1. **Receive Notification**
   a. Once the manager has submitted an agreement, you will receive an email with the notification that they have done so.
   b. There may be a slight delay from when the manager submits the agreement, and you receive the emailed notification.
   c. Select the link within the email to be taken to the form. You may be prompted to login. Please login with your **NetID** and password.

2. **Viewing the agreement within your account**
   a. If you wish to locate the agreement outside of the email notification, please navigate to the **Remote and Hybrid Work Agreement** site. From there, select **Remote and Hybrid Work Agreement** in the left-hand menu. This will pull up a complete list of all Remote and Hybrid Work Agreements that have been sent to you, including any that you may be completing as a staff member.

3. **Viewing the complete agreement**
   a. If you wish to view the complete agreement that the staff member has submitted, select **Click here to view the Remote and Hybrid Work Agreement** at the bottom of the page. This agreement will open in a new window, and you can provide your approval in the previous window.

4. If you have finished reviewing the form, return to the other window to provide your decision. If you cannot automatically edit the form, select **Edit Item**.
5. **Provide your agreement or denial**
   a. Select whether you **Approve** the agreement, or whether the agreement **Needs More Information**. If you select **Needs More Information**, it will be sent back to the manager for additional edits or for them to select a different HR Business Partner. You may detail those additional edits in the **Comments**.