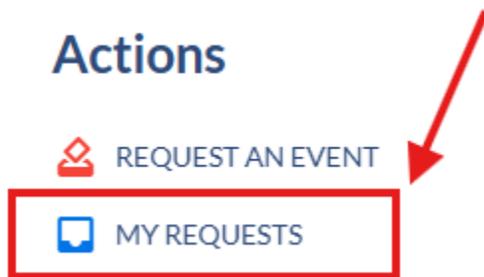


How to Edit a Request in CourseDog

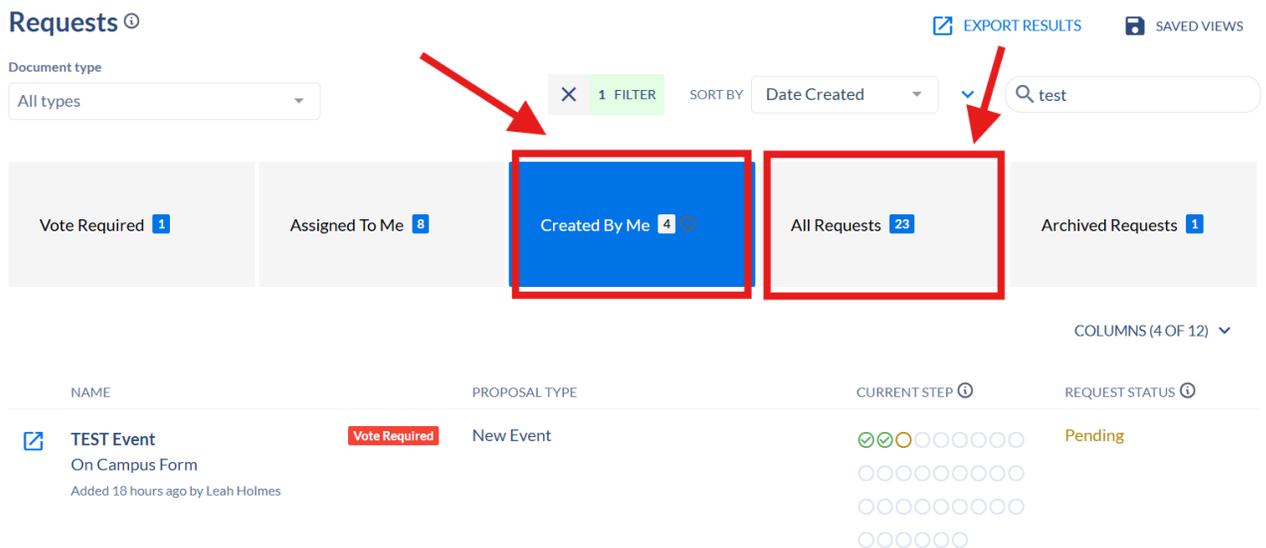
1. Start from the Home Page

Click the **blue “My Requests”** button on the right side of the homepage.



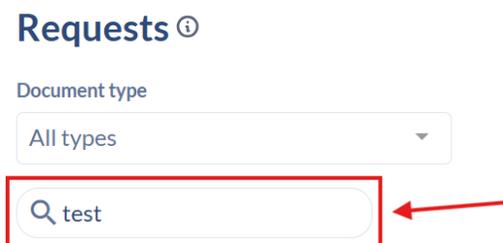
2. Find Your Event

- Use the **“All Requests”** or **“Created by Me”** tab to narrow your search.



A screenshot of the 'Requests' page. The page title is 'Requests' with a help icon. Below the title, there is a 'Document type' dropdown menu set to 'All types'. To the right, there is a '1 FILTER' button, a 'SORT BY' dropdown menu set to 'Date Created', and a search box containing 'test'. Below these are five tabs: 'Vote Required 1', 'Assigned To Me 8', 'Created By Me 4', 'All Requests 23', and 'Archived Requests 1'. The 'Created By Me' and 'All Requests' tabs are highlighted with red rectangular boxes. A red arrow points to the '1 FILTER' button, and another red arrow points to the search box. Below the tabs, there is a 'COLUMNS (4 OF 12)' dropdown menu. The main content area shows a table with columns: 'NAME', 'PROPOSAL TYPE', 'CURRENT STEP', and 'REQUEST STATUS'. The first row shows a 'TEST Event' with a 'Vote Required' tag, 'New Event' as the proposal type, a progress bar with 4 out of 12 steps completed, and a 'Pending' status.

- You can also use the **“Search for Requests”** box to search by event name.



A screenshot of the 'Requests' page, focusing on the search box. The page title is 'Requests' with a help icon. Below the title, there is a 'Document type' dropdown menu set to 'All types'. Below that is a search box containing 'test', which is highlighted with a red rectangular box. A red arrow points to the search box.

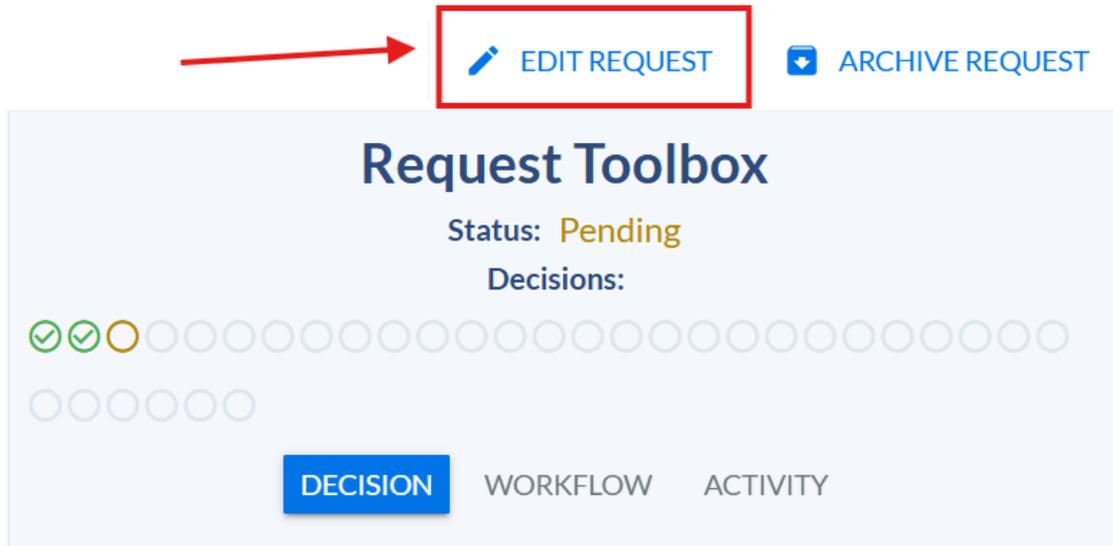
3. Open Your Request

Once you find your event, click on it to open the request details page.

NAME	PROPOSAL TYPE	CURRENT STEP ⓘ	REQUEST STATUS ⓘ
 TEST Event On Campus Form <small>Added 4 minutes ago by Leah Holmes</small>	New Event		Pending

4. Edit the Request

In the top right corner of the page, click the **“Edit Request”** button. From there, you’ll be able to make changes to your event details.



Request Toolbox

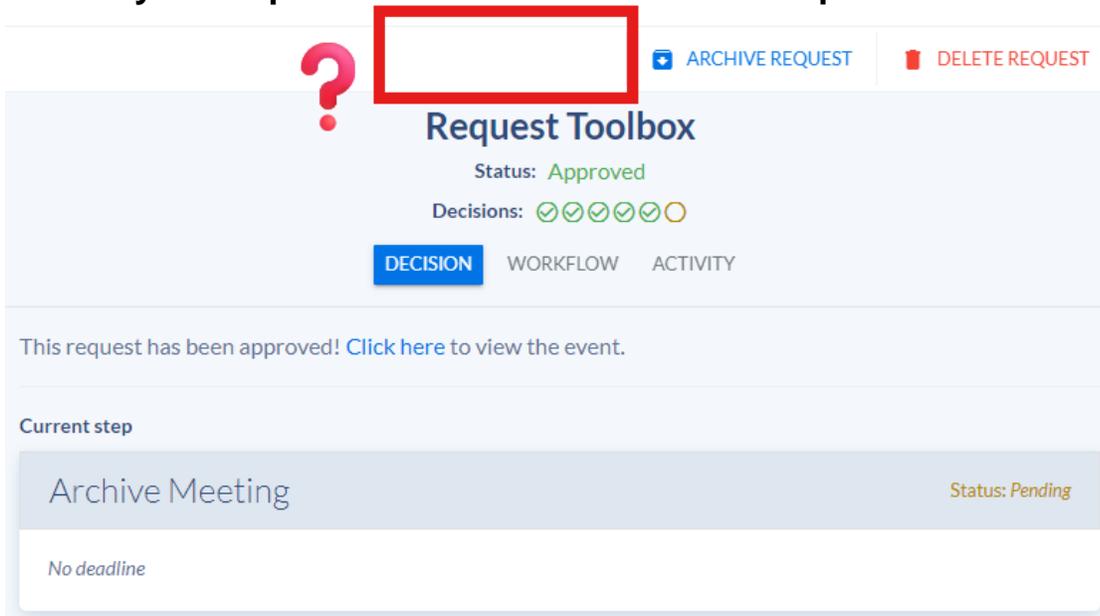
Status: Pending

Decisions:




DECISION WORKFLOW ACTIVITY

What if your request does *not* have an **“Edit Request”** button?





Request Toolbox

Status: Approved

Decisions: 

DECISION WORKFLOW ACTIVITY

This request has been approved! [Click here](#) to view the event.

Current step

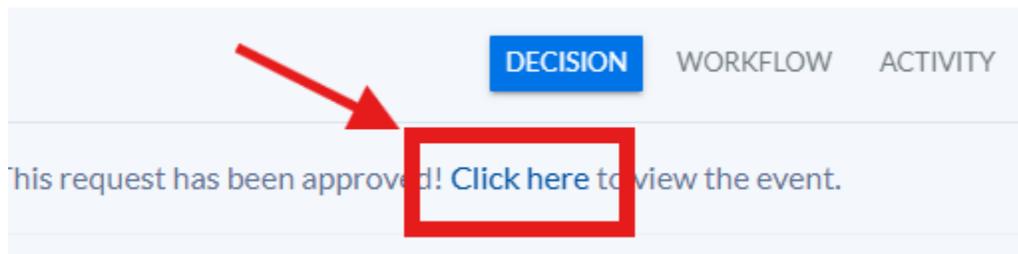
Archive Meeting Status: Pending

No deadline

Follow these steps instead:

1. Click on the “Click here” link

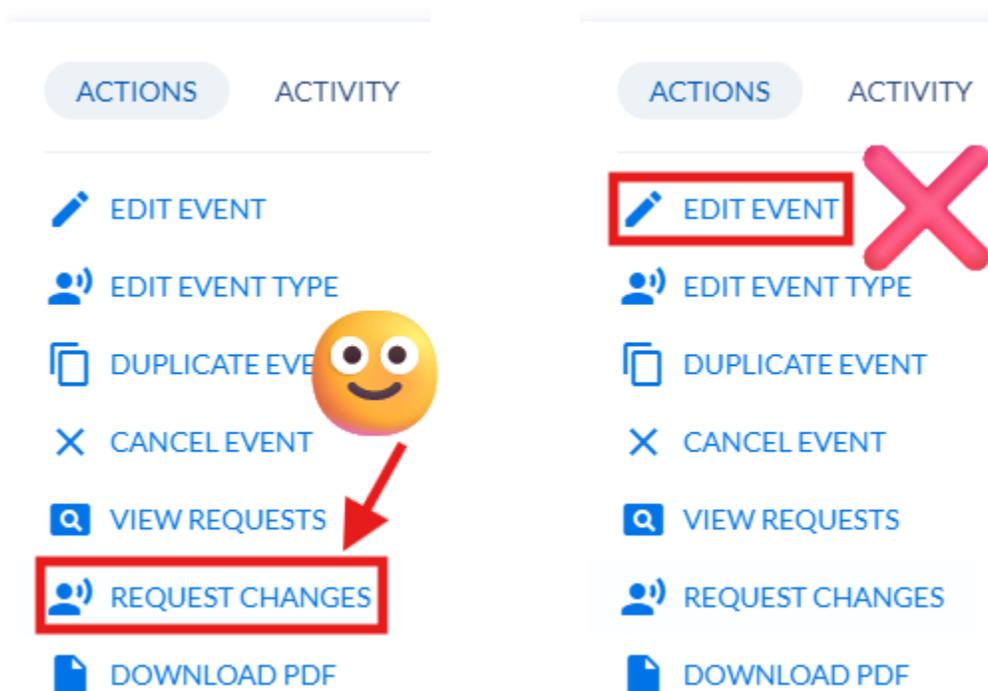
This will take you to an alternate page for managing your request.



2. Select the “Request Changes” option

Important: Do NOT select “Edit Event.”

Using “Edit Event” will **not** notify anyone that changes were made.



3. Submit your updated request

After making your edits, submit your request.

The appropriate reviewers and partners will be notified of your updates.

