To get into your Peoplesoft Financials Worklist (without linking through email notification)

- From the [http://nau.edu/department-index/#p](http://nau.edu/department-index/#p)
- Click on PeopleSoft Financials
- Put in your credentials
- Click on **Main Menu**
- Click on **Worklist**
- Worklist will have a list of links to reimbursements, click on the link you want to approve (or Send Back to creator)
- Scroll to the bottom and click on the **Approve** button on left
- You will be redirected to a screen where you click **ok** to complete the approval