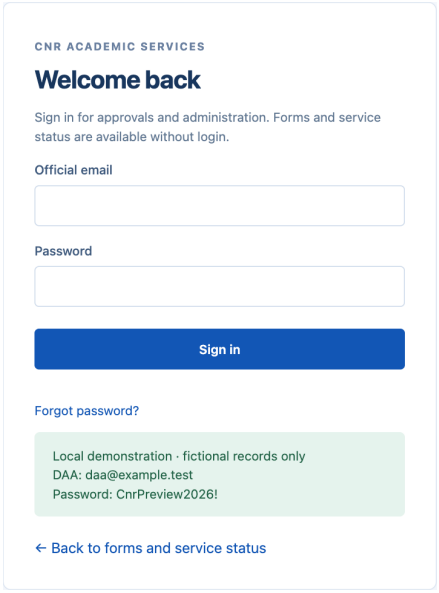
1 | Sign in and find a request

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.



Example screen from the local demonstration system.

2. Open Staff Substitution

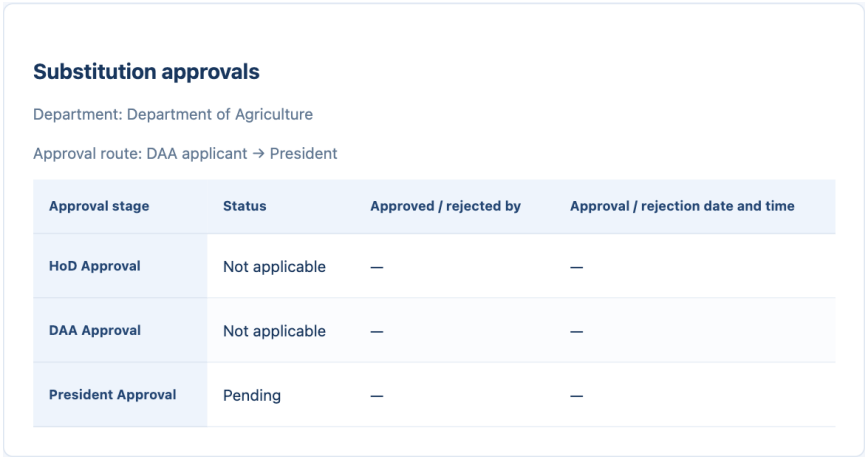
Select **Staff Substitution** in the menu. In the report, select **Pending President** under Status and click **Search**. Open the request using **View**. Email links open the request after sign-in.

3. Review the application

Check applicant, department, travel details, class arrangements and attachments. Review DAA requests. The HoD and DAA approval stages are Not applicable; President provides the final decision.

Forgot your password? Click **Forgot password?** on the login page and enter your registered email. Use the newest emailed link within 30 minutes. Set a password of at least 12 characters and sign in again. Faculty directory entries do not have official login access.

2 | Record your decision



Substitution approvals

Department: Department of Agriculture

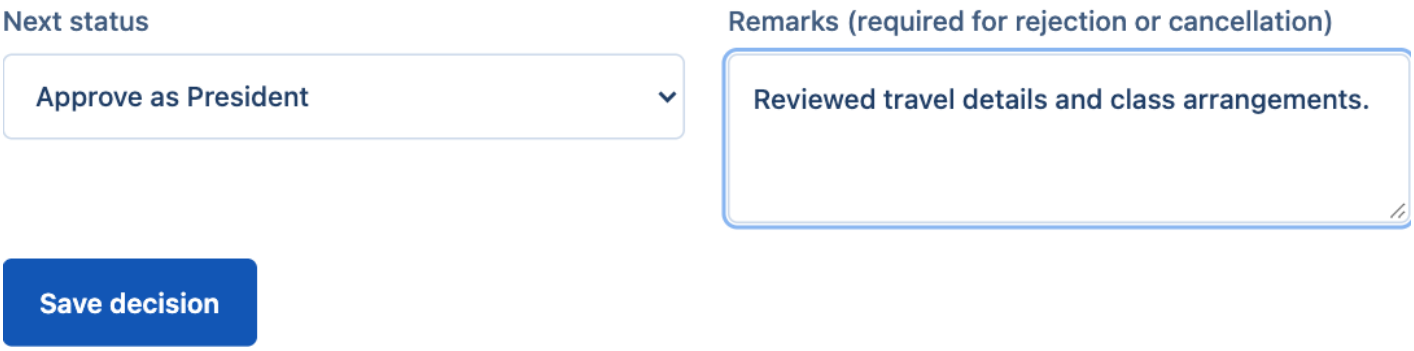
Approval route: DAA applicant → President

Approval stage	Status	Approved / rejected by	Approval / rejection date and time
HoD Approval	Not applicable	—	—
DAA Approval	Not applicable	—	—
President Approval	Pending	—	—

Example screen from the local demonstration system.

4. Choose your decision

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



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 President.

No decision controls? Check your President role and that this DAA request is Pending President. This route does not grant President approval of ordinary faculty or HoD requests. Already decided requests cannot be decided again. Self-approval is blocked. Contact ICT / the administrator if access needs correction.