



# 1 | Sign in and find a request

## 1. Open the request or website

Use the request link in the notification email, or go to <https://cas.cnr.edu.bt> and click **Official login**. Sign in using your assigned official account.

CNR ACADEMIC SERVICES

### Welcome back

Sign in for approvals and administration. Forms and service status are available without login.

Official email

Password

**Sign in**

Local demonstration - fictional records only  
DAA: daa@example.test  
Password: CnrPreview2026!

[← Back to forms and service status](#)

*Example screen from the local demonstration system.*

## 2. Open Staff Substitution

If the request did not open automatically, select **Staff Substitution** in the menu. In the report, choose **Pending DAA** under Status and click **Search**. Open the request using **View**. A **Review / approve** link may also appear in the home-page records.

## 3. Review the application

Check applicant, department, travel purpose and dates, class arrangements and any attached documents. You may review requests from all departments. Confirm that HoD Approval is Approved before deciding.

Screenshots show fictional accounts. Use your own credentials. On a phone, tap **Menu** to open navigation.



## 2 | Record your decision

### Substitution approvals

Department: Department of Agriculture

| Approval stage | Status   | Approved / rejected by | Approval / rejection date and time |
|----------------|----------|------------------------|------------------------------------|
| HoD Approval   | Approved | Demo Department Head   | 2026-09-25 20:28:33                |
| DAA Approval   | Pending  | —                      | —                                  |

HoD approval is read-only. DAA may make the final decision only after HoD approval.

HoD action unavailable to DAA

Example screen from the local demonstration system.

### 4. Choose your decision

Scroll to **Approval decision**. Under **Next status**, select **Approve as DAA** or **Reject as DAA**. Enter remarks; a reason is required for rejection.

Next status

Approve as DAA

Remarks (required for rejection or cancellation)

Reviewed travel details and class arrangements.

Save decision

Example screen from the local demonstration system.

### 5. Save and verify

Click **Save decision**. Check the approval-stage table and **Activity history** for your decision, name and date/time. Approval changes the overall status to Approved. Rejection changes it to Rejected by DAA.

**No decision controls?** Check your DAA role and that the request is Pending DAA. The HoD action is deliberately disabled: DAA cannot approve on behalf of HoD. You cannot approve your own request. Ask the administrator to check access if needed.