



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 HoD** 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 act only on requests from your own department.

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	Pending	—	—
DAA Approval	Pending	—	—

Example screen from the local demonstration system.

4. Choose your decision

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

Next status

Approve as HoD

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 request to Pending DAA. HoD rejection stops it from proceeding to DAA approval.

No decision controls? Check your HoD role, department and that the request is still Pending HoD. Requests already decided or belonging to another department cannot be approved here. You cannot approve your own request. Ask the administrator to check access if needed.