

How To Approve Objectives In SPOL

A Guide For Supervisors (Chairs/Deans/Directors and Vice Presidents)

When a unit you supervise submits an objective for approval you will receive an email from SPOL. Please note the following:

- This email will resemble the image below
- This email will come from the following email address: NoReply@domain.edu
- This email will have a subject line that resembles the following: Objective #1429 has been approved by Strategic Planning, SAC
- You will receive one email for each objective submitted for approval

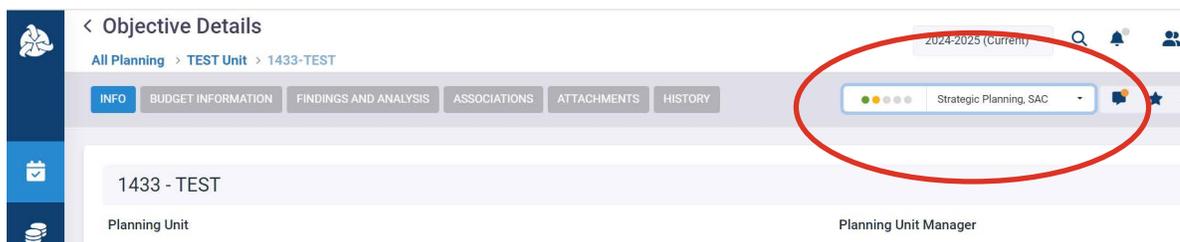
Objective "1429-TEST 3" was approved by Strategic Planning, SAC and is awaiting your review. Use the link below to review the objective approved by Strategic Planning, SAC of TEST12345-TEST Planning Unit

Approval Note: Completed.

Link: <https://sac.strategicplanningonline.com/planning/objective/detail/1429>

To view and approve the objective:

- Use the link provided in the email
- Sign in to SPOL
- Review the objective details
- To approve or reject an objective click on the drop down (as shown below) and select either approve or reject. You will be prompted to add notes when you make a selection. Please reach out to the unit directly with any questions about the objective.



Please feel free to contact sac-strategicpl@alamo.edu with any questions.