

**How To Approve a Job Card/Opening in Page Up**

**To approve the job via email:** Reply to the approval email you received with the single word *approve*to approve the job. Variations of the word will not work.

**To approve the job via PageUp:** **URL**: <https://osu.dc4.pageuppeople.com/>

Click the **My job approvals** link in the left-hand menu.  Click **View** next to the job and review the details.  You can click through the tabs of the job card to view attached documents and notes.  If you scroll down to the bottom of the position information tab of the job card, you will see approve and decline buttons.  Click **Approve**.  On the Manage Approvals page, the blue information panel displays that the job has been approved.

**Successful completion:**

Open your job.  In the approval section, there will be a tick and date stamp indicating when it was approved.  The job status moves to Approved.

**Declining a job**

Select **My job approvals** on the left-hand menu again. Click **View** next to the job and scroll down to the bottom of the page.  Click Decline.  A pop-up requesting a reason for your decline will be displayed – this is mandatory.  Click **Save**.  On the Manage Approvals page, the blue information panel displays that the job has been declined.

**Successful completion:**

Select **Manage jobs,** filter the Job Status dropdown by Declined.  This will display the job that was declined. **Edit** the job and in the approval section, there will be a red ‘x’ and date stamp indicating when it was declined.
In the **Notes** tab you can view the reason for declining.

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