








## Manage My Degree eForms Quick Reference Guide

- When action is required on a form, an email will be sent to the functional group email account for the relevant approver group. This email will contain a link to the eForms site.
- You can also access the form by logging into [eforms.anu.edu.au](https://eforms.anu.edu.au). The form will appear in the 'Forms Assigned to my Groups' section.
- Once a user within the group opens the form, the form will be locked to that user and no other group members may access the form. The form may be unlocked by Administration so that it may be reassigned to another user

### Tips for using the eForms

- There are two ways to navigate through the form. You may step through the pages using the left and right arrows in the top-right of the page or the right arrow at the bottom of the page. You may also skip to a particular page in the form by clicking the page title in the navigation bar on the left of the form.  
- Compulsory fields are marked with a red asterisk: \*. You must provide the required information in order to proceed.
- If a page appears green on the navigation bar, it has been successfully completed. If a page appears red on the navigation bar, there are compulsory fields on that page which have not been filled in.
- To save the form click the save icon in the top right corner. You will be able to access your saved non-submitted eForms by logging into [eforms.anu.edu.au](https://eforms.anu.edu.au). 
- To upload documents to the form, click the 'Upload New' button where prompted. A pop-up window will open, allowing you to browse for your file to upload. Once the document has finished uploading, the window will close.

### Email reminders and escalations

When action is required on a form, an initial email is sent to the required person. Email reminders are sent when no action has been taken to complete the form.

- The student receives email reminders: 2 days and 5 days after a request for further information.
- The functional group email account receives email reminders 2 days, and 4 days after the last action has been taken and every week after for 10 weeks if no action is taken.
- STAR and Student Central receive a reminder email 5 days after they receive a request and every week if no action is taken

### Form progress tracking

Workflow tracking reporting is available through ANU Insight. This provides information on where the form is up to, who it is currently assigned to, and how long it has been since the last action was taken. All users who have access to SAS will automatically have access to the reports. Anyone else who needs to access Insight reports can apply for enquiry access to SAS. For information on how to access Insight, refer to the [Insight Service Webpage](#)

### Support

If you need assistance please contact Student Business Systems (SBS) or go to Student Administration eForms Support (Staff) <https://services.anu.edu.au/education-support/student-administration/eforms-staff-support> for support options.