Below are the steps for approving events on the new SGA Financial System:

1. Login into the site http://wpunj.collegiatelink.net
2. On the right side under "My Current Involvement" click on the club
3. Select the drop down arrow to the right of the Finance tab for more options
4. Select the Confirmed and Pending Requests tab
5. The screen will show pending requests for your organization---Select the Magnifying Glass (View Option) under Manage to view/approve the event and requests
6. Once you have reviewed the information—click on the "CHANGE STAGE" tab. This tab is located to the right of the EVENT NAME at the top of the screen.
7. In the middle of the screen, select the drop down arrow on the right side of the STAGE field. SELECT STAGE 2 OFFICER/ADVISOR APPROVAL and click on the Change button.

You have reviewed and approved the financial request.