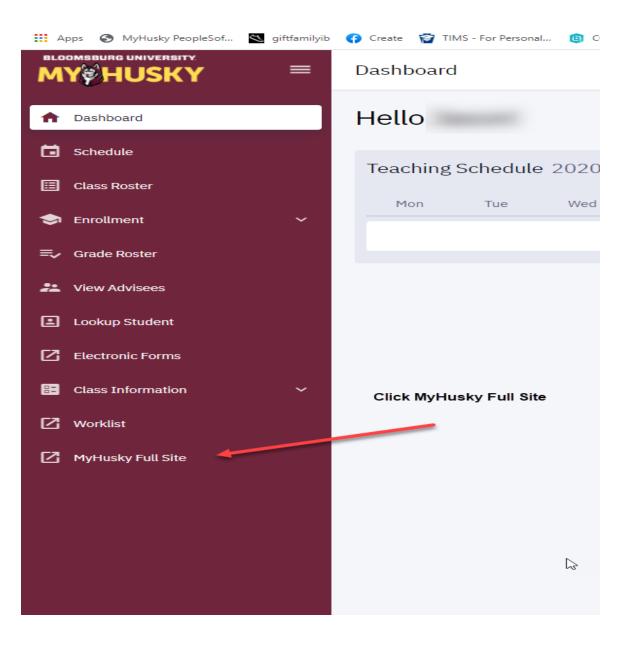
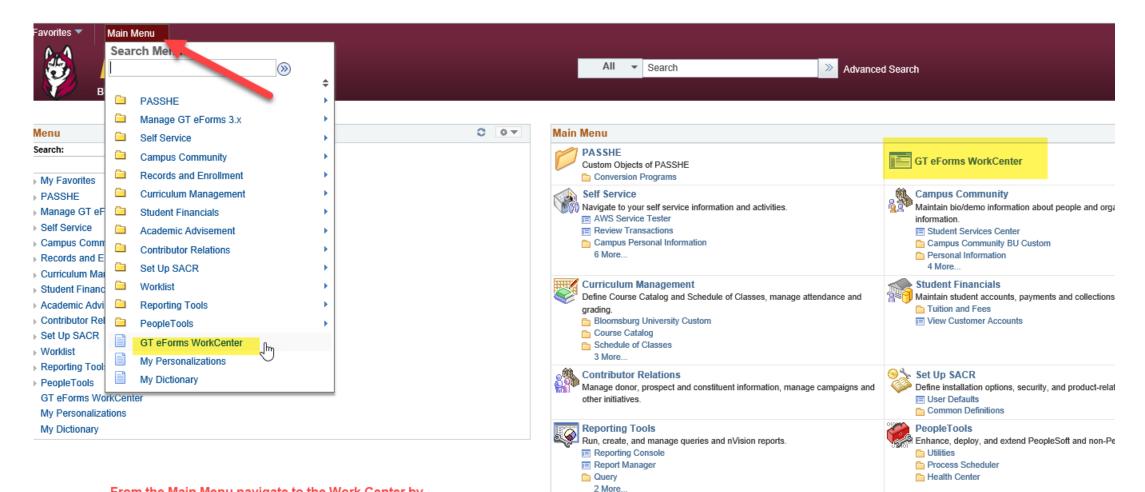
How to View eForms from the Work Center





My Dictionary

Add/delete words in personal spelling checker dictionary.

From the Main Menu navigate to the Work Center by clicking on either Work Center link

Faculty	0 0 -		
🗄 Add a Grade Chng eForm			
🚹 Add an Exception eForm			
🛃 Add an I-Grade eForm		To view a form initiated by faculty click	the link <u>to View</u>
Evaluate a Faculty eForm		<u>a Faculty eForm</u>	
Dupdate a Faculty eForm			
View a Faculty eForm			
SEARCH : View a Faculty eFo	orm		
Search by:		Look Up	
1. Original Operator Equals V		Search by: Form Type V begins with	
2. Form ID Begins Wth ∨ 3. Form Type Begins Wth ∨		Look Up Cancel Advanced Lookup	1. Use O
Form Condition Begins Wth ∨ 4. Form Status Equals ∨	Q	View 100 First 1-3 of 3 D Last	the Fa 2. Use F
5. Empl ID Begins Wth V		Form Type Description	2. Use F 3. Choos
Name Begins Wth V		EXCEPTION Petition for Exception	on a s
Instructor Begins Wth V		GRADE_CHG Request a Grade Change GRADE_I_CH Request an Incomplete Grade	4. Use fo
Reason for I Grade Begins Wth V		Authorized	status
Substitute a Degree Begins Wth V Course		Denied Executed	5. Use E
Course		In Error On Hold	the fo
Q Sea	rch 🗱 Clear	Partially Approved	<u>You do n</u>
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k Up ch by: Form Type 🗸 begins with Advanced Lookup ok Up Cancel 1. ch Results First 🕙 1-3 of 3 🕑 Last 00 2. n Type Description 3. PTION Petition for Exception E CHG Request a Grade Change 4. E_I_CH Request an Incomplete Grade Authorized Denied 5. Executed In Error On Hold Partially Approved Pending Saved Signed Withdrawn

- Use Original Operator to search with the EMPLID of the Faculty who submitted the form.
- Use Form ID if you have the Form ID number.

× Help

- Choose the form type from the drop down to search on a specific faculty form type.
- Use form status to limit your results to any of the statuses in the drop down.
- Use EMPL ID to search using the BU ID of the student the form applies to.

You do not have to populate all search criteria. You can use one or more search fields to find an eForm.

Then click Search

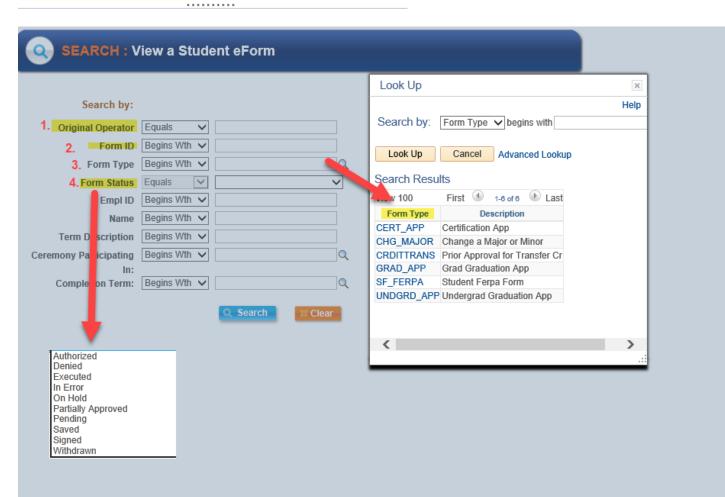
Student ____O

Add a UndGrd_App eForm

🗹 Evaluate a Student eForm

Dydate a Student eForm

🔊 View a Student eForm



0 **v**

To view a form initiated by a student click the link to **View a Student eForm**

- 1. Use Original Operator to search with the BU ID of the Student who submitted the form.
- 2. Use Form ID if you have the Form ID number.
- 3. Choose the form type from the drop down to search on a specific student form type.
- 4. Use form status to limit your results to any of the statuses in the drop down.

You do not have to populate all search criteria. You can use one or more search fields to find an eForm.

Intern	0 0		
🗄 Add a 509 Internship Form	-		
🗹 Evaluate an Intern eForm			
互 Update an Intern eForm		To view a 509 form click the link to <u>Vie</u>	<u>ew an</u>
View an Intern eForm			
SEARCH : View an Intern eForm			
_		Look Up	
Search by:		Help	
1. Form ID Begins Wth V		Search by: Form Type v begins with	
2.Form Type Begins Wth 🗸	2		
3.Form Status Equals		Look Up Cancel Advanced	
4. Student BU ID Begins Wth ~		Lookup	4
Student Name Begins Wth 🗸		Search Results	
5. Agency Begins Wth ~	Q	liew 100 First 🕚 1 of 1 🕑 Last	
Current Date Equals V	31	Form Type Description 509_INTERN 509 Internship Form	
Q Search	X Clear		,
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		Executed In Error	
		On Hold	
		Partially Approved Pending	
		Saved Signed	
		Withdrawn	
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Intern eForm

- Use Form ID if you have the Form ID number. 1.
- 2. Choose the form type from the drop down and choose 509_INTERN.
- 3. Use form status to limit your results to any of the statuses in the drop down.
- 4. Use 6 digit BU ID of the student to search on the student who submitted the form.
- 5. To search using Agency use the look up to find the Internship Site.

You do not have to populate all search criteria. You can use one or more search fields to find an eForm.