Editing My Job Launch Requests

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As a requester, you can edit your requests from your **'My Job Launches'** workspace, when enabled by the account administrator.

1. Click the red, **'Edit'** button next to the applicable request.

2. Make the necessary edits to your request.

3. Click **'Confirm'** button at the bottom right of the form.

4. Click the **'Submit'** button at the bottom of the form.

5. Fill out the **'Append message to notification'** box to summarize your changes, and then click **'Submit Job Launch.'** *Note: You must complete your edits and resubmit your request or your request will no longer move forward.*

> If you click **'Cancel'** during edits, this will cancel your changes and your request remains as is. If you click, **'Save & Exit'** during edits, this will save any changes but **does not submit.** It also prevents the request from being processed and locks down all functionality associated with your request until you complete the **Submit Job Launch** process.

After changes are submitted, the request status will display as **'Being Reviewed'** and your edits will be reviewed and confirmed by the project manager. After the form is approved and a project is created the status will remain as **'Released to Project'** even after additional edits are submitted.