**WEB Enrollments - Requester Process**

**Start**

**Denied**

Wait for Approval

Contact IT department for Type of Enrollment

**End**

Timeline for Test and Production

Determine Maint and Updates of site

Review Signature Issues

**End**

**End**

**No**

**Yes**

Business Office - Will they allow PayPal?

Determine Payment Options

Forms, spreadsheets, databases, emails, equipment

Determine Website Name, Inputs and Outputs

**YES**

Layout enrollment pages

Review Current Process

Attend Process Meeting

**Approved**

**End**

**NO**

Enrollment Service – Will they allow this process? Determine mandatory fields

**WEB Enrollments - IT Process**

Business Office - Will they allow PayPal?

Enrollment Services – will they allow this process?

-See Requester Response-

**End**

Timeline for Test and Production

IT Staff alert requester of testing/production readiness

Michelle provide equipment according to needs from requestor process

Create site according to information provided by requestor process

Pamela work with Mark Dean on PayPal Account

**Yes**

Set up website name/location

Forms-php or Google, spreadsheet location, databases, emails - groups, sql connector, equipment

**End**

**No**

**End**

**Start**

**Denied**

Wait for Approval

Requester Contacts IT department for Type of Enrollment

Attend Process Meeting

**Approved**