Use this task to review and approve (or deny) a person of interest (POI) request.

**Navigation:** PeopleSoft Menu > UC Customizations > UC Extensions > **Person of Interest Approval**

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Search for the person of interest to review and approve. Use the <strong>Empl ID</strong>, <strong>First Name</strong> or <strong>Last Name</strong> fields to search for the POI, or click the <strong>Search</strong> button to see all approvals.</td>
</tr>
<tr>
<td>2.</td>
<td>For this example, search for all approvals. Click the <strong>Search</strong> button.</td>
</tr>
</tbody>
</table>
Step | Action
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3. | The **Search Results** list appears. This list contains POIs that await your approval or have been approved. You can sort this list using the column headings.

Click the **First Name** column header.

**First Name**
Step 4. The list is now sorted by **First Name**. Locate the POI that you need to approve.

Click the **Approve** link.

**Approve**
### Step 5
The **Biographical Details** page appears. Review the information on the page.

### Step 6
Click the **Contact Information** tab.
7. Review the information on the Contact Information page.

Click the POI Data tab.
### Step 8
Review the information on the **POI Data** page.

### Step 9
1. Return to the first tab to perform the approval.
2. Click the **Biographical Details** tab.
Step | Action
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10. | Click the **Approve** button to approve the POI request. Click the **Deny** button to deny the POI request. For this example, approve the request.

   Click the **Approve** button.

11. | The POI request is approved, and the **Person ID** is assigned to the POI.

   Click the scroll bar.
Step | Action
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12. | Note that the workflow shows **Approved**.
13. | Click the **Return** button to return to the **Search** page.
14. | You have reviewed and approved a person of interest request. **End of Procedure.**