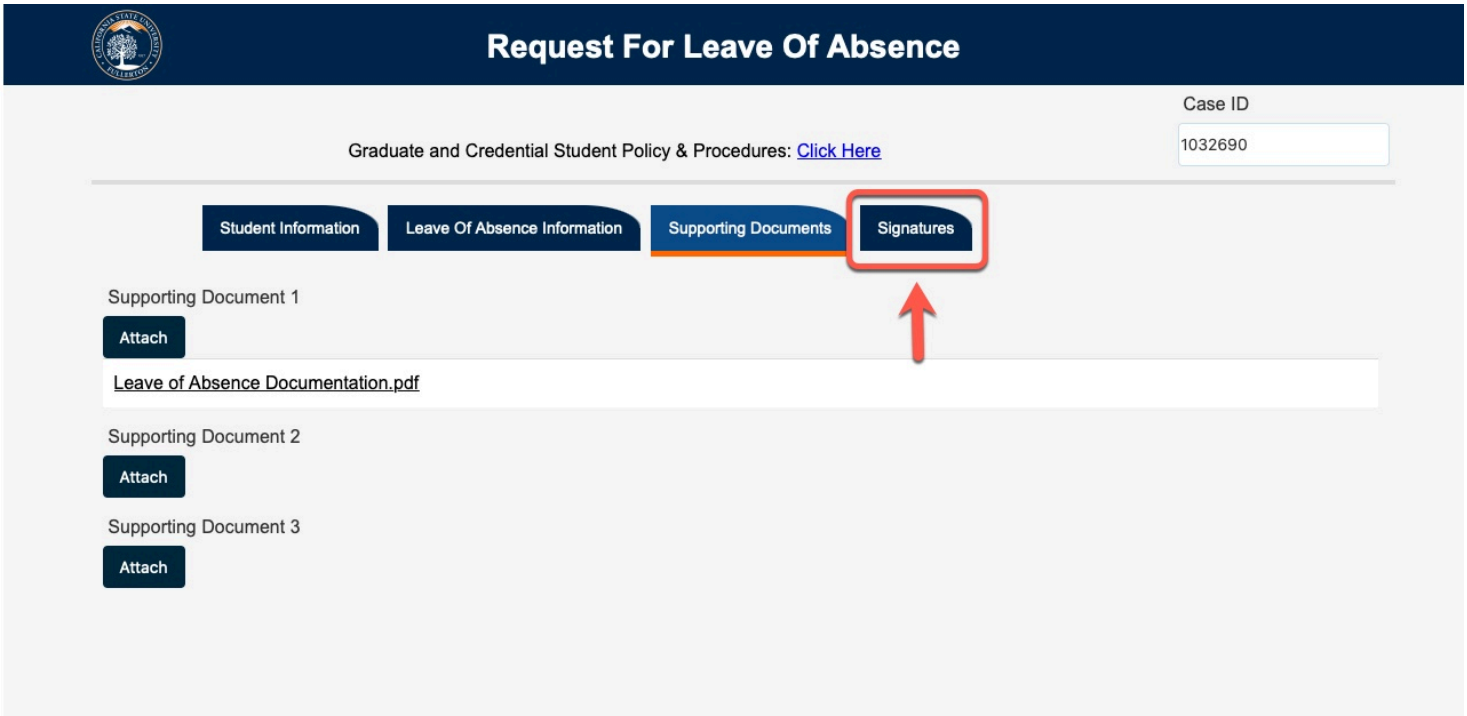
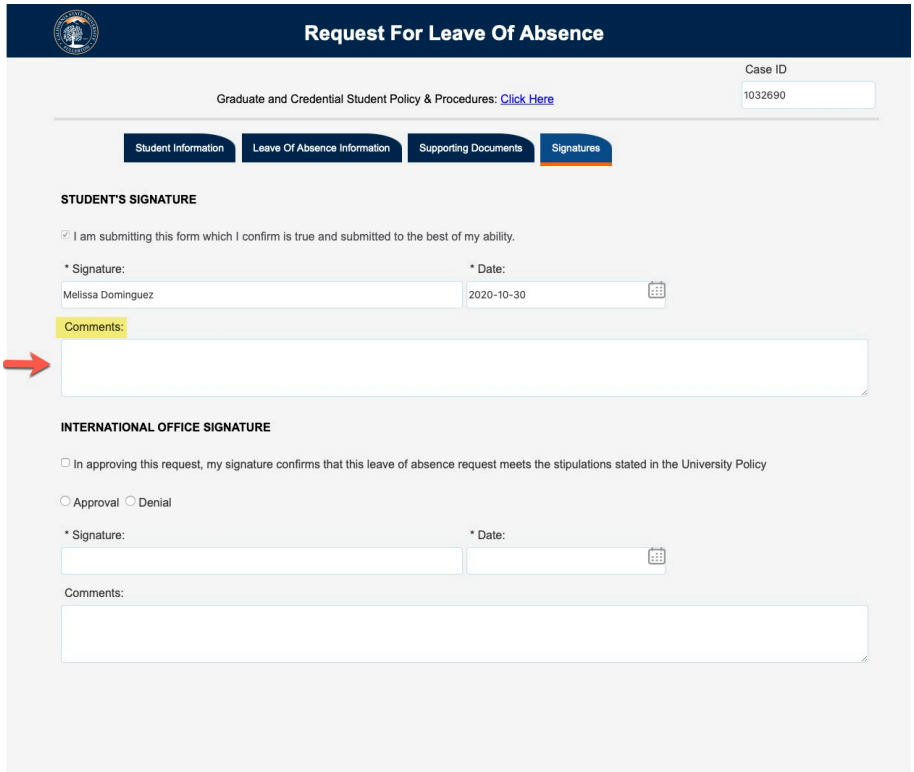
Click on the **Signatures** tab



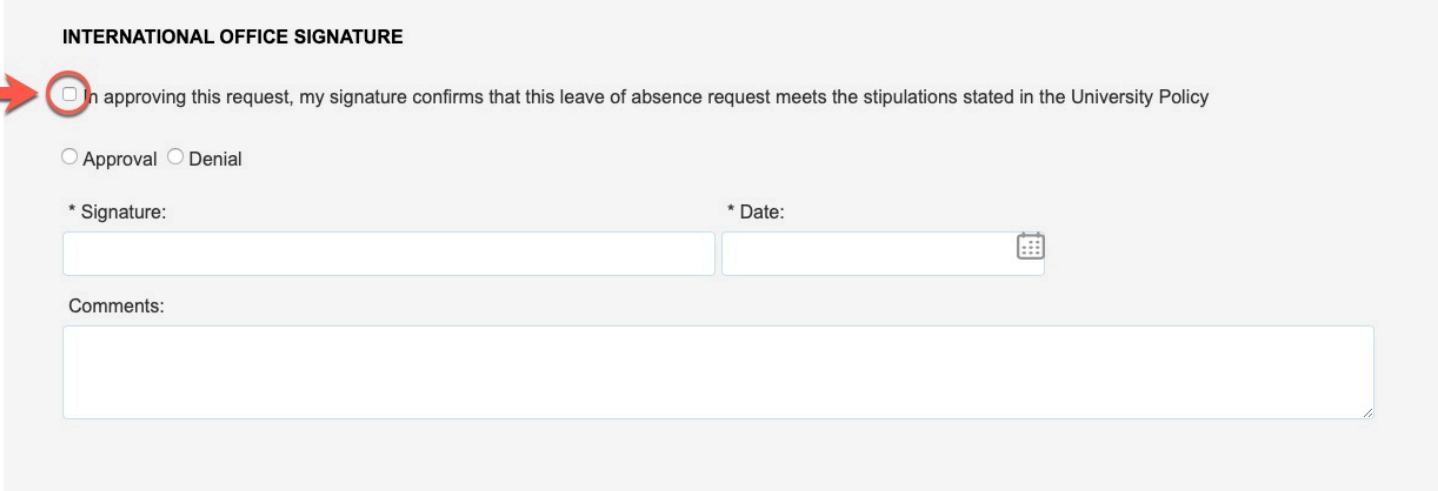
Step 10:

Review any comments in the **Comments** field (if any)



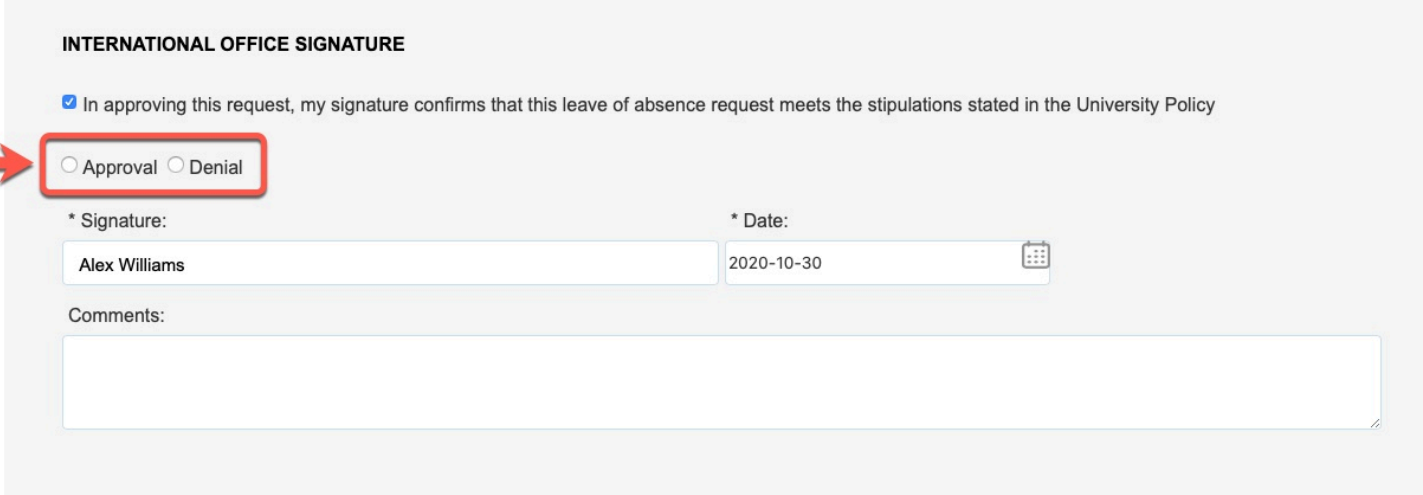
Step 11:

Check the box to verify University Policy stipulations have been met



Step 12:

Select **Approval** or **Denial** to reflect your decision



Step 13: (Optional)

If you would like, leave a comment in the **Comments** field

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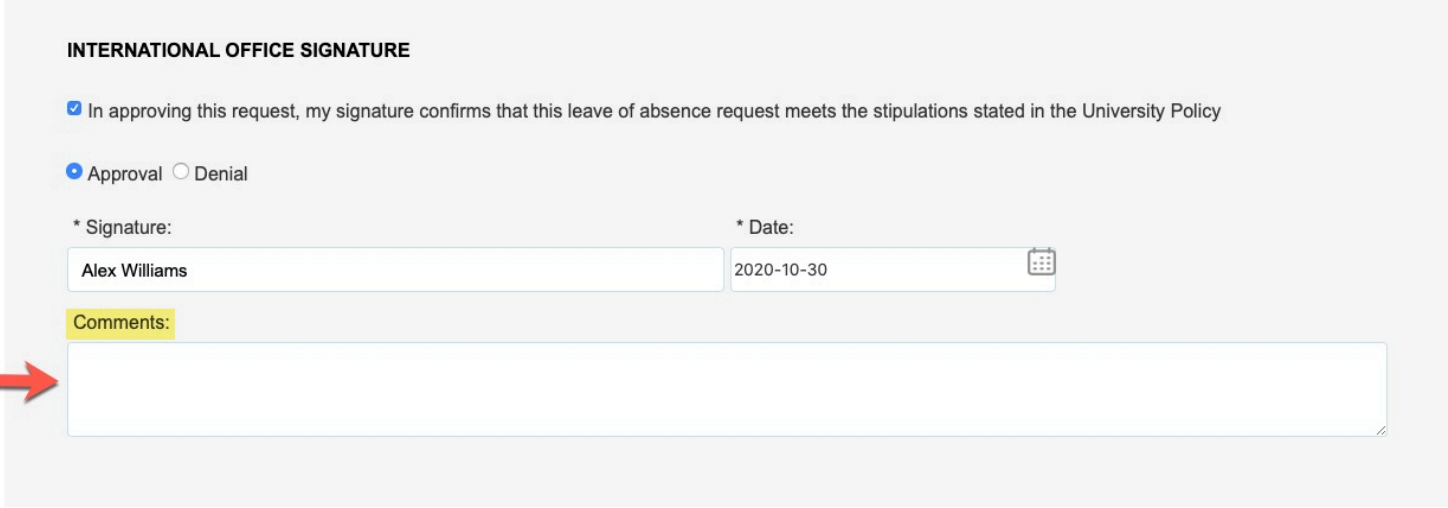
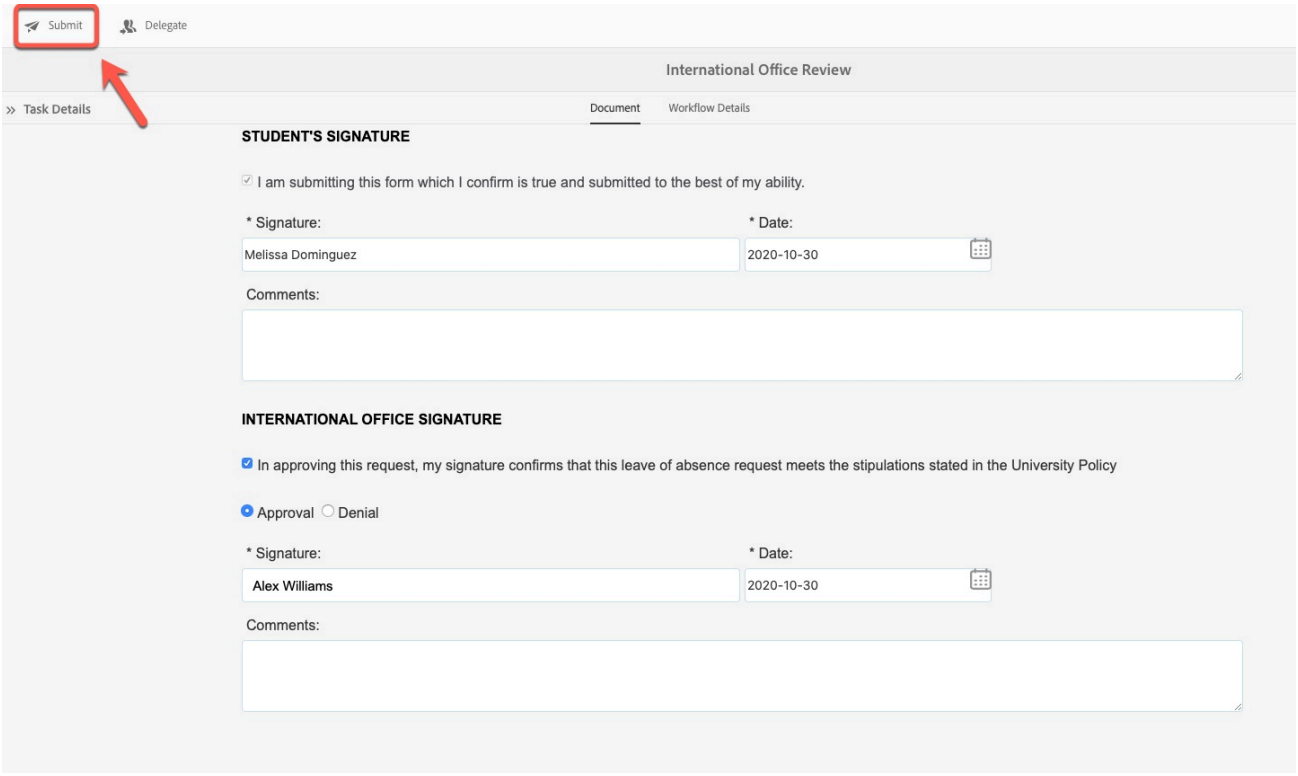


Step 14:

When you are ready to submit, click on the **Submit** button



Step 15:(Optional)

Leave a comment in the **Comment (optional)** field

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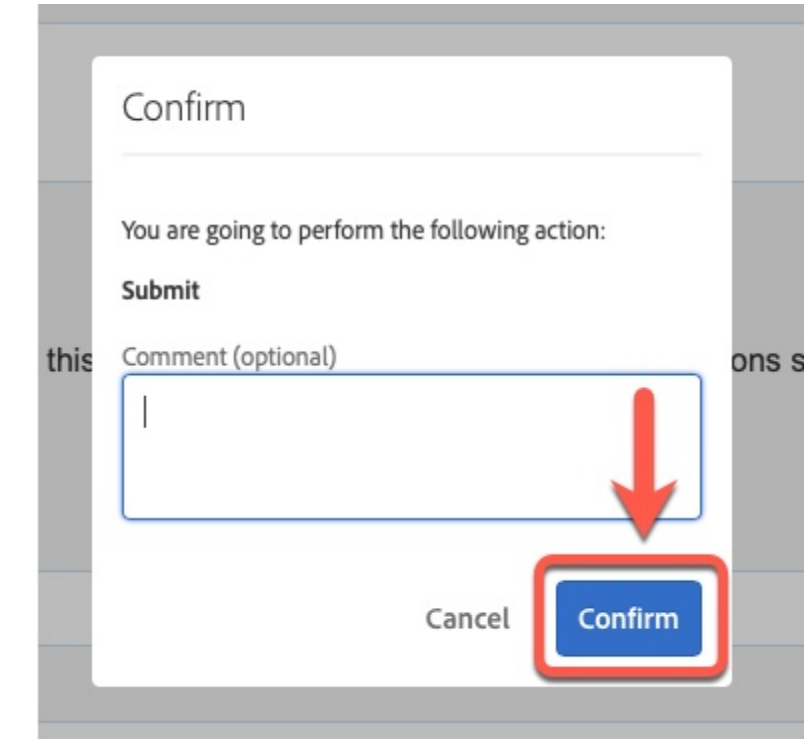
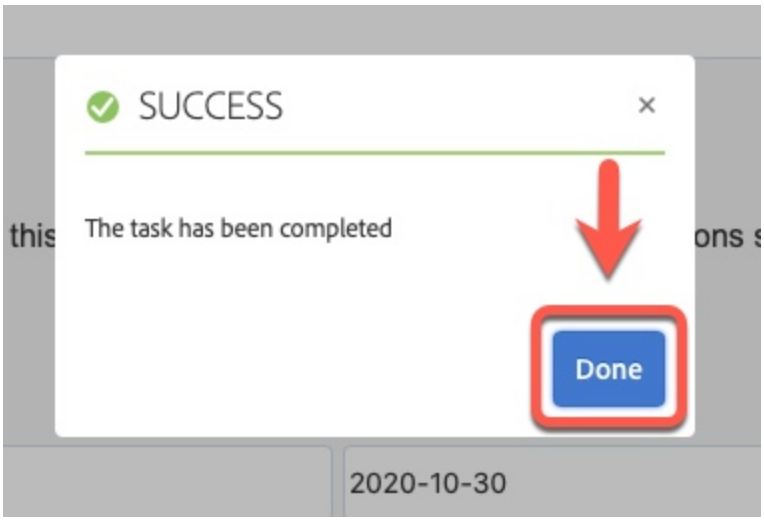
Step 16:

Click on the **Confirm** button



Step 17:

Click on the **Done** button

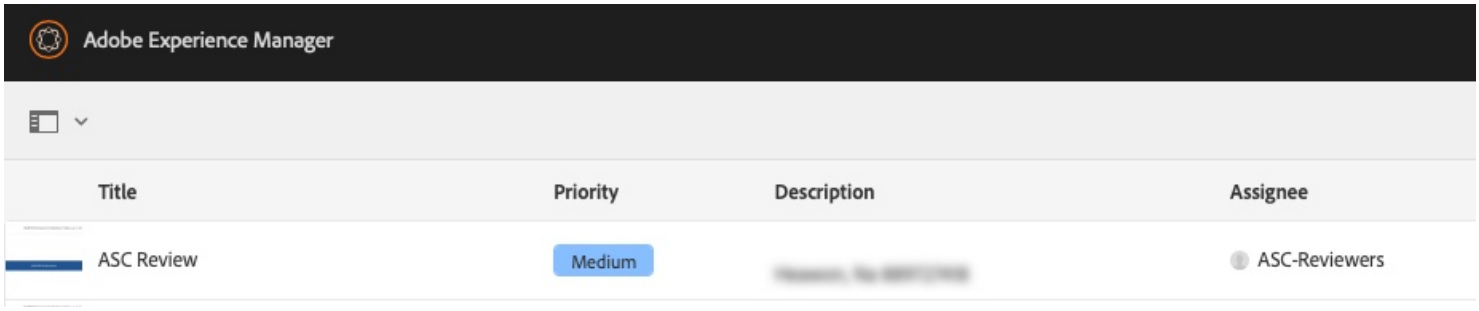


ASC

Step 1:

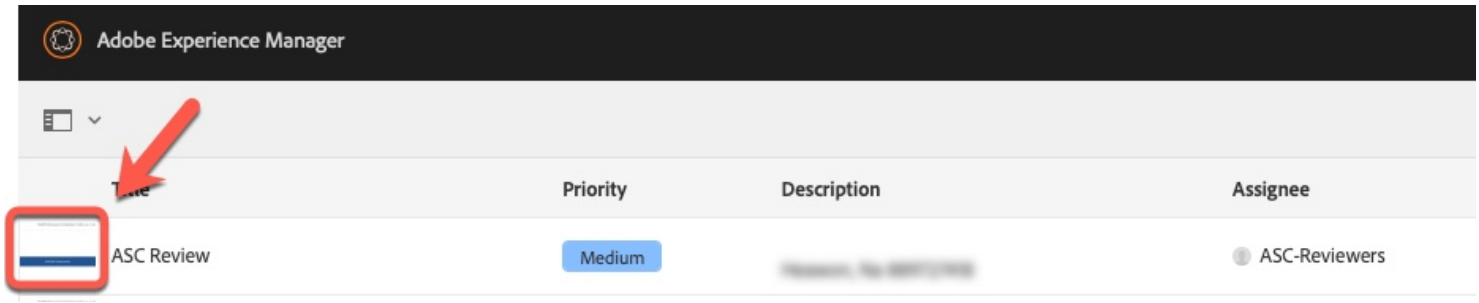
Login to AEM Inbox

Accessing AEM Inbox Items



Step 2:

Select the document icon for the request you would like to work on



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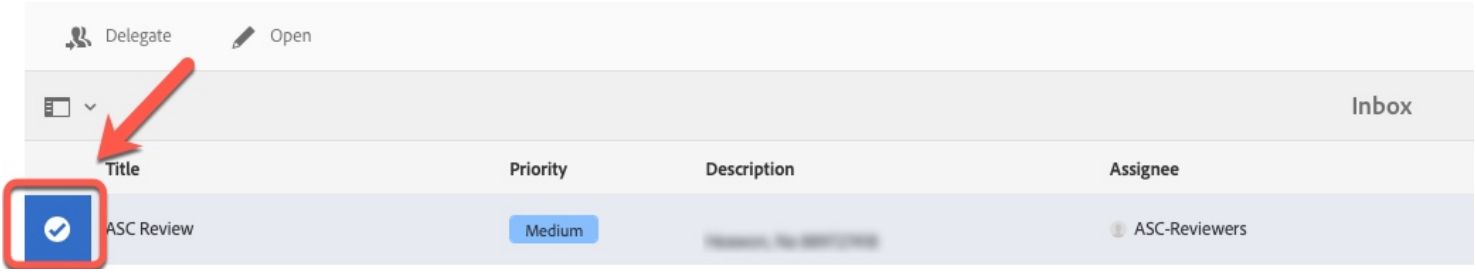
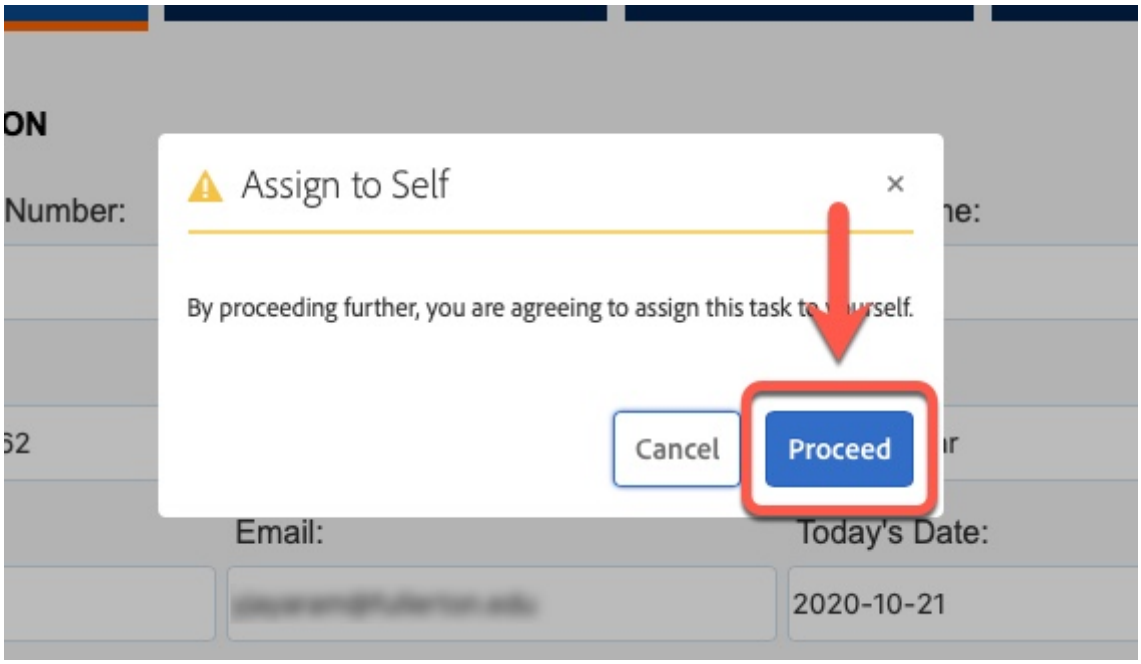
The document icon will turn blue once it is selected



Step 3:

Click on the Proceed button to assign the request to yourself



Step 4:

Click on the **Leave of Absence Information** tab

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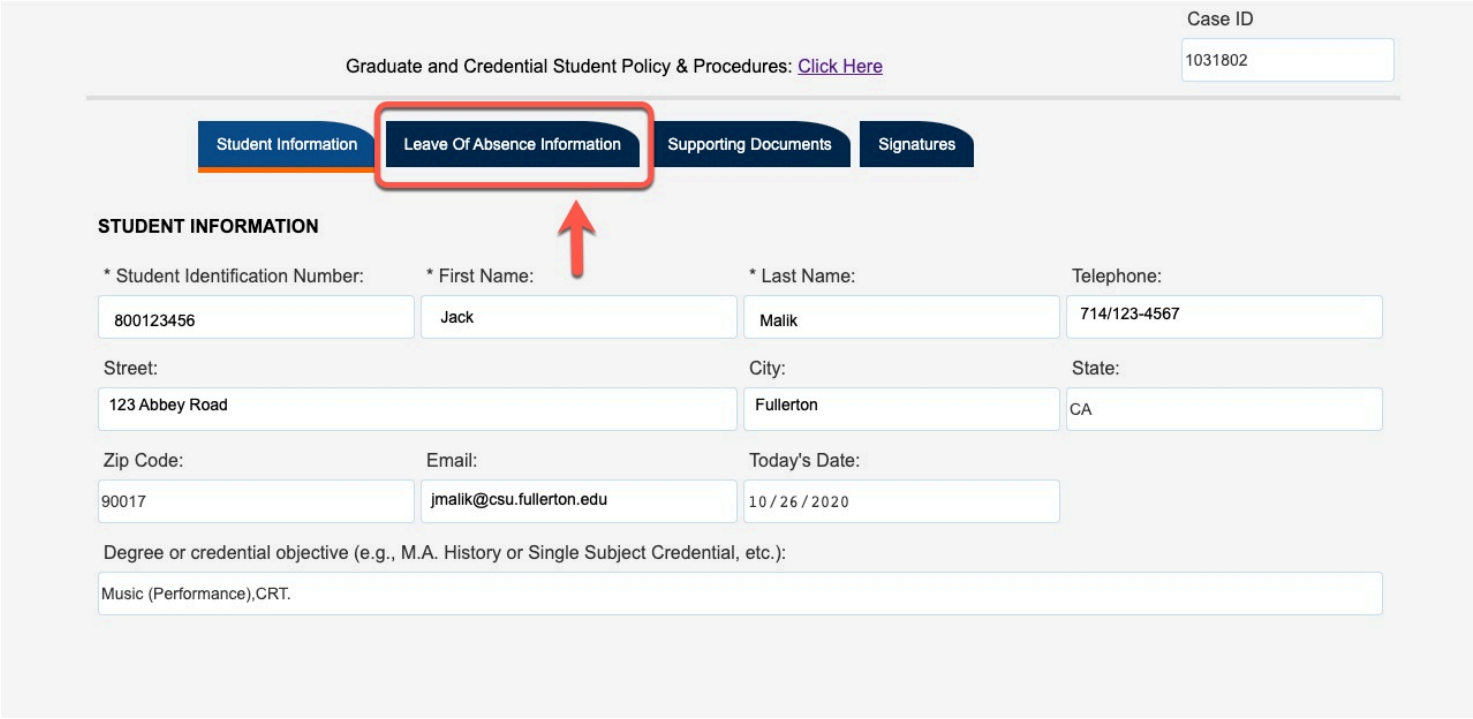
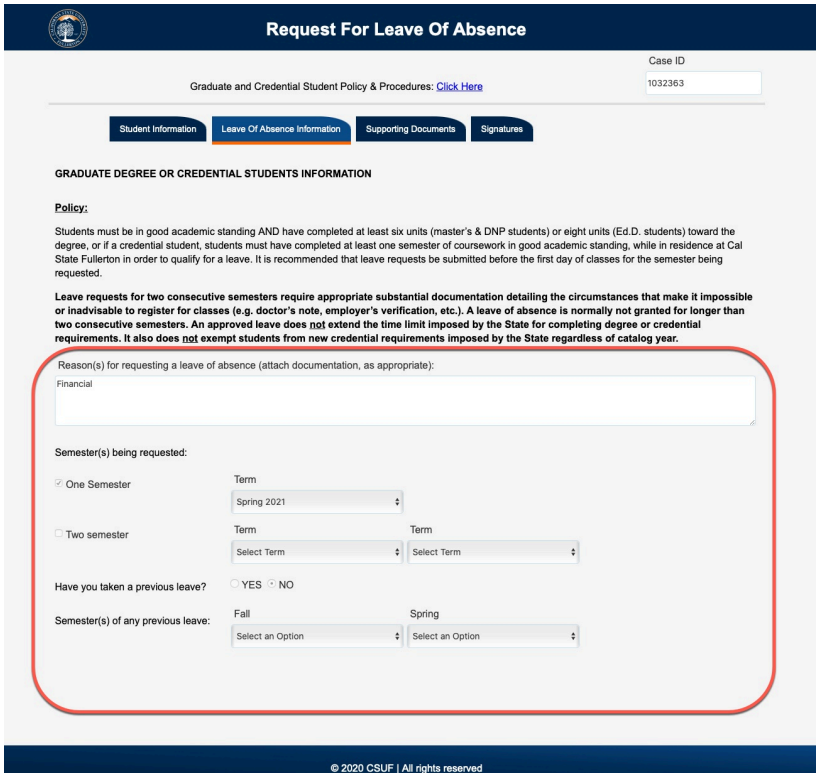


Step 5:

Review the information provided



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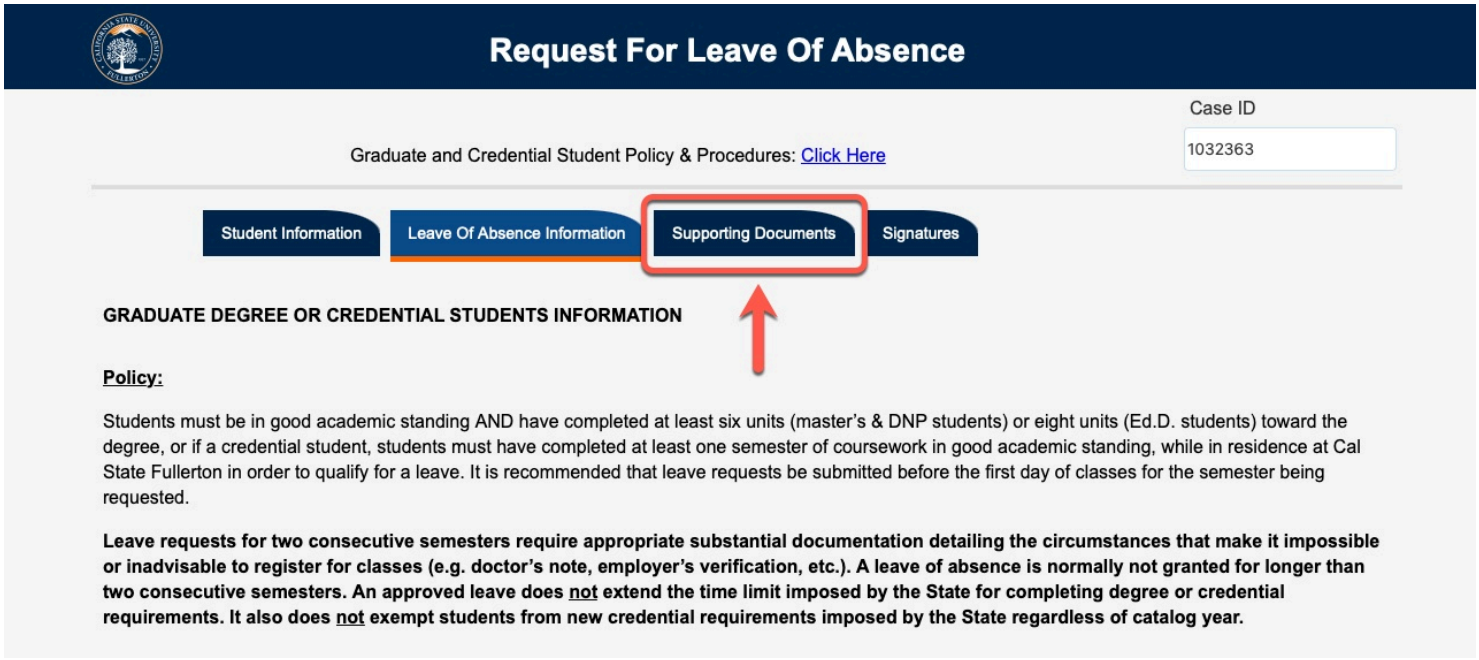
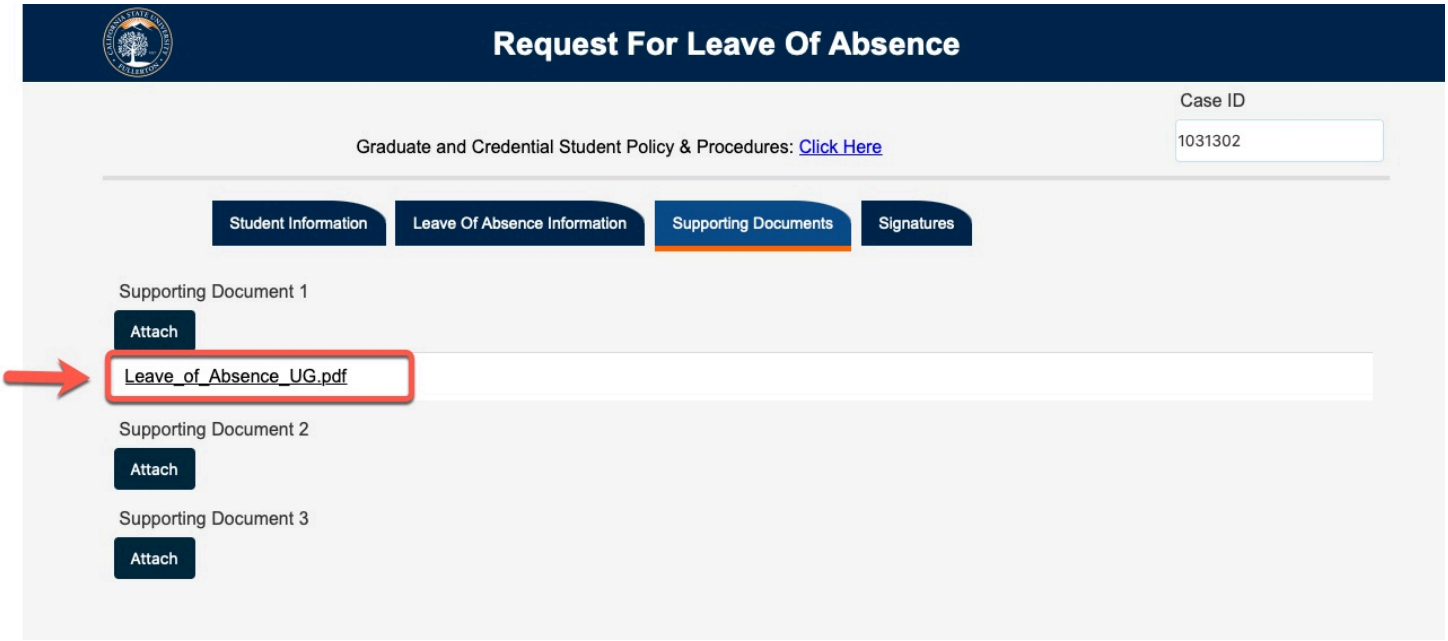
Step 6:

Click on the **Supporting Documents** tab



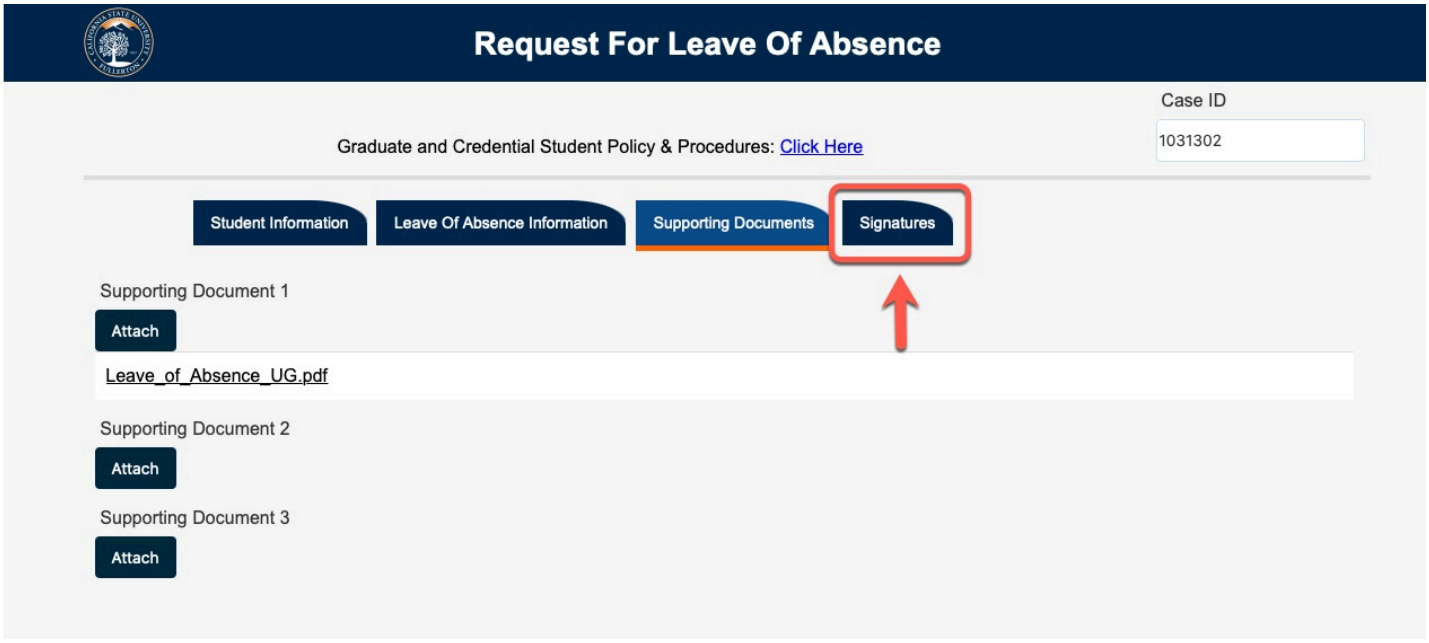
Step 7:

Click on the attachment link to view the document provided



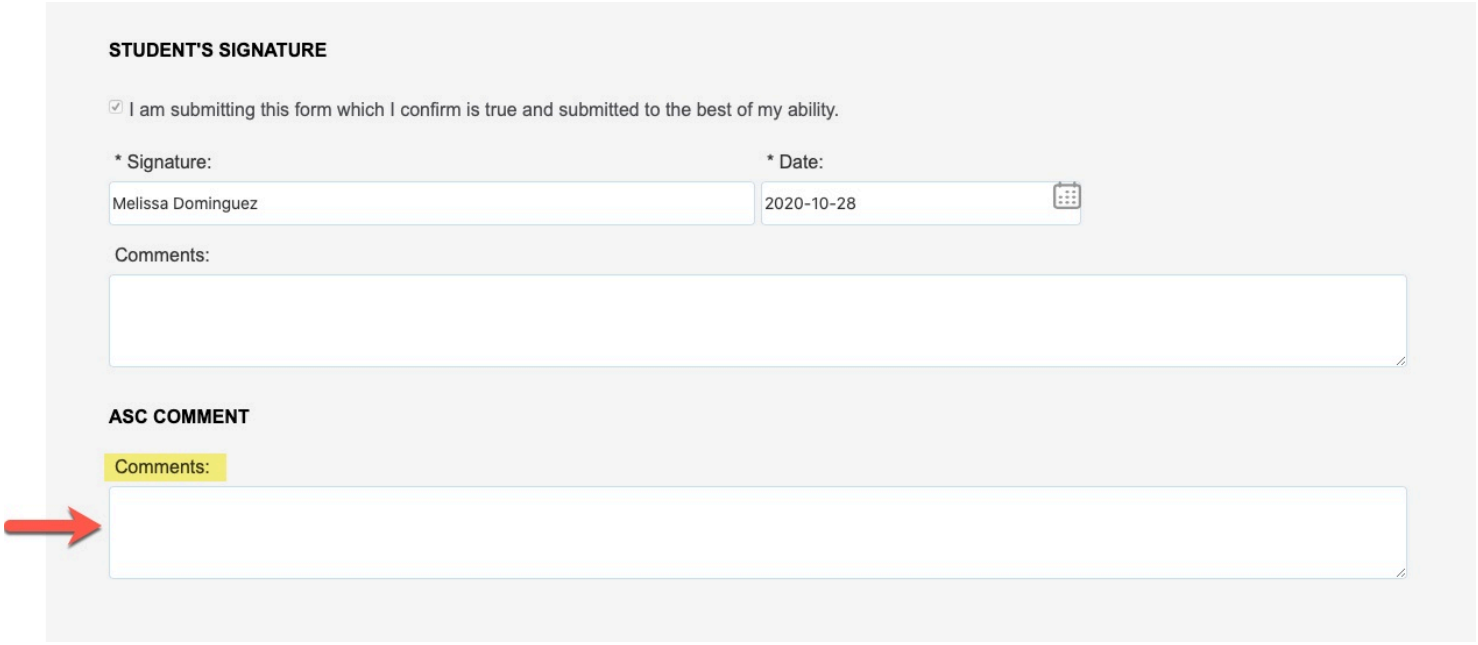
Step 8:

Click on the **Signatures** tab



Step 9: (Optional)

Provide a comment in the **Comments** field



Step 10:

When you are ready to proceed, click the Submit button

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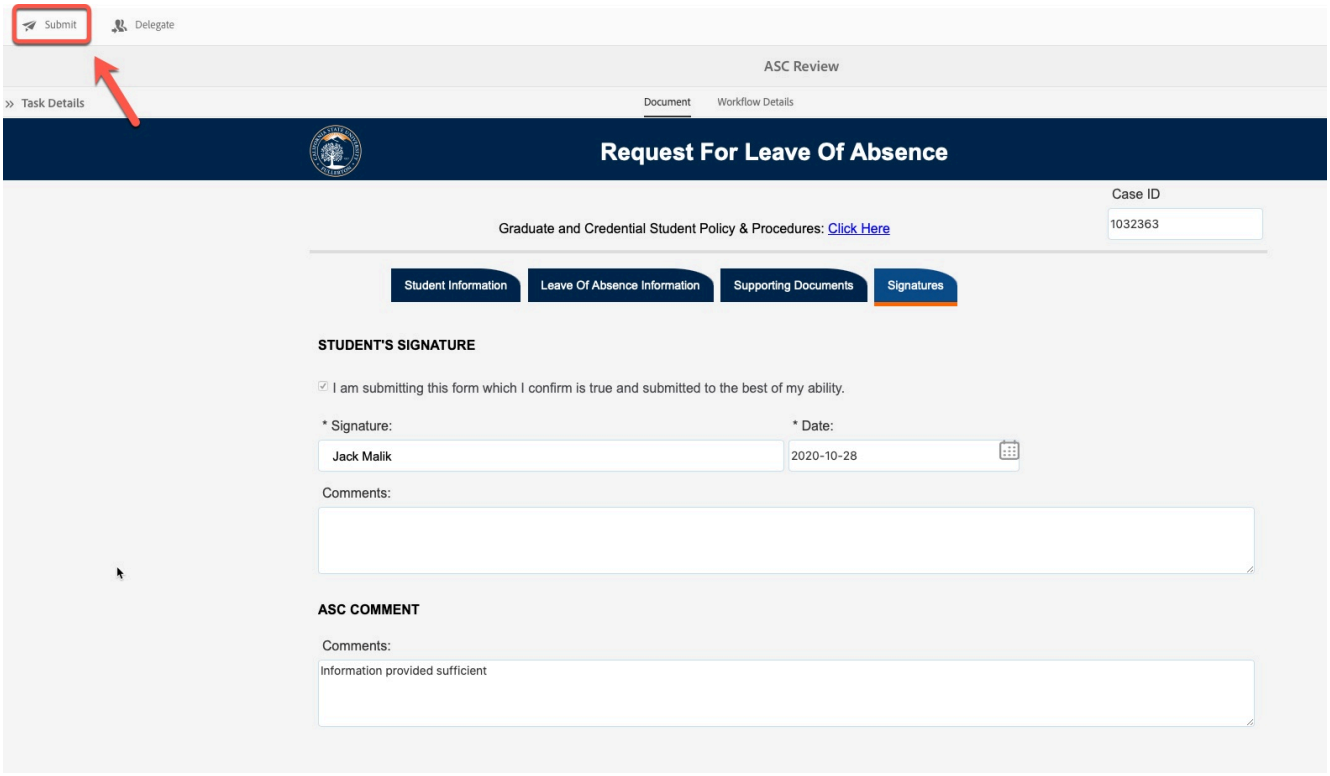
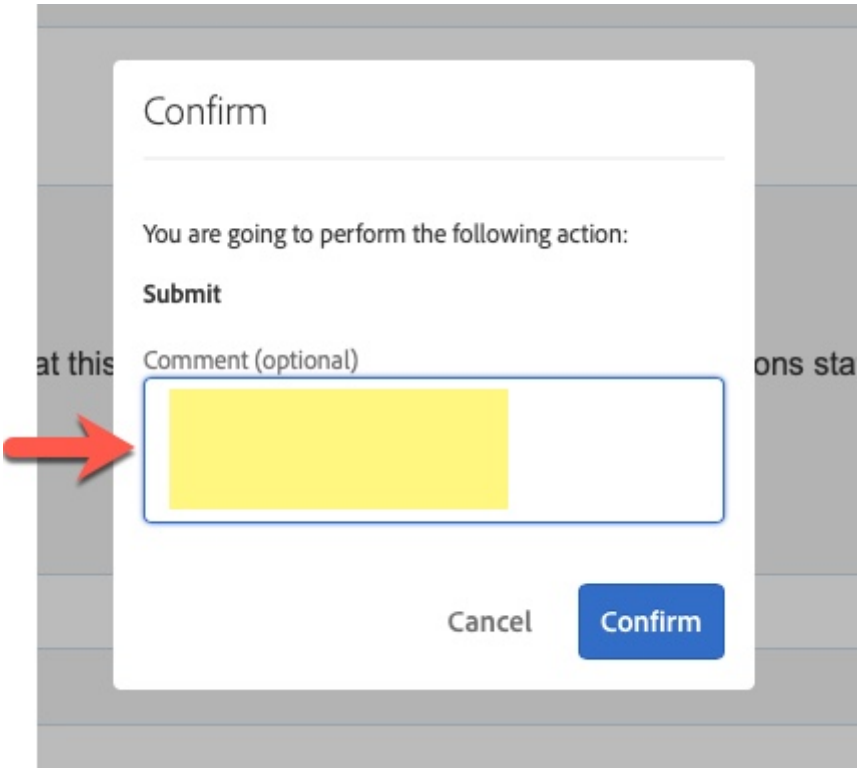


Step 11: (Optional)

Leave a comment in the **Comment (optional)** field



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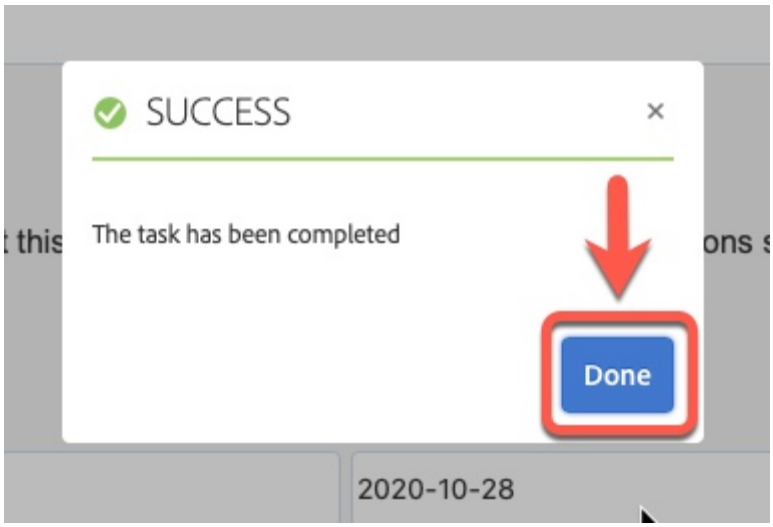
Step 12:

Click on the **Confirm** button

Step 13:

Click on the **Done** button



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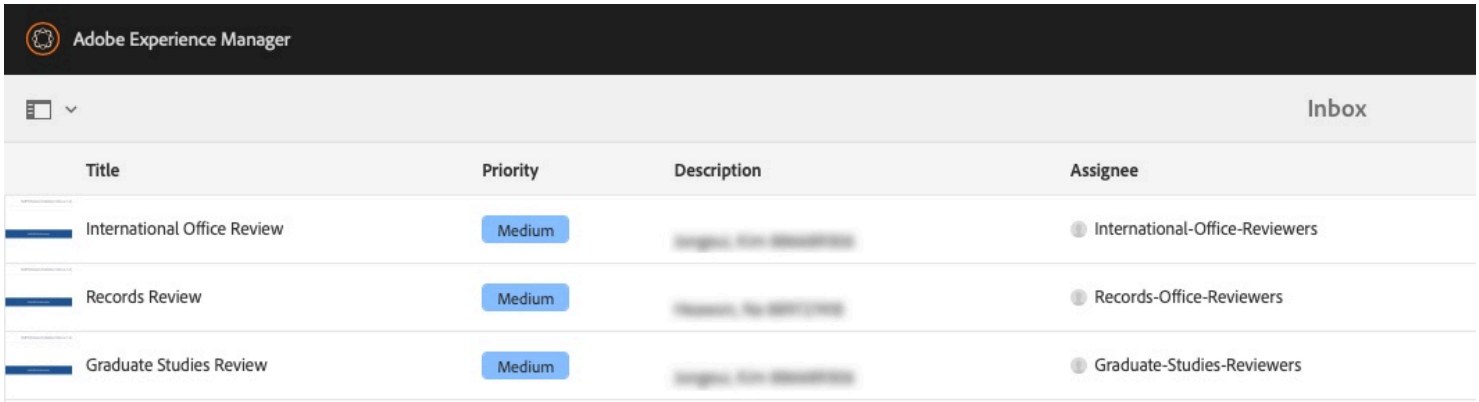
Graduate Studies

Step 1:

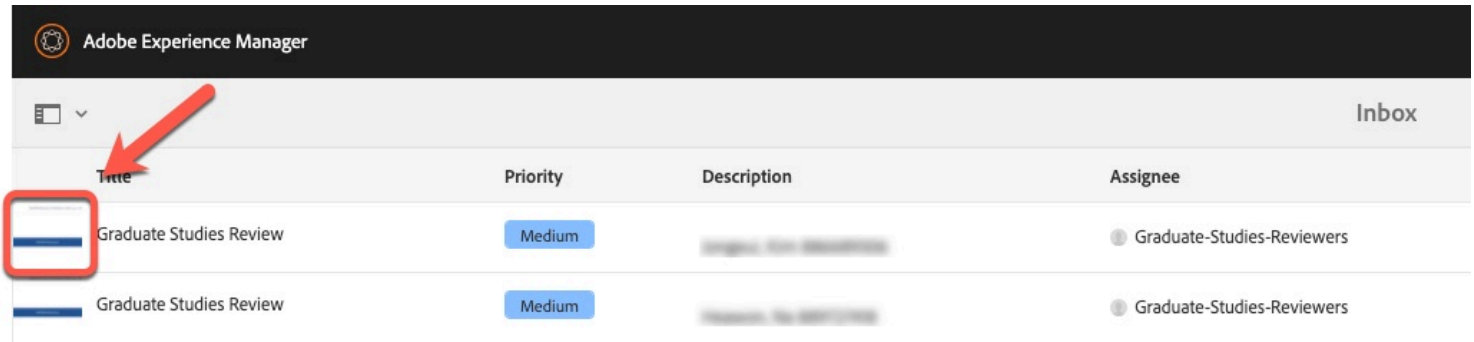
Login to AEM Inbox

[Accessing AEM Inbox Items]

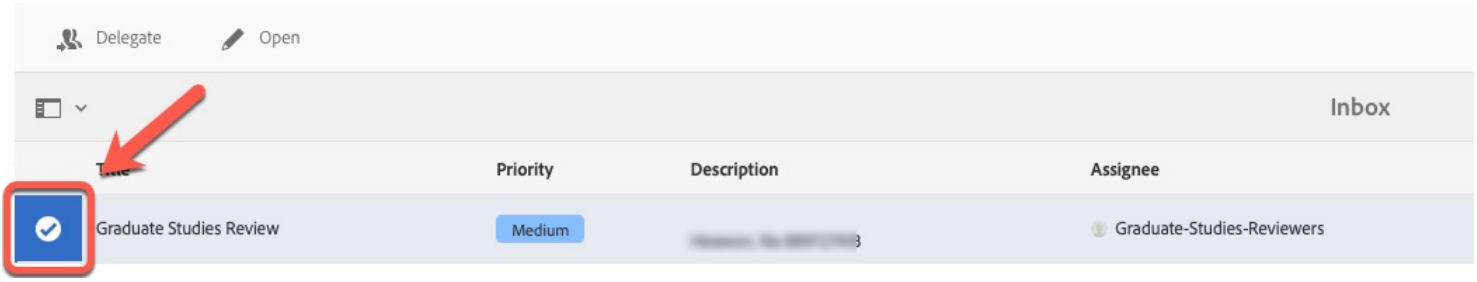


Step 2:

Select the document you would like to work on



The document will turn blue once selected



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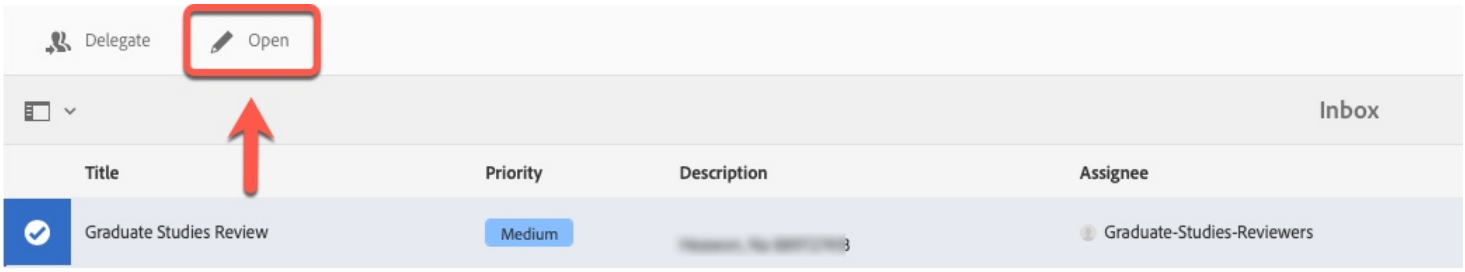
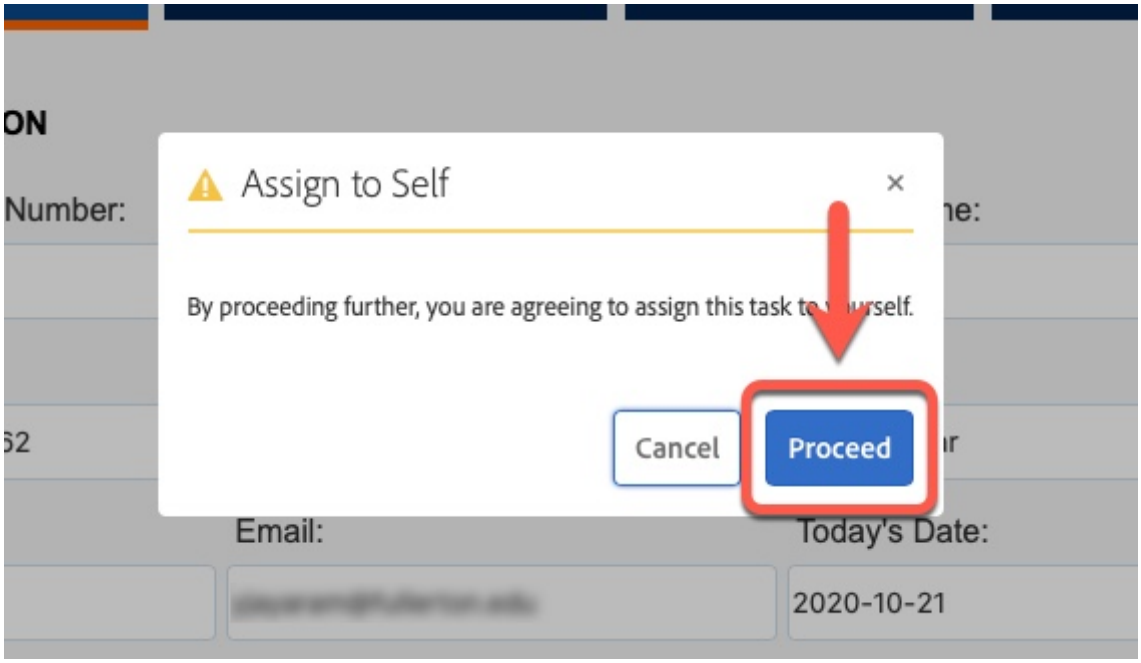
Step 3:

Click on the **Open** button



Step 4:

Click on the **Proceed** button to assign the request to yourself



Step 5:

For ease of view, click the **Task Details** link to close the side panel

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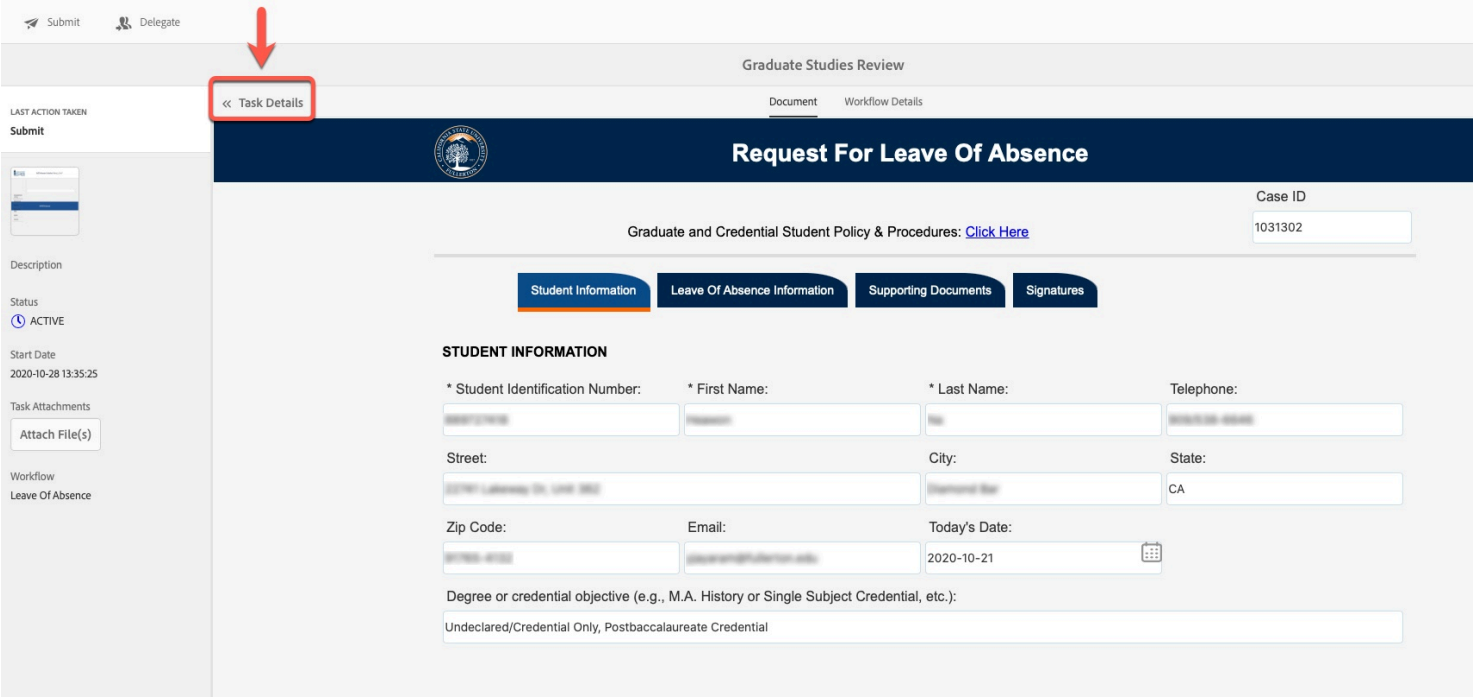
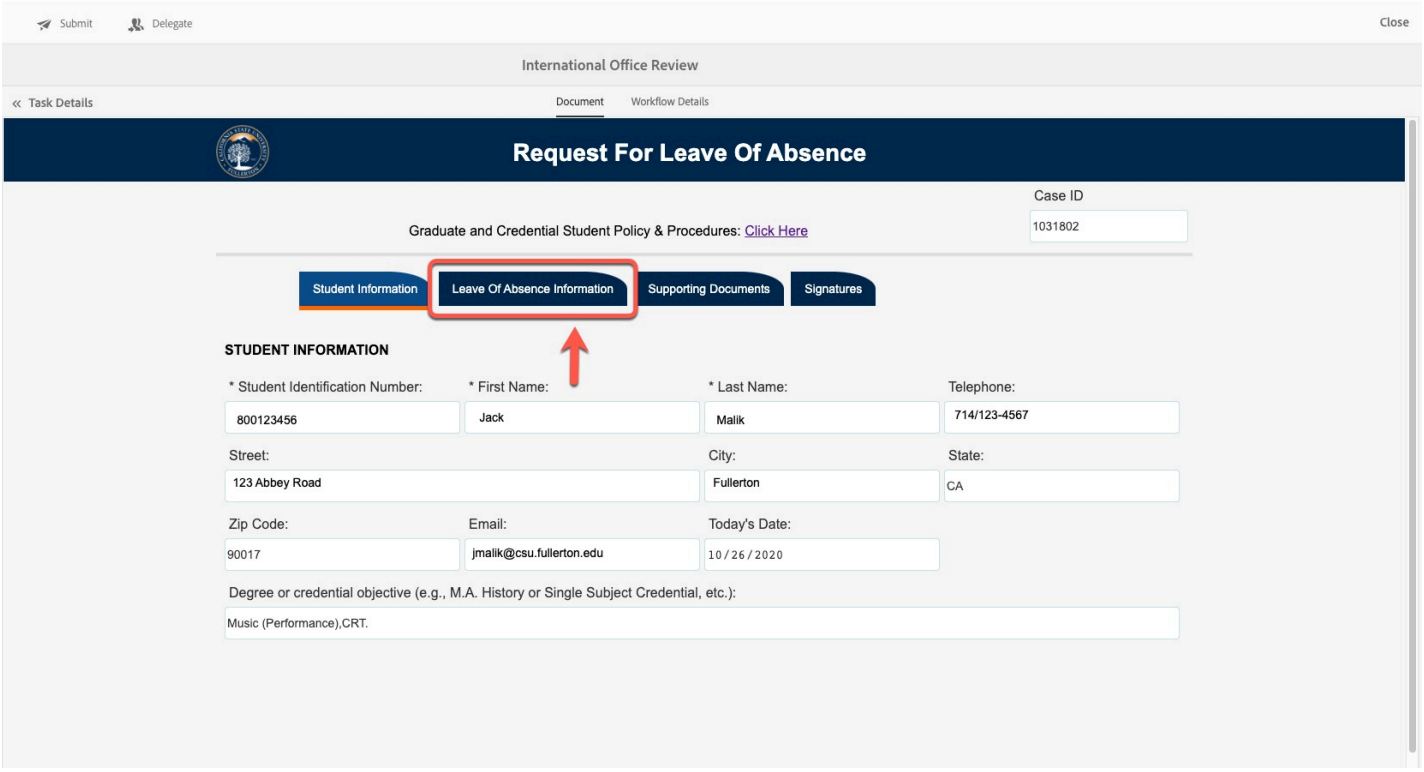


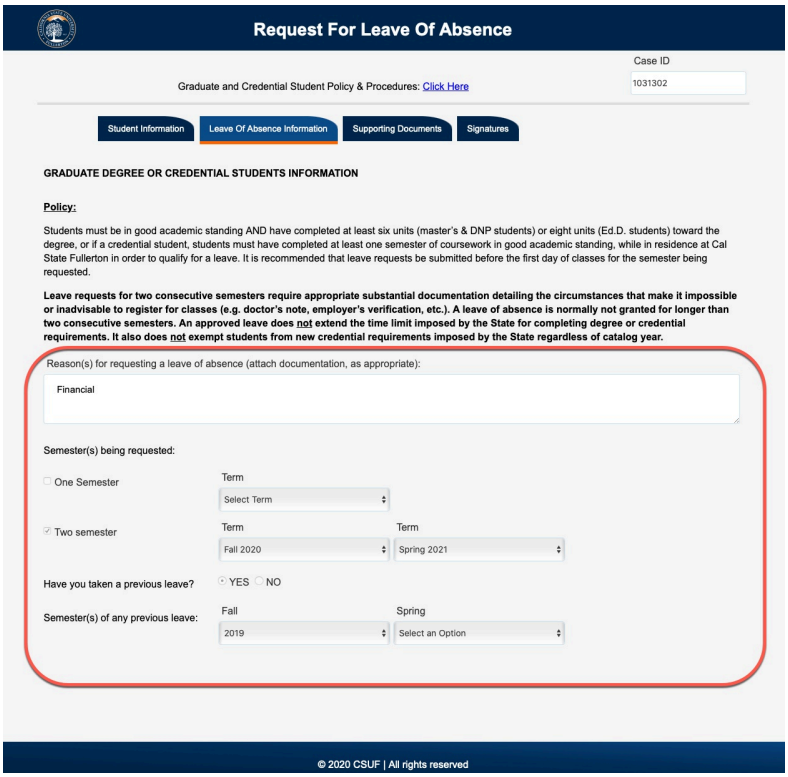
Step 6:

Click on the **Leave of Absence Information** tab



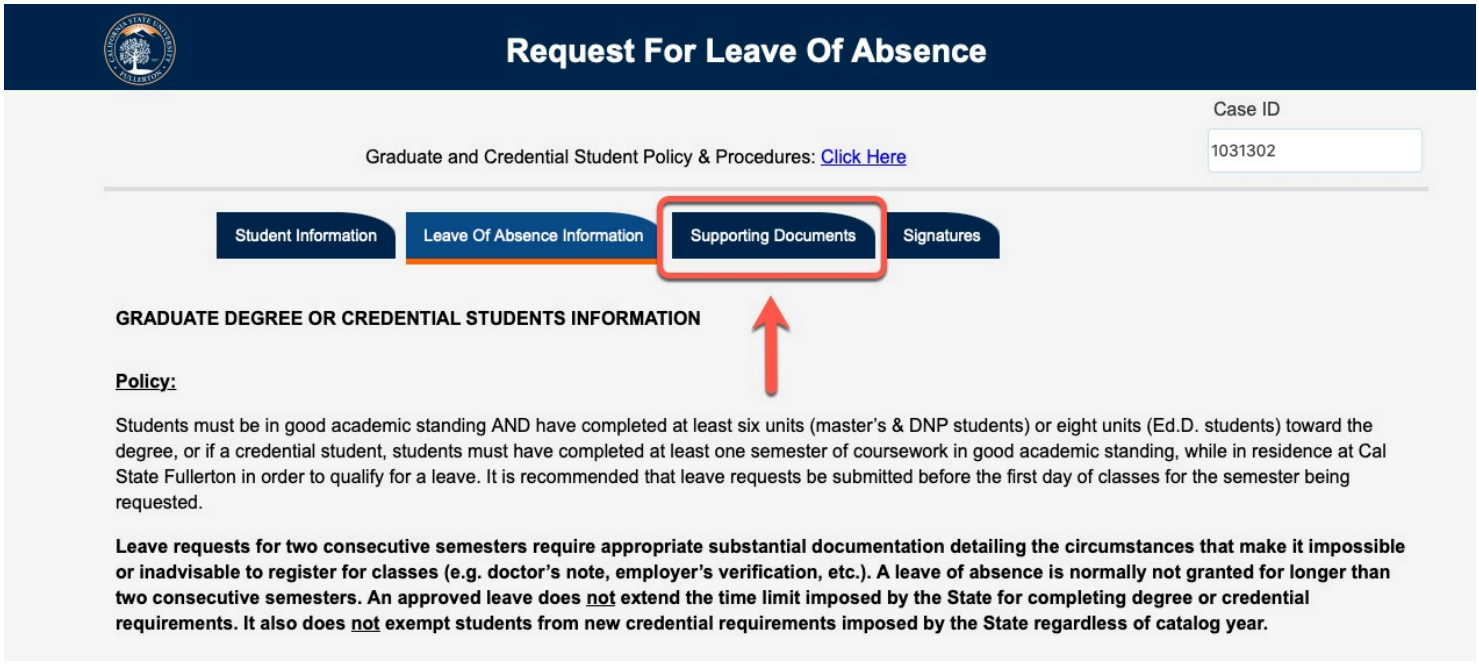
Step 7:

Review the information provided



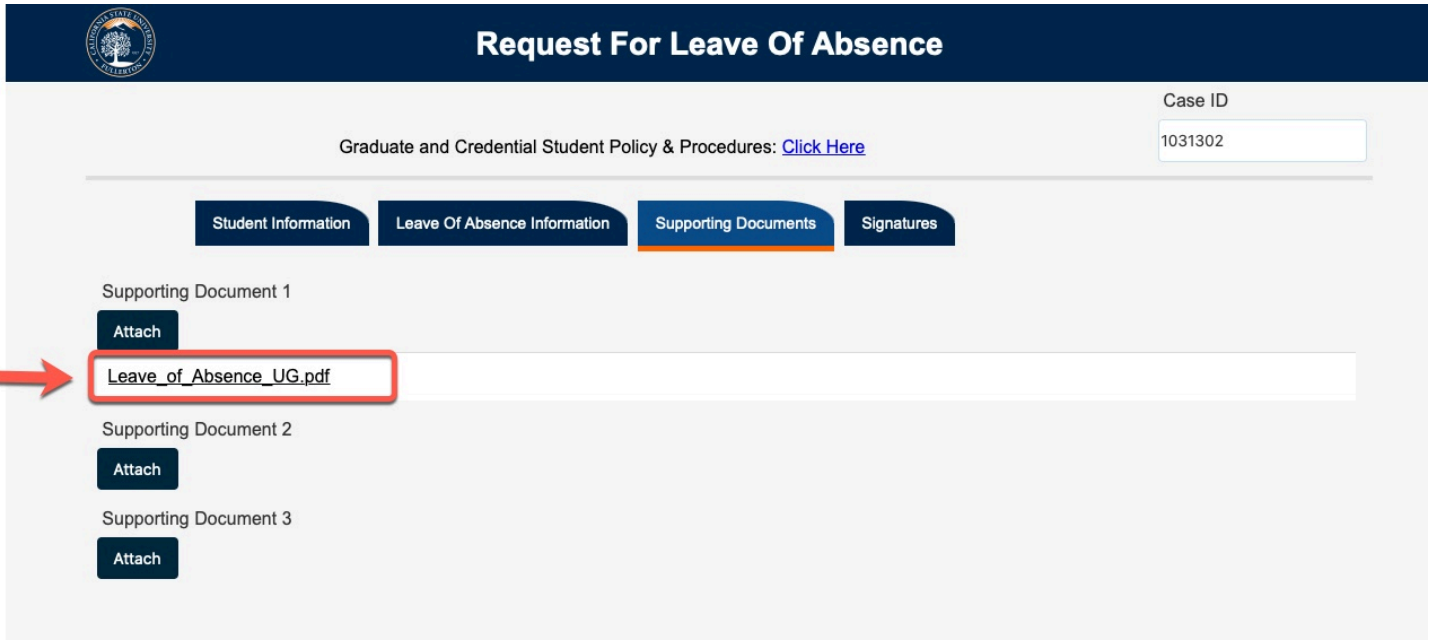
Step 8:

Click on the **Supporting Documents** tab



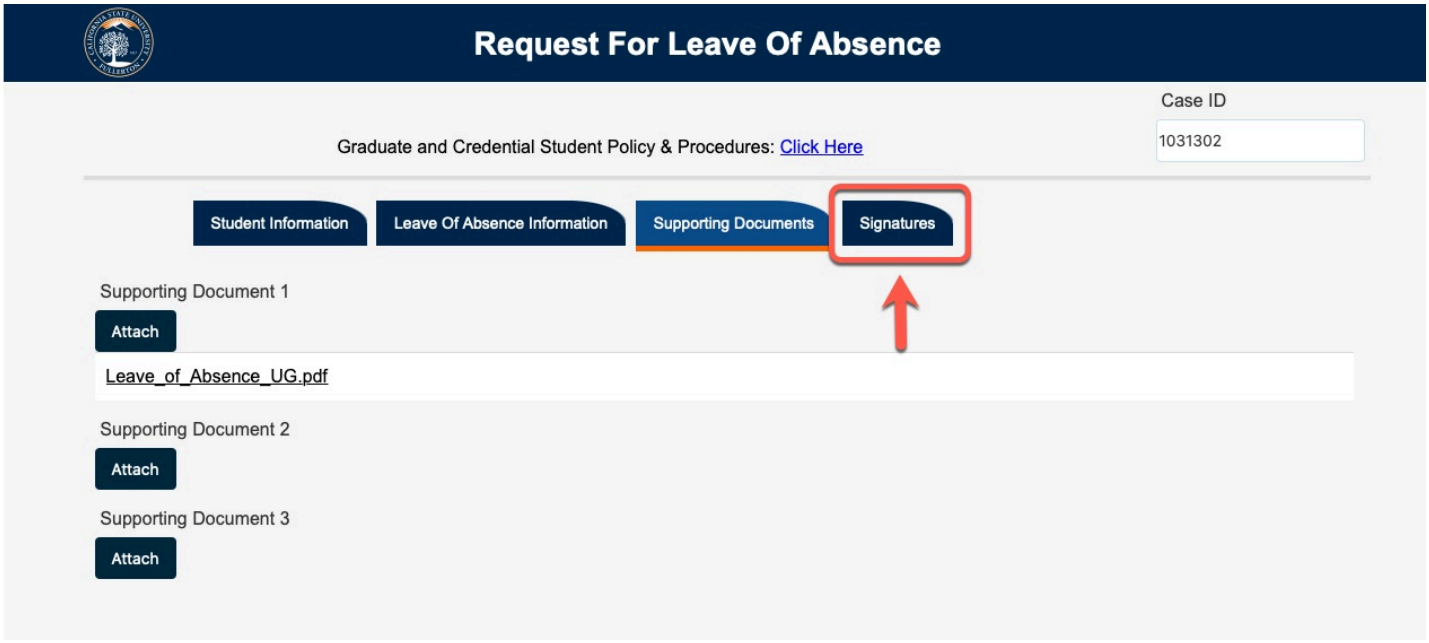
Step 9:

Click on the attachment link to view the document provided



Step 10:

Click on the **Signatures** tab



Step 11:

Review the information provided (if any) in the **Comments** field

A) Student's comments

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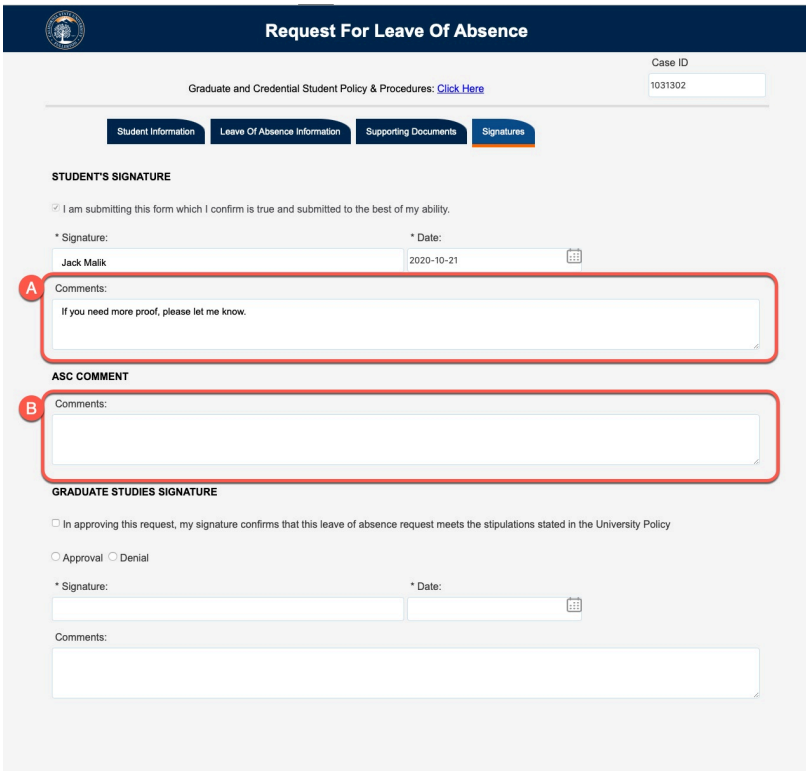
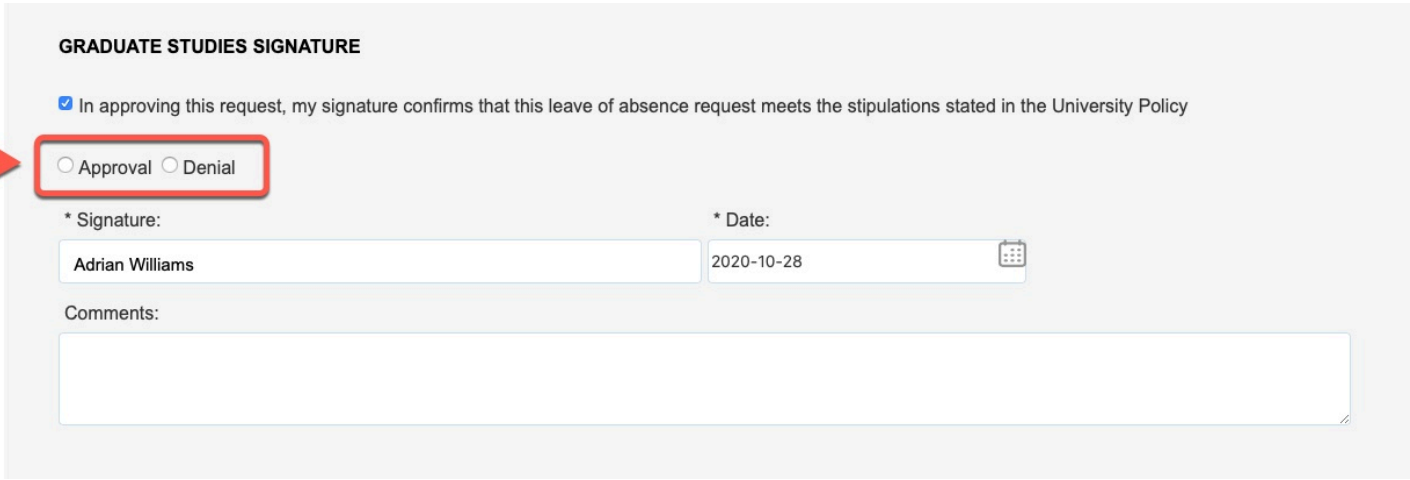
B) ASC's comments



Step 12:

Scroll down to the **Graduate Studies Signature** section

Indicate your decision by selecting **Approval** or **Denial**



Step 13: (Optional)

Leave a comment in the **Comments** field

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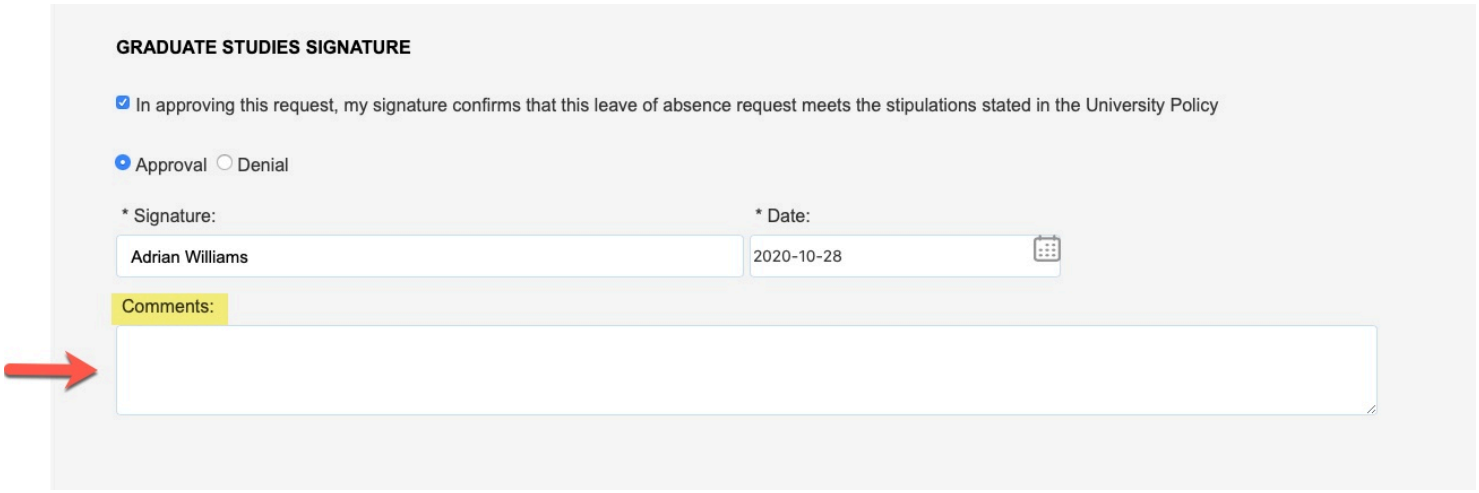
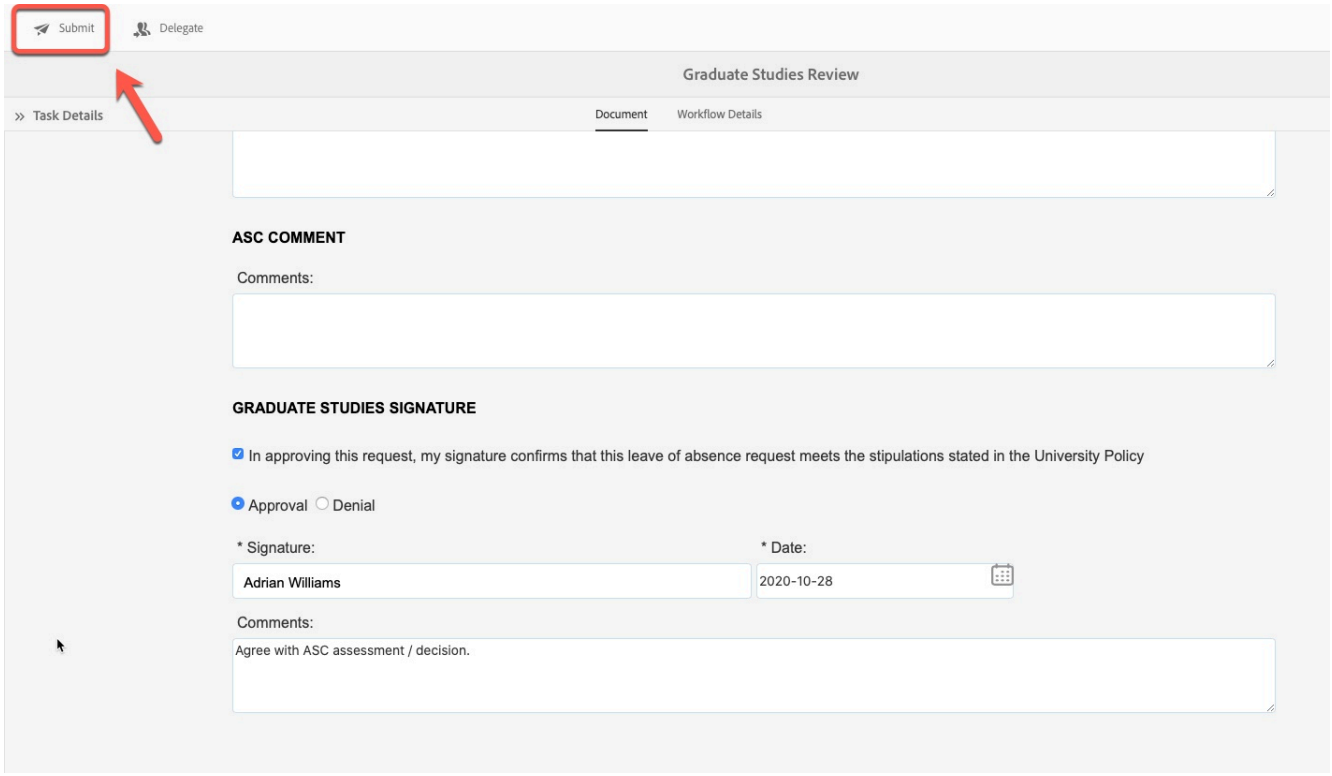


Step 14:

When you are ready to submit, click on the **Submit** button



Step 15: (Optional)

Leave a comment in the **Comment (optional)** field

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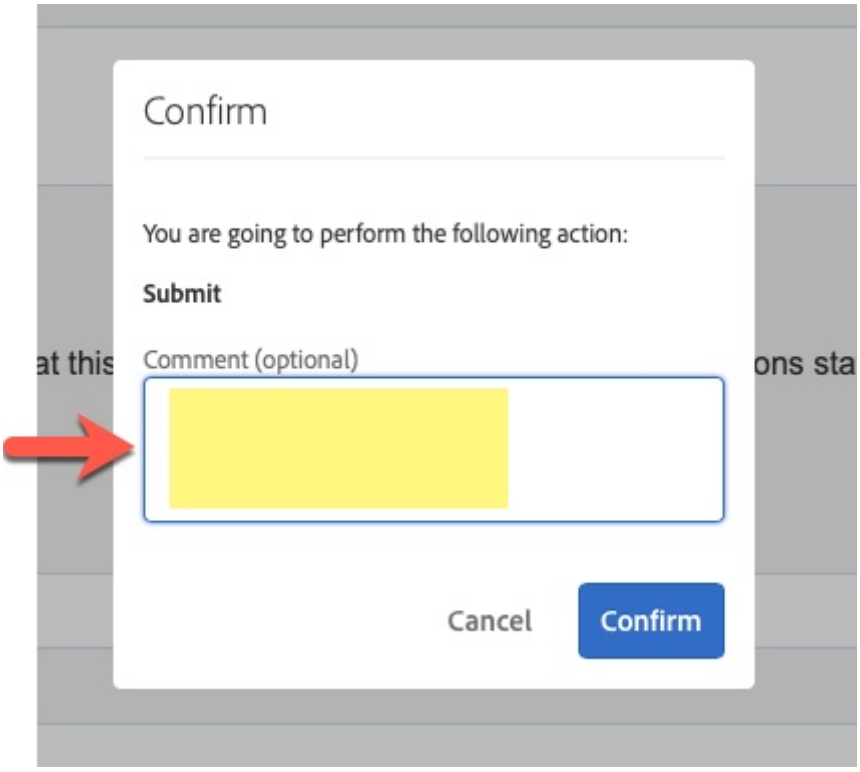

Step 16:

Click the **Confirm** button

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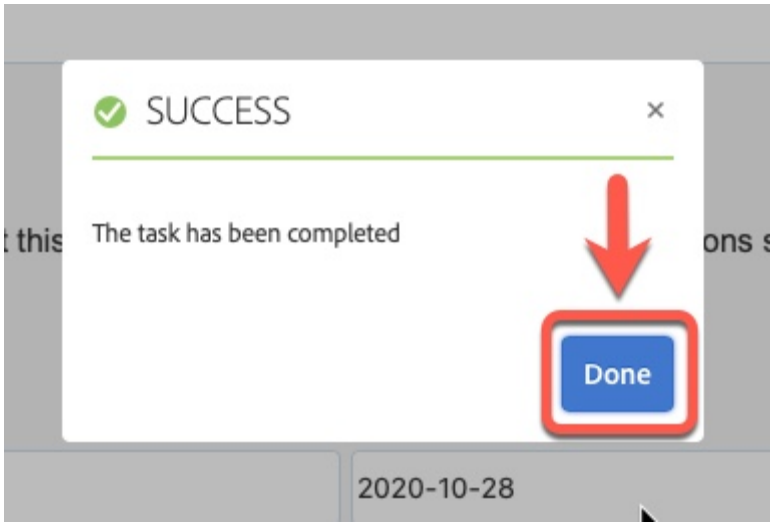
Step 17:

Click The **Done** button

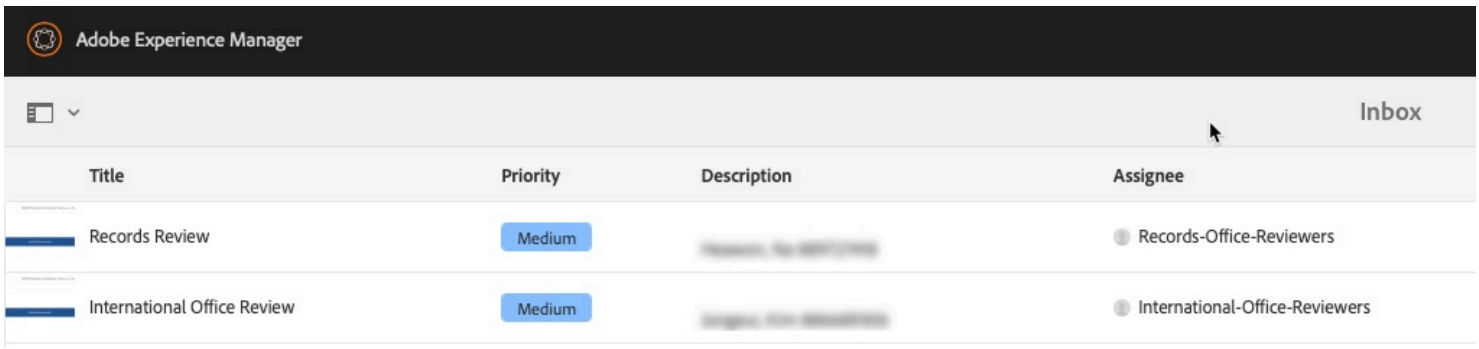


Records Review

Step 1:

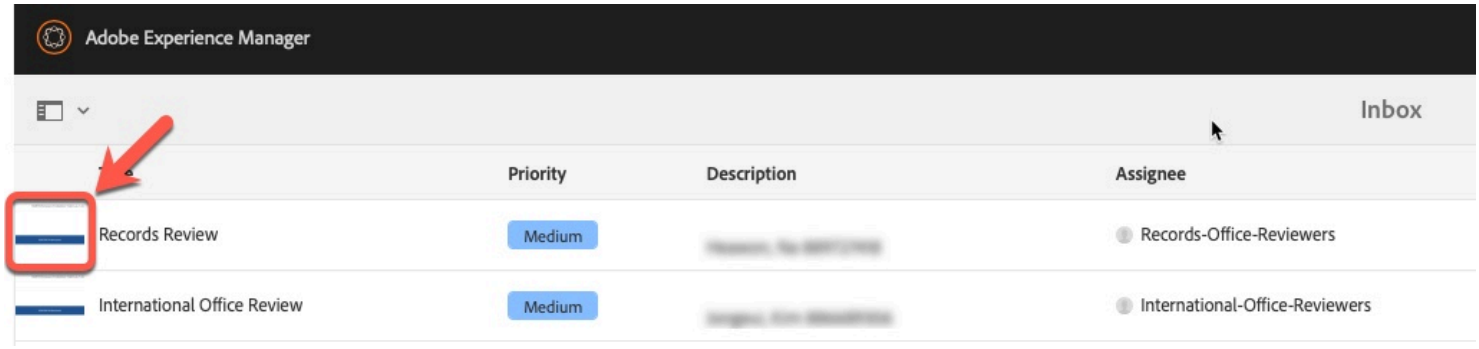
Log into the AEM Inbox

Accessing AEM Inbox Items

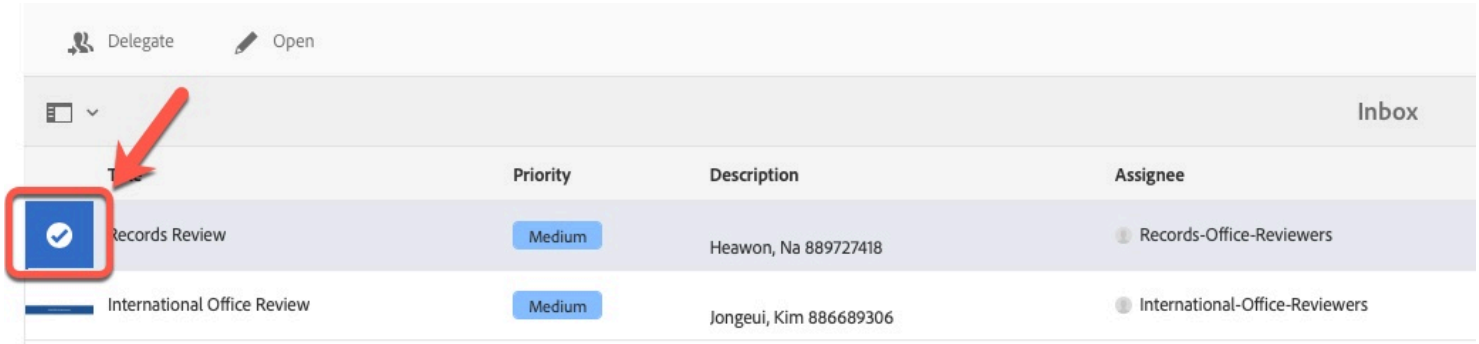


Step 2:

Select the document you would like to work on



The document icon will turn blue once selected



Step 3:

Click the **Open** button

Step 4:

Click the Proceed button to assign the request to yourself

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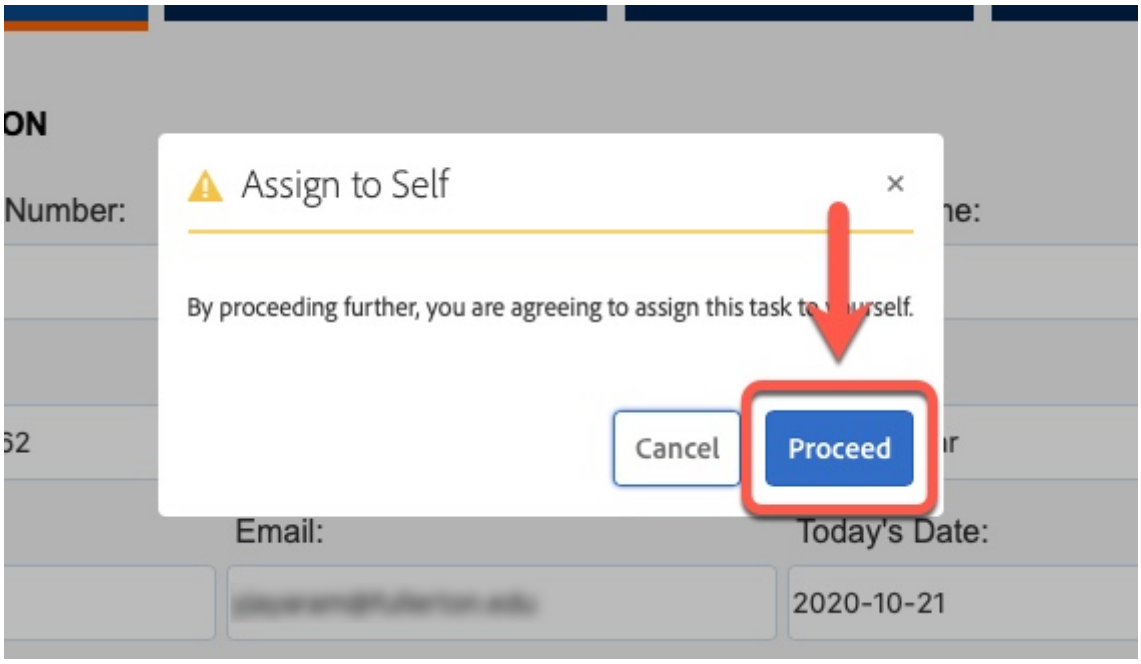
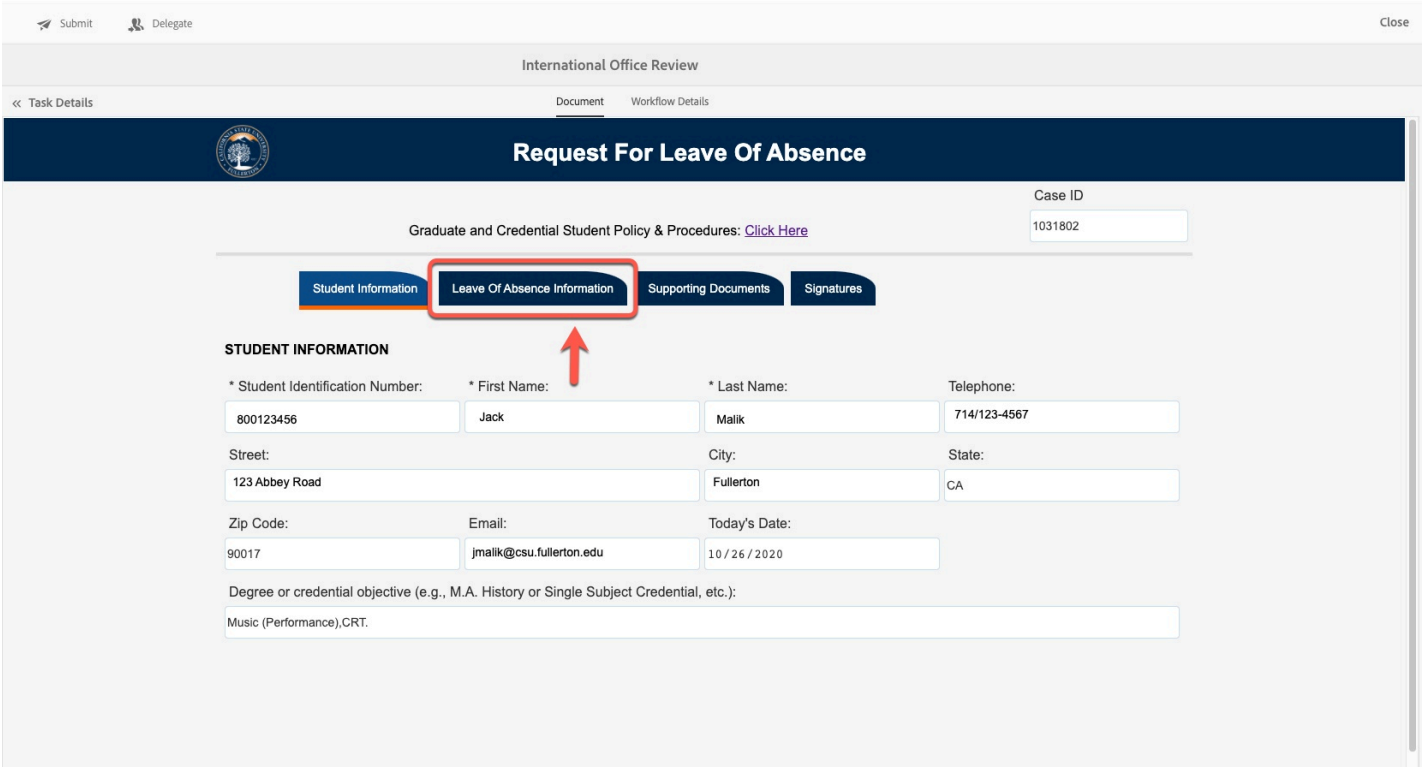


Step 5:

Click on the **Leave of Absence Information** tab



Step 6:

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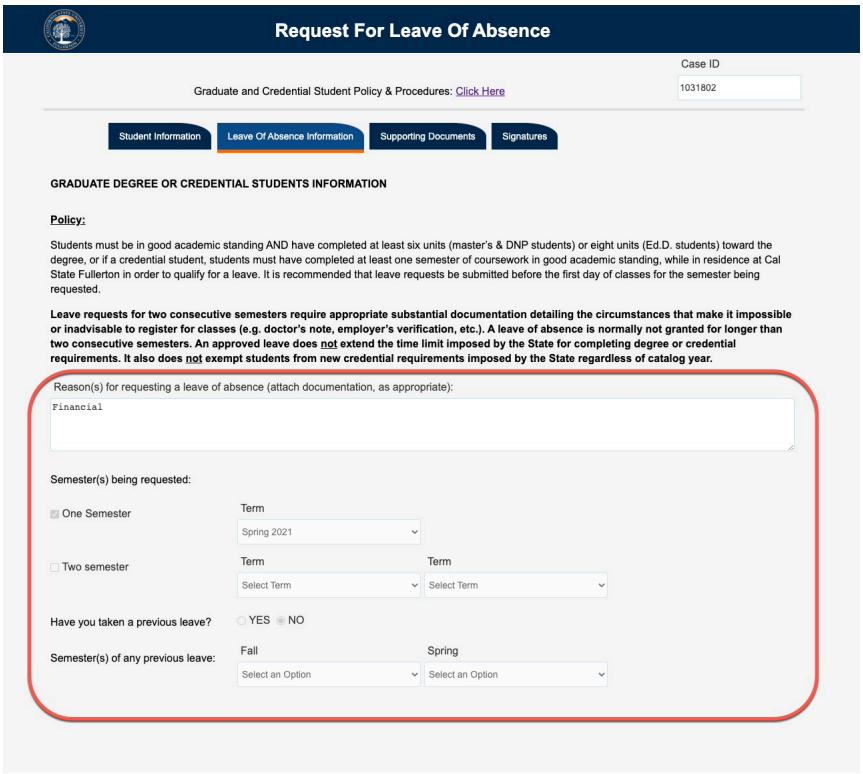
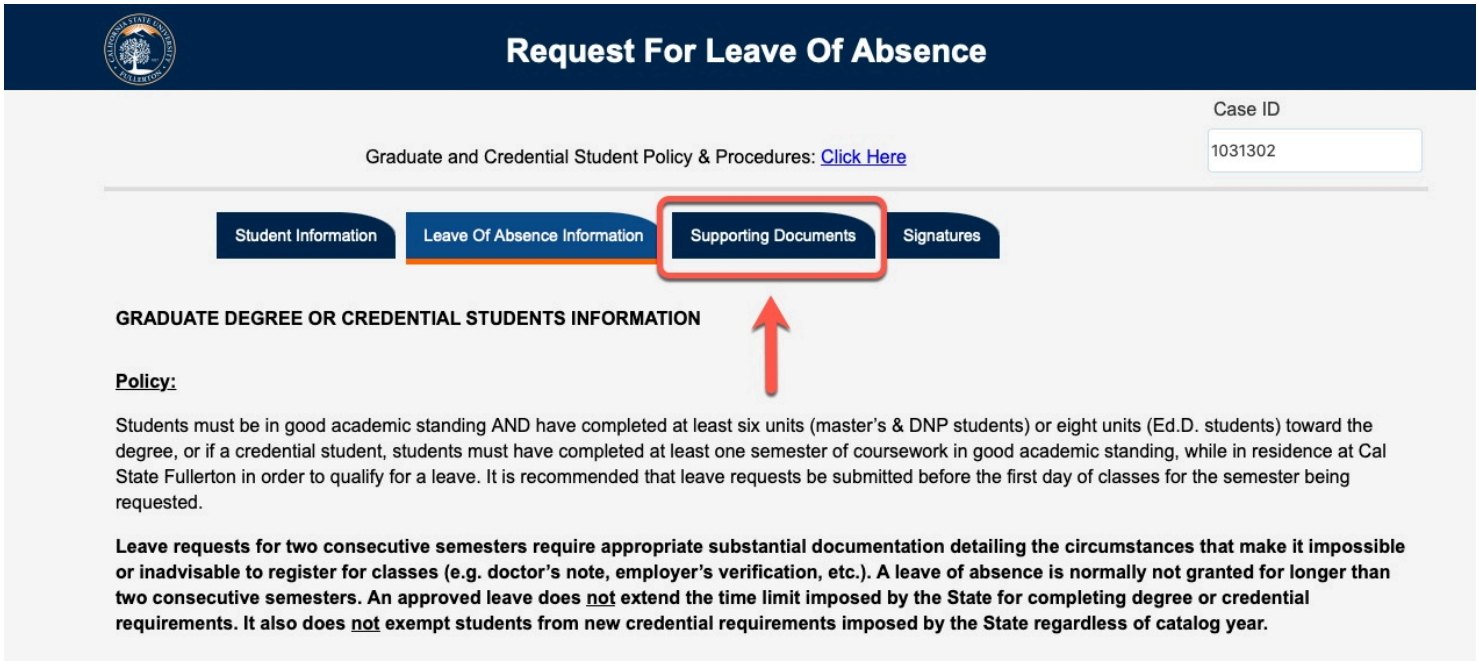
Review the information provided



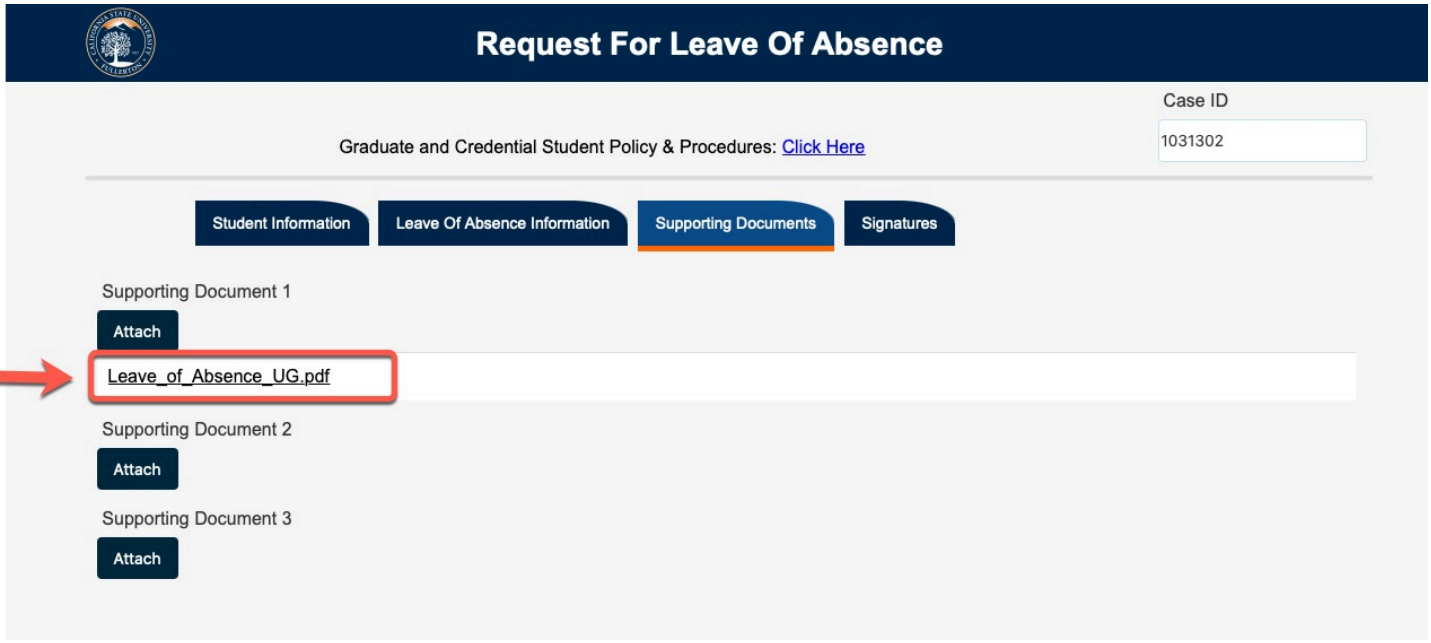
Step 7:

Click on the **Supporting Documents** tab



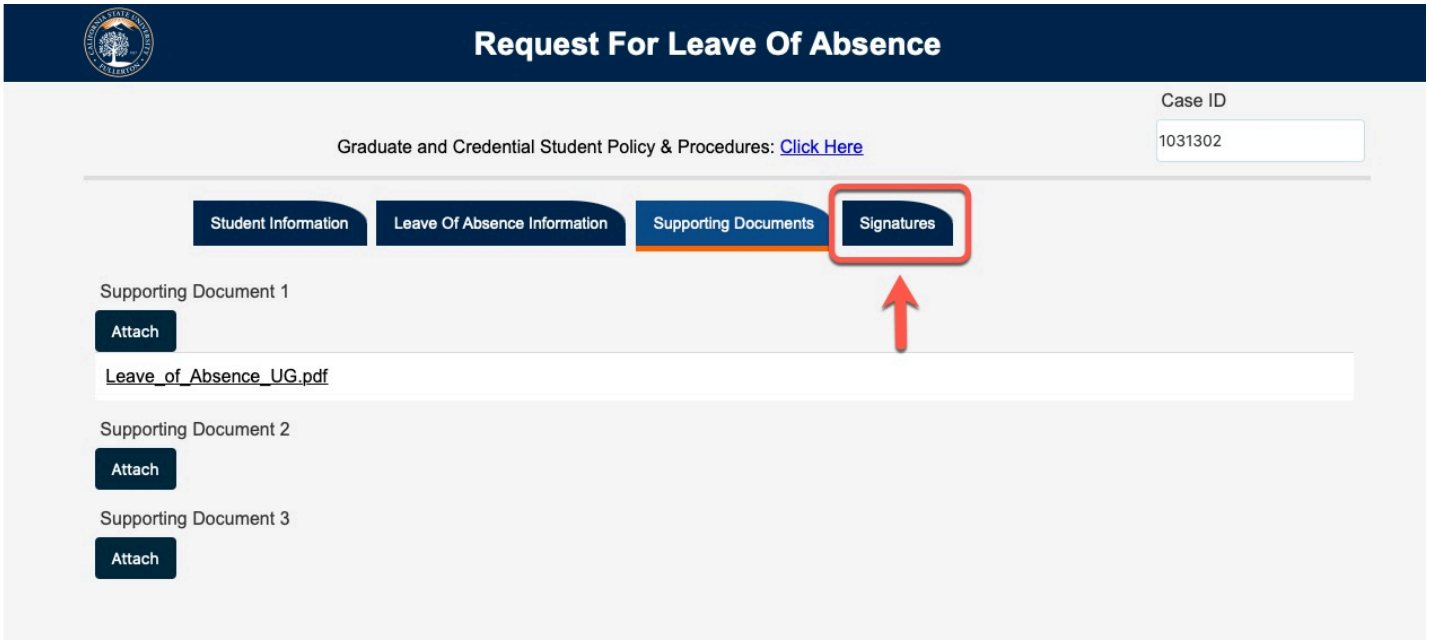
Step 8:

Click on the attachment link to view the document provided



Step 9:

Click on the **Signatures** tab



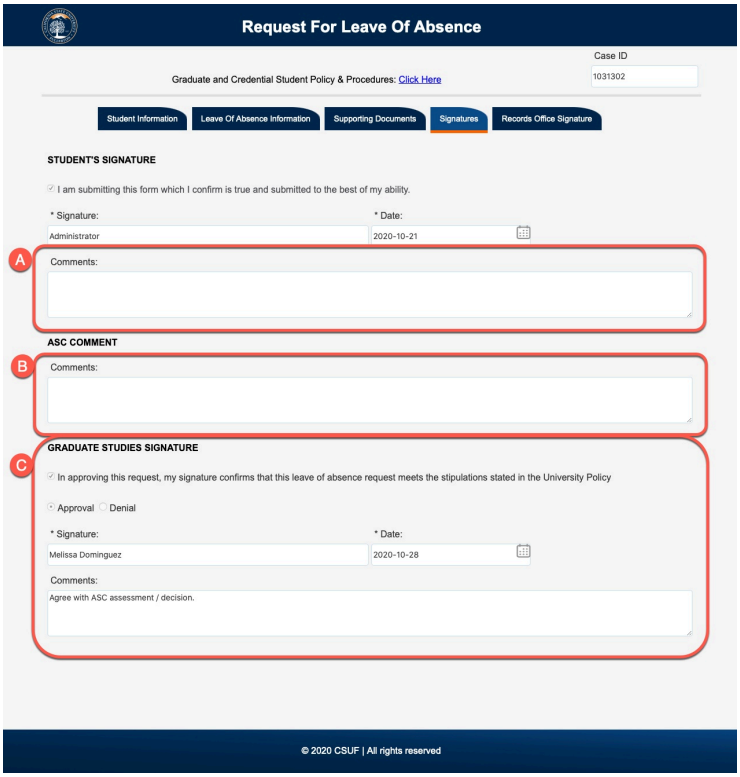
Step 10:

Review the information provided (if any) in the Comments sections:

A) Student's Comments

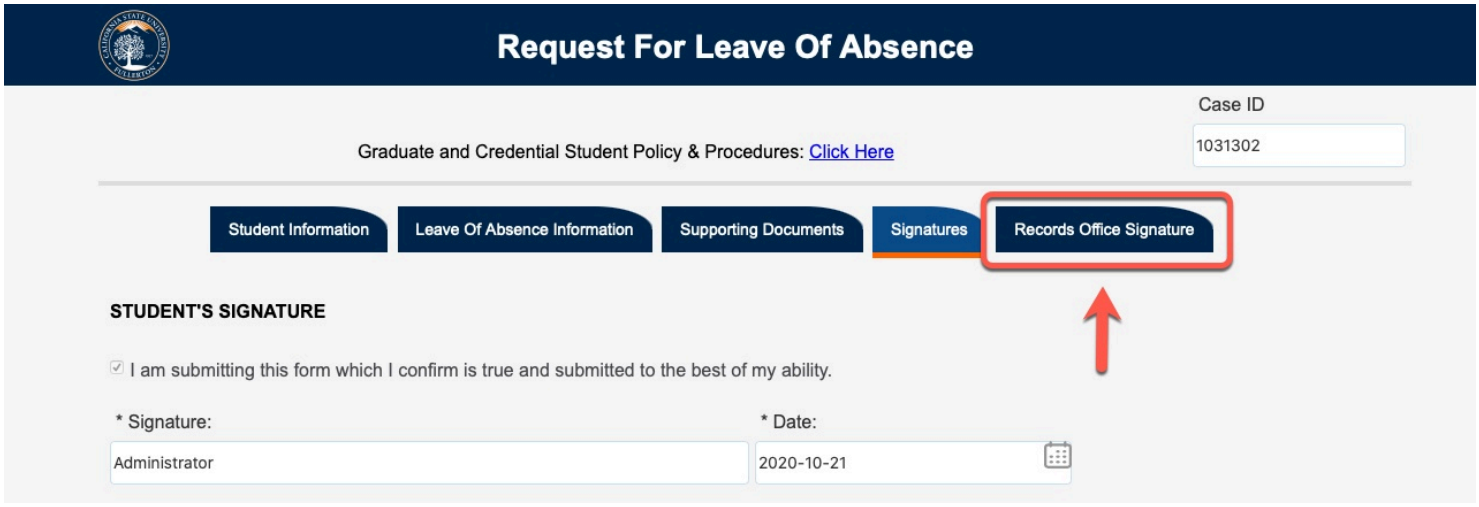
B) ASC's Comments

C) Graduate Studies' Comments



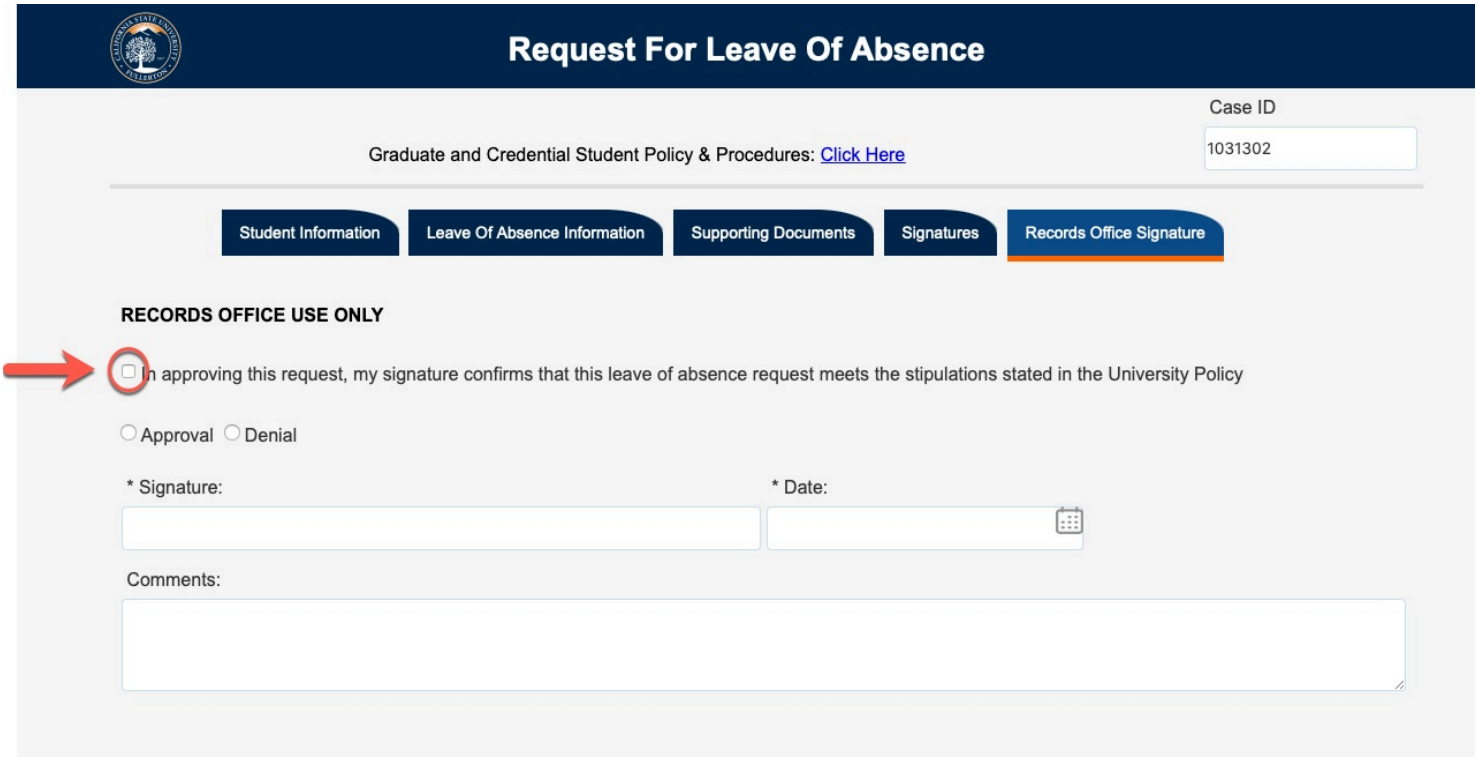
Step 11:

Click on the **Records Office Signature** tab

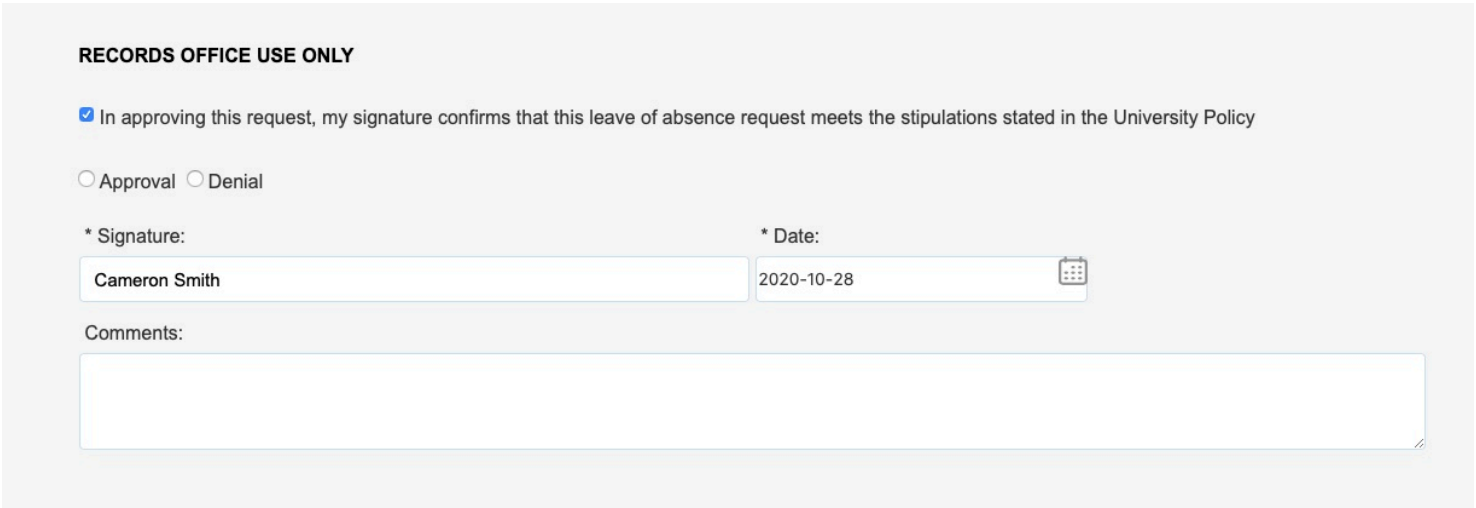


Step 12:

Check the box to verify the request meets the University Policy stipulations



Your signature will populate upon checking the box



Step 13:

Indicate your decision by selecting **Approval** or **Denial**

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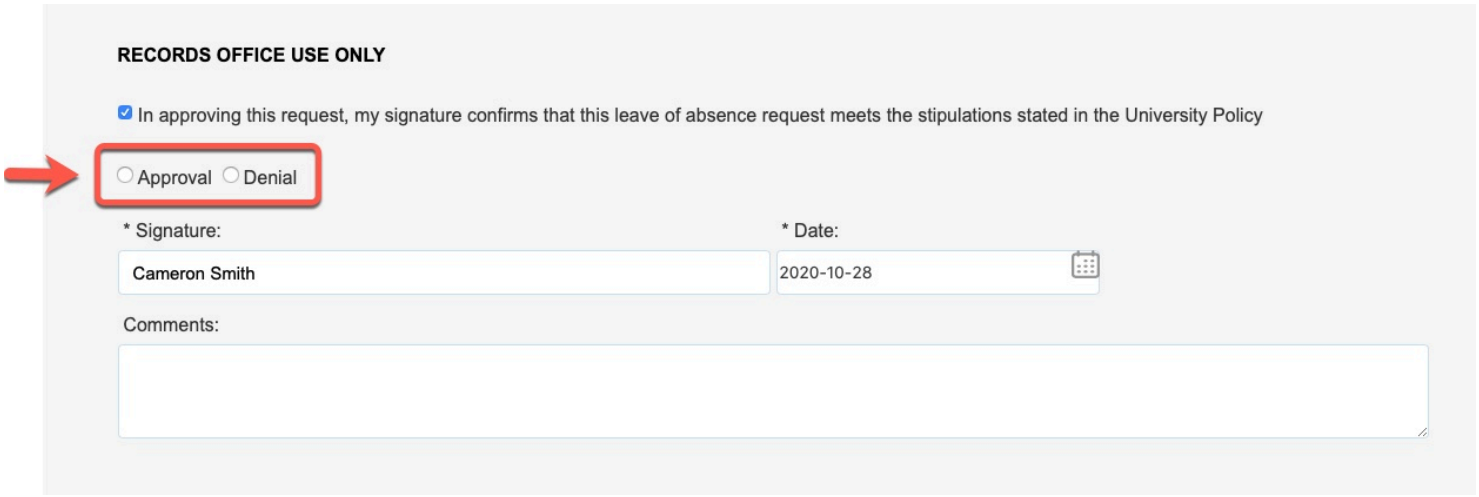
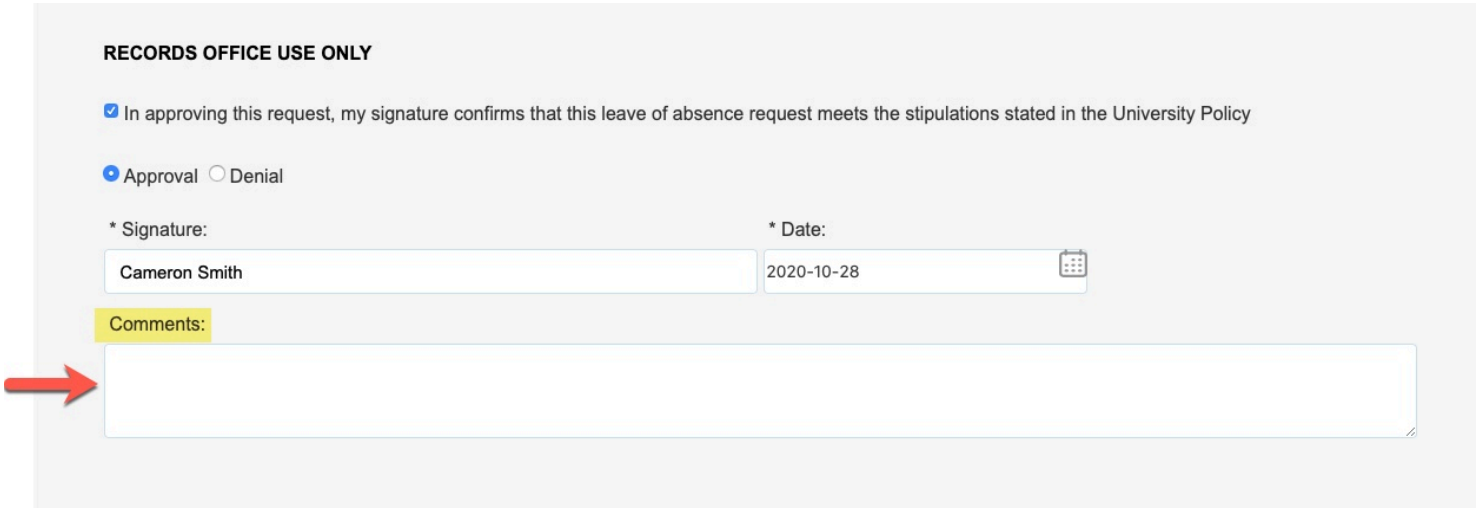


Step 14: (Optional)

Leave a comment in the **Comments** field



Step 15:

When you are ready to submit, click on the **Submit** button

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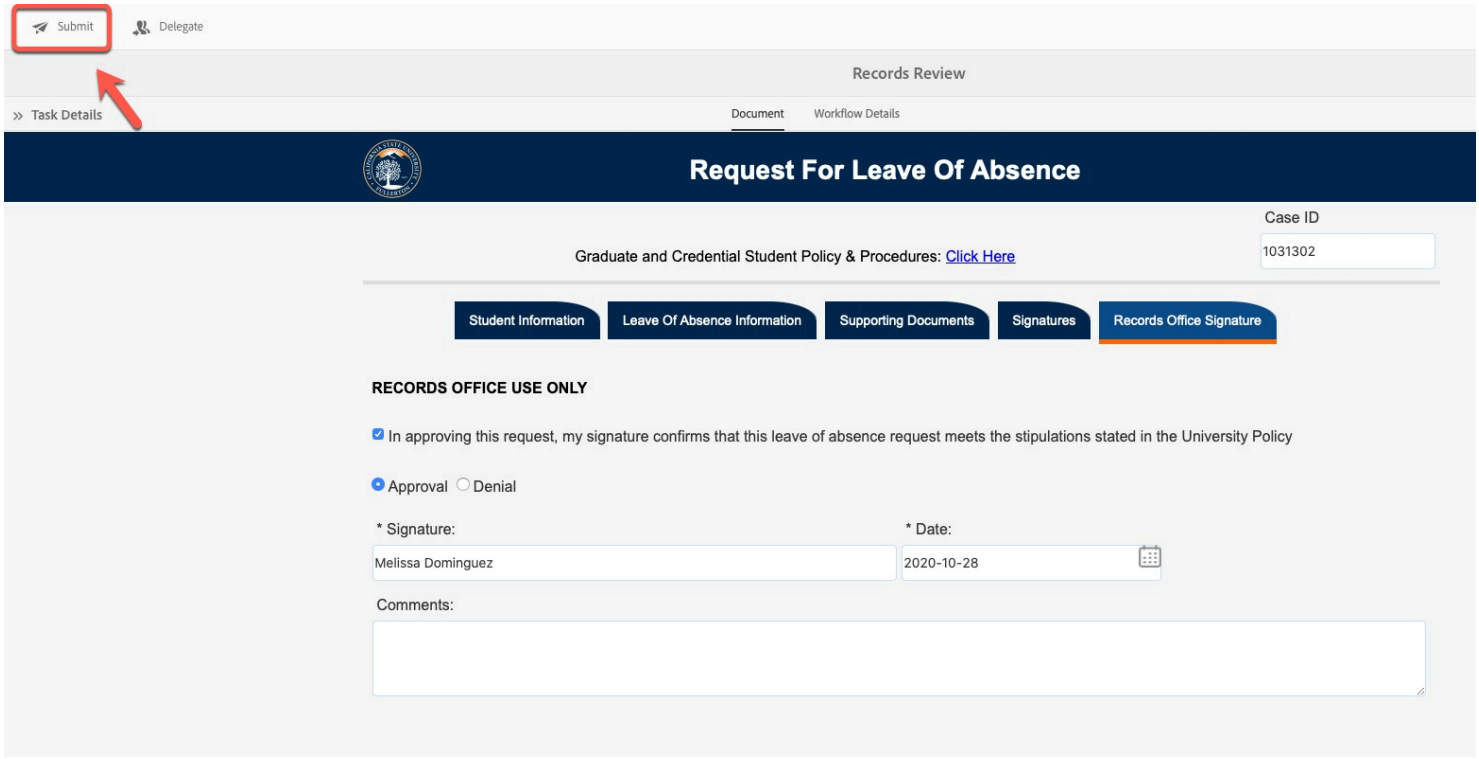
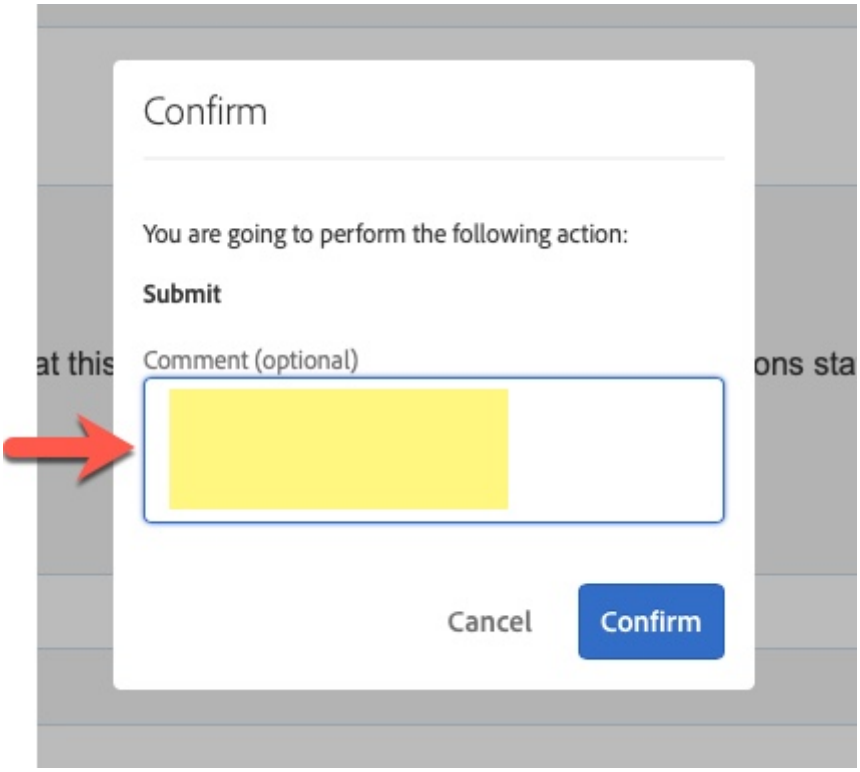


Step 16: (Optional)

Leave a comment in the **Comment (optional)** field



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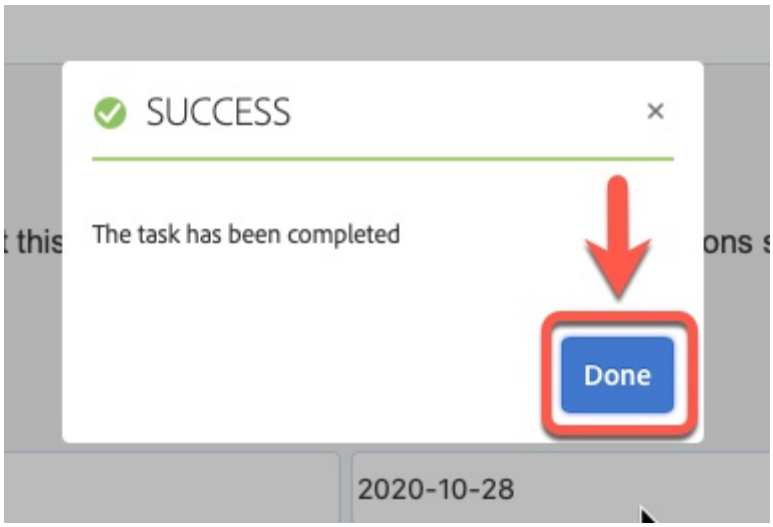
Step 17:

Click the **Confirm** button

Step 18:

Click on the **Done** button



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Need More Help?

For questions or assistance, please contact the IT Help Desk at:

helpdesk@fullerton.edu

657-278-7777

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