

How to View eForms from the Work Center

BLOOMSBURG UNIVERSITY
MY HUSKY

- Dashboard
- Schedule
- Class Roster
- Enrollment
- Grade Roster
- View Advisees
- Lookup Student
- Electronic Forms
- Class Information
- Worklist
- MyHusky Full Site

Dashboard



Hello [blurred]


Teaching Schedule 2020







Mon	Tue	Wed
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Click MyHusky Full Site




 Favorites ▾ Main Menu
 Search Menu 
 B
 Menu
 Search:
 My Favorites
 PASSHE
 Manage GT eF
 Self Service
 Campus Comm
 Records and E
 Curriculum Ma
 Student Financ
 Academic Advi
 Contributor Rel
 Set Up SACR
 Worklist
 Reporting Tool
 PeopleTools
 GT eForms WorkCenter
 My Personalizations
 My Dictionary

All ▾ Search  Advanced Search

Main Menu
 **PASSHE**
 Custom Objects of PASSHE
 Conversion Programs
 **Self Service**
 Navigate to your self service information and activities.
 AWS Service Tester
 Review Transactions
 Campus Personal Information
 6 More...
 **Curriculum Management**
 Define Course Catalog and Schedule of Classes, manage attendance and grading.
 Bloomsburg University Custom
 Course Catalog
 Schedule of Classes
 3 More...
 **Contributor Relations**
 Manage donor, prospect and constituent information, manage campaigns and other initiatives.
 **Reporting Tools**
 Run, create, and manage queries and nVision reports.
 Reporting Console
 Report Manager
 Query
 2 More...
 **My Dictionary**
 Add/delete words in personal spelling checker dictionary.

 **GT eForms WorkCenter**
 **Campus Community**
 Maintain bio/demo information about people and org information.
 Student Services Center
 Campus Community BU Custom
 Personal Information
 4 More...
 **Student Financials**
 Maintain student accounts, payments and collections
 Tuition and Fees
 View Customer Accounts
 **Set Up SACR**
 Define installation options, security, and product-relat
 User Defaults
 Common Definitions
 **PeopleTools**
 Enhance, deploy, and extend PeopleSoft and non-Pe
 Utilities
 Process Scheduler
 Health Center

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

Faculty

- + Add a Grade Chng eForm
- + Add an Exception eForm
- + Add an I-Grade eForm
- ✓ Evaluate a Faculty eForm
- ↻ Update a Faculty eForm
- View a Faculty eForm**

To view a form initiated by faculty click the link **to View a Faculty eForm**

SEARCH : View a Faculty eForm

Search by:

- Original Operator
- Form ID
- Form Type
- Form Status
- Empl ID

Name

Instructor

Reason for I Grade

Substitute a Degree Course

Search Clear

Look Up

Search by: Form Type begins with

Look Up Cancel Advanced Lookup

Search Results

View 100 First 1-3 of 3 Last








Form Type	Description
EXCEPTION	Petition for Exception
GRADE_CHG	Request a Grade Change
GRADE_I_CH	Request an Incomplete Grade

- Authorized
- Denied
- Executed
- In Error
- On Hold
- Partially Approved
- Pending
- Saved
- Signed
- Withdrawn

1. Use Original Operator to search with the EMPLID of the Faculty 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 faculty form type.
4. Use form status to limit your results to any of the statuses in the drop down.
5. 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**  
-  [Add a Prior Appr eForm](#)
 -  [Add a UndGrd_App eForm](#)
 -  [Evaluate a Student eForm](#)
 -  [Update a Student eForm](#)
 -  [View a Student eForm](#)

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

SEARCH : View a Student eForm

Search by:

- Original Operator** Equals
- Form ID** Begins With
- Form Type** Begins With
- Form Status** Equals

Empl ID Begins With
 Name Begins With
 Term Description Begins With
 Ceremony Participating In:
 Completion Term: Begins With

Authorized
 Denied
 Executed
 In Error
 On Hold
 Partially Approved
 Pending
 Saved
 Signed
 Withdrawn

Look Up Help

Search by: Form Type begins with

[Advanced Lookup](#)

Search Results

View 100 First 1-6 of 6 Last

Form Type	Description
CERT_APP	Certification App
CHG_MAJOR	Change a Major or Minor
CRDITTRANS	Prior Approval for Transfer Cr
GRAD_APP	Grad Graduation App
SF_FERPA	Student Ferpa Form
UNDGRD_APP	Undergrad Graduation App

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.

Then click Search

- Intern
- + Add a 509 Internship Form
- ✓ Evaluate an Intern eForm
- ↻ Update an Intern eForm
- View an Intern eForm**

To view a 509 form click the link to **View an Intern eForm**

SEARCH : View an Intern eForm

Search by:

1. Form ID Begins Wth
2. Form Type Begins Wth
3. Form Status Equals
4. Student BU ID Begins Wth
5. Agency Begins Wth

Student Name Begins Wth

Current Date Equals

Search Clear

Look Up

Search by: Form Type begins with

Look Up Cancel Advanced

Lookup

Search Results

view 100 First 1 of 1 Last

Form Type	Description
509_INTERN	509 Internship Form

Authorized

Denied

Executed

In Error

On Hold

Partially Approved

Pending

Saved

Signed

Withdrawn

1. Use Form ID if you have the Form ID number.
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.

Then click Search