• Bookmark the following link to access the PAR/CRF form.
  [http://www.uab.edu/uabforms/](http://www.uab.edu/uabforms/)

  (To bookmark, click the link and open the page. Click the Favorites menu. Select Add to Favorites.)

• Log in Using your BlazerID and password.

You will log in to the Dashboard for forms.

You will have two sections in your dashboard:

• Forms Submitted
• Forms Requiring my Approval

![Dashboard Screenshot]

Click the document icon in the Review the Form column to view and approve the form:

![Form Approval Screenshot]
Click View Form.

Additional Approvers:

By clicking on the "Book" browse icon below, you can select additional approvers for this form. Any additional approvers in addition to the *WAM established approvers. You should only use additional approvers when the current individuals you deem necessary to fully approve this form.**

* Primary approvers are established and used by this form as established in the Workflow Approver Maintenance (WA setup by your Organizations Workflow Officer. To view your current WAM approver list, click here: WAM Approver List

** If this is a common occurrence you may want to discuss adding this additional approver to the WAM approver list.

Please check the certification box below to enable the approve/reject buttons.

☑ I certify I have reviewed this form.

[Approve] [Return to Requestor] [Cancel]

The form will open for your review in a new browser tab.
Close the preview and return to this view to select "I certify I have reviewed this form" and then click approve or return to requestor.