How to View eForms from the Work Center

BLOOMSBURG UNIVERSITY.
MY HUSKY

☰

Dashboard

Hello

🏠 **Dashboard**

📅 Schedule

▤ Class Roster

🎓 Enrollment ⌄

≡✓ Grade Roster

👥 View Advisees

🖼 Lookup Student

↗ Electronic Forms

▤ Class Information ⌄

↗ Worklist

↗ MyHusky Full Site

Teaching Schedule 2020

Mon	Tue	Wed

Click MyHusky Full Site

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:

1. Original Operator | Equals ∨ |
2. Form ID | Begins Wth ∨ |
3. Form Type | Begins Wth ∨ |
   Form Condition | Begins Wth ∨ |
4. Form Status | Equals ∨ |
5. Empl ID | Begins Wth ∨ |
   Name | Begins Wth ∨ |
   Instructor | Begins Wth ∨ |
   Reason for I Grade | Begins Wth ∨ |
   Substitute a Degree Course | Begins Wth ∨ |

[Search]   [Clear]

Look Up

Help

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Withdrawn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:

1. Original Operator | Equals ▽ | [   ]
2. Form ID | Begins Wth ▽ | [   ]
3. Form Type | Begins Wth ▽ | [   ] 🔍
4. Form Status | Equals ▽ | [▽]
   Empl ID | Begins Wth ▽ | [   ]
   Name | Begins Wth ▽ | [   ]
   Term Description | Begins Wth ▽ | [   ]
   Ceremony Participating In: | Begins Wth ▽ | [   ] 🔍
   Completion Term: | Begins Wth ▽ | [   ] 🔍

[🔍 Search] [⊠ Clear]

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Withdrawn

Look Up ⊠

Help

Search by: [Form Type ▽] begins with [   ]

[Look Up] [Cancel] Advanced Lookup

Search Results
View 100   First ④ 1-6 of 6 ⑤ 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
   Student Name Begins Wth
5. **Agency** Begins Wth
   Current Date Equals

[Search] [Clear]

Look Up
Help
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