# eFieldTrip Remote – Approvals

Quick Reference Guide

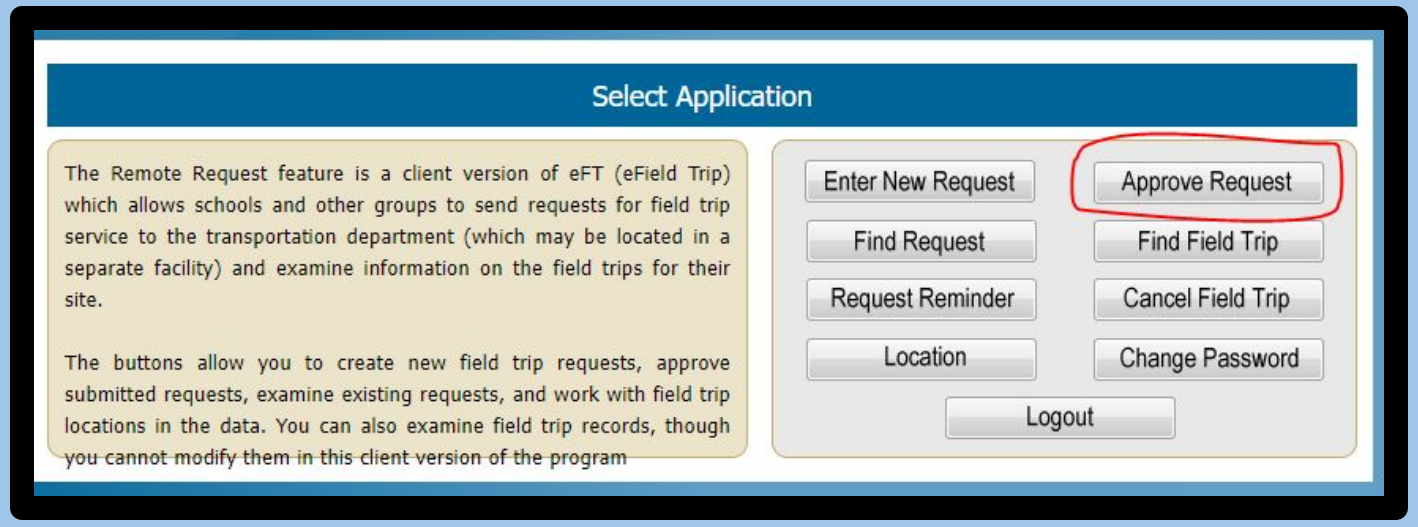

CCPS TRANSPORTATION DEPARTMENT

To start the program, go to the eFT website and **log on to the system via the following link** using your preferred Browser.

https://ewa2.edulogweb.com/ClaytonGA/edulog/eFTremote/

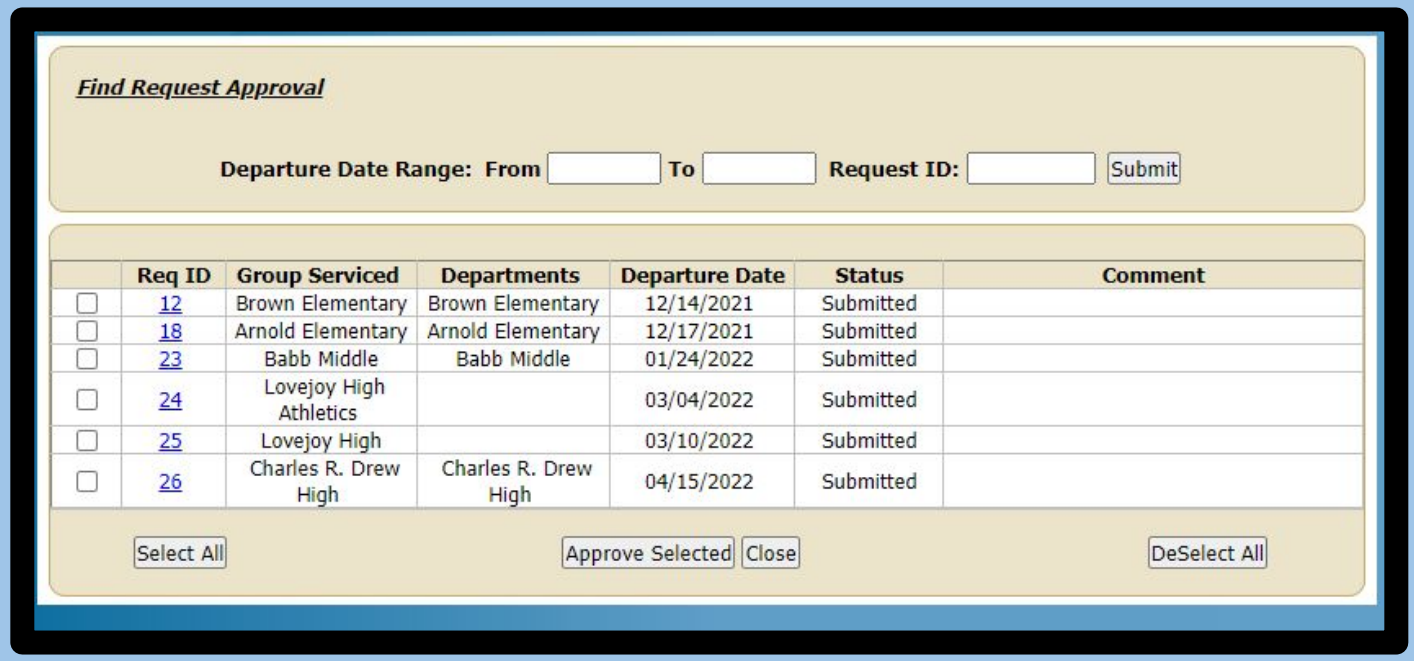
The **login screen will appear**. Enter **your user name and password**.

You will be prompted with a launch pad providing you access to various features of the e-Field Trip Remote Request program.



1. **Click on “Approve Request”**

2. To view details of a trip, **click the Req ID number**




a. **If approved, click the “Approve” button**

b. **To deny a trip, enter a comment in the “Denial Reason” box and click the “Deny”** button.

3. Click **close**.

4. To approve trip requests without reviewing details, **click the box, left of the “Req ID” and click the “Approve Selected” button**.

5. In the upper right corner, **Click on “Launch Pad” or “Logout”** once approval has been completed.