1. In the Credit Request email, click where it says "Click here to evaluate this request."
2. Log in with your ONYEN and password.
3. Some of your information will populate automatically into the Approver Information section of the form. This includes:
   a. First and Last Name  
   b. PID  
   c. UNC Email Address
4. Enter your academic Department
5. Some of the student information will populate automatically into the Student Information section of the form. This includes:
   a. Student First and Last Name  
   b. Student PID  
   c. Study Abroad Program  
   d. Location  
   e. Term Abroad  
   f. Year Abroad  
   g. Majors and Minors  
   h. Expected Graduation Term
6. Enter evaluation information for the course(s) in the Course Approval Information
   a. Directions for looking up Tarheel Tracker codes appear at the beginning of this section.
   b. Course Taken Abroad: Enter the title of the course, including the course number when available. Copy and paste this info from the email you received, if possible.
   c. Course Approval Decision: Indicate whether or not you approve the course for credit.
   Note: The next three fields will only appear if you approve the course.
   d. UNC Credit Hours: Enter the number of UNC credit hours that the fulfilled requirement carries.
   e. UNC Equivalent: Enter the UNC course equivalency (if applicable).
   f. Tarheel Tracker Code (RG-RQ-LN): Each 4-digit number translates to sections of the student’s Degree Audit: Requirement Group (RG), Requirement (RQ), and Requirement Line (LN). If the approved course satisfies more than one requirement (i.e. counts for a specific requirement in the minor and a more general “numbered 200 or higher” hours-earned requirement), please submit THT codes for the second requirement in the Notes section (see below).
   g. Notes – The Notes section is visible to the student when you submit this form; please indicate here which requirement is being met by the course. If a course meets multiple requirements, resulting in multiple THT codes, please enter both satisfied requirements here and the THT code for the second requirement. If you deny credit for a course, please provide a brief explanation of your decision for the student.
7. Enter your First and Last name into the Approver’s Information Certification section, then check the digital signature checkbox.
8. Click Submit.