How to View eForms from the Work Center

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

Main Menu

PASSHE
Custom Objects of PASSHE
📁 Conversion Programs

GT eForms WorkCenter

Self Service
Navigate to your self service information and activities.
- AWS Service Tester
- Review Transactions
- 📁 Campus Personal Information
  6 More...

Campus Community
Maintain bio/demo information about people and orga
information.
- Student Services Center
- 📁 Campus Community BU Custom
- 📁 Personal Information
  4 More...

Curriculum Management
Define Course Catalog and Schedule of Classes, manage attendance and grading.
- 📁 Bloomsburg University Custom
- 📁 Course Catalog
- 📁 Schedule of Classes
  3 More...

Student Financials
Maintain student accounts, payments and collections
- Tuition and Fees
- View Customer Accounts

Contributor Relations
Manage donor, prospect and constituent information, manage campaigns and other initiatives.

Set Up SACR
Define installation options, security, and product-relat
- User Defaults
- 📁 Common Definitions

Reporting Tools
Run, create, and manage queries and nVision reports.
- Reporting Console
- Report Manager
- 📁 Query
  2 More...

PeopleTools
Enhance, deploy, and extend PeopleSoft and non-Pe
- 📁 Utilities
- 📁 Process Scheduler
- 📁 Health Center

My Dictionary
Add/delete words in personal spelling checker dictionary.

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Withdrawn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 ◀ 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 ⌄ | [   ]
   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