






## 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. 
- 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. Note: you will not be prompted to save upon exit, therefore it is important to click the save button before logging out or closing the window. You will be able to access your saved, unsubmitted eForm via ISIS. 
- 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.
- You may be given the opportunity to upload multiple documents to the form. You may add additional documents by clicking the + button below the question. To remove a document, select it using the checkbox and click the – button. Clicking and dragging the three bars beside the checkbox allows you to rearrange the order of your documents. 
- **Note: Please avoid including any sensitive personal information in the form text areas. All sensitive personal information should be uploaded in supporting documentation.**

## What happens after submission of the eForm?

- Your submission will be sent to the first approver in the approval chain. Refer to the approval workflow diagrams on <https://services.anu.edu.au/education-support/student-administration/eforms-staff-support>
- The form will pass through each approver state in turn, where the approvers will indicate whether or not they support your application.
  - If your application is approved / endorsed: It will be sent to STAR or Student Central for processing. You will be notified via email when the form process is completed.
  - If an approver requires more information: The form will be returned to you with comments on what extra detail is required. The form will then be sent to all the approvers in turn for re-approval.
  - If your application is not endorsed / declined: If it is not endorsed, the form will proceed to the next approval state with the comments of the Approver. If it is declined, the form process will be terminated and you will be notified of the result.
- On the completion of the form process, the output document generated by the form, as well as any supporting documentation uploaded by you or any approvers, will be stored in the Electronic Records Management System. All supporting documentation will be uploaded to a secure folder on the ERMS for the protection of sensitive personal information.

## Support

If you need assistance please contact your College/School HDR Administrator or go to Student Administration eForms Support (Students) <http://www.anu.edu.au/students/program-administration/program-management/student-administration-eforms> for support options