# How to approve a change request - multiple approvals

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| **Line approve your courses** | - Line approve the courses you would like to approve under your programme by ticking on the tick box under the "Line Approval" column<br><br> |
| **Add notes and reassign for line approval** | - Add notes supporting your approval in the "Add Notes" box<br>- Add notes advising on the courses that require outside approval<br>- Remove your User ID in the "User Assigned' field<br>- Add the User ID of the APM who is required to line approve the outside course.<br><br>**USER TIP: You will find the User ID by using the Unitec email address ID. Type the User ID in CAPITAL LETTERS ONLY.**<br><br>- Click Assign Next Step<br><br> |