

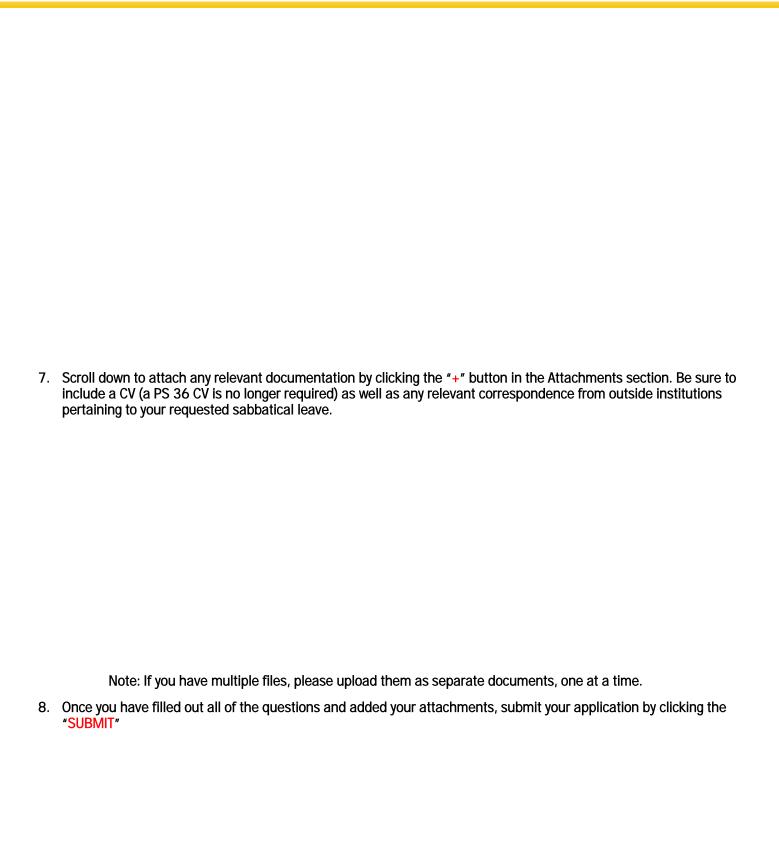
This guide outlines the process of submitting your sabbatical leave application to your department head (for departmentalized colleges) or dean (for non-departmentalized colleges) using Elements. Should you have any questions about this process, please contact the Office of Academic Affairs Elements Support at elements@lsu.edu or 578-1519.

1. To access the application, go to the Elements website by entering the following URL into your internet browser https://lsu.elements.symplectic.org/



Note: Click "Save" at the top of the screen to save your work while remaining on the same screen.







9. Click "CONFIRM".



10. Upon submission, the Stage should change to 'Department Head Review' or 'Dean Review'. Note: Elements will not send an email notification to the reviewer when the application has been submitted for review. It is suggested you email your department head and/or dean to notify them the application is now pending their review.