IDT Approval – VIA Worklist

Step 1
Log into Galaxy and click on Gemini Financials

Step 2
Click on “Worklist”
Step 3
Once you access your worklist, it will look something like this.

Step 4
Click on the hyperlink to take you to the journal, navigate to the “Approval” tab and click on “Submit”.
IDT Approval – VIA link in Email Notification

There’s a glitch in the system that requires you to log into Galaxy first before clicking on the email link. Apparently it is a known issue but there’s no fix for it right now. Here’s what you need to do.

- Log into galaxy first in Internet Explorer
- Go back to your IDT email notification and click on the link in the email. It will take you to a page similar to the one below. Your screen will have the Approve/Deny buttons.

- Click on the Approve button to approve the IDT.
- You should be able to access the Attachments in the IDT to review the documentation related to the cost transfer.