How to View eForms from the Work Center
From the Main Menu navigate to the Work Center by clicking on either Work Center link.
To view a form initiated by faculty click the link to view a Faculty eForm.

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.
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.*

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

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