



## Approving and Rejecting Submitted Orders

- Check order status



[Home](#) | [Profile](#) | [Order](#) | [Status](#) | [LOG OUT](#)

Welcome back, Dr. Professor X,  
What Would You Like To Do Today?


 User Profile Successfully updated

**Order Course Materials**  
 Order course materials for the upcoming term

**Check Order Status**  
 Check the status of an order or make changes to an existing order.

**Update Profile**  
 Update your profile info, including contact and login info.

- Find previous orders by order number, order criteria or date range

- or -

DDCS searches are not specific to user id

Program  
 All

Term  
 TETEST2/2010

Division  
 Default

Department  
 ENG

Course  
 1003

Section  
 100

Instructor  
 Professor X.

- or -

Order #

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Continue >

- Put a checkbox next to the order
- Approve or Reject the submitted order



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## Check Order Status

From this page, you can approve/reject, view/edit, print, or export single or multiple orders.

Results for:"All,TETEST2/2010, Default, ENG , 1003, 100, Professor X,"

Selected Items: 1

[Clear All Selections](#)

Select Order(s) to: [Edit](#) | [Approve](#) | [Reject](#) | [Print](#) | [Export](#)

<input type="checkbox"/>	Status	Term	Division	Department	Course	Section(s)	Instructor
<input checked="" type="checkbox"/>	SUBMITTED	TETEST2/2010	Default	ENG	1003	100	Professor X

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## Check Order Status

From this page, you can approve/reject, view/edit, print, or export single or multiple orders.

2108875 : Order successfully updated.

Number of Orders that have been Approved :1

Results for:"All,TETEST2/2010, Default, ENG , 1003, 100, Professor X,"

Selected Items:

[Clear All Selections](#)

Select Order(s) to: [Edit](#) | [Approve](#) | [Reject](#) | [Print](#) | [Export](#)

<input type="checkbox"/>	Status	Term	Division	Department	Course	Section(s)	Instructor
<input type="checkbox"/>	APPROVED	TETEST2/2010	Default	ENG	1003	100	Professor X

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**Note:** Once an order has been **approved**, it **can't be rejected**. However, **rejected** orders **can be approved**.

## Check Order Status






From this page, you can approve/reject, view/edit, print, or export single or multiple orders.

2108875 : Approved orders cannot be approved or rejected.

Results for:"All,TETEST2/2010, Default, ENG , 1003, 100, Professor X,"

Selected Items: 1

[Clear All Selections](#)

Select Order(s) to:  [Edit](#) |  [Approve](#)  [Reject](#) |  [Print](#)  [Export](#)

<input type="checkbox"/>	<u>Status</u>	Term	Division	Department	Course	Section(s)	Instructor
<input checked="" type="checkbox"/>	APPROVED	TETEST2/2010	Default	ENG	1003	100	Professor X

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