eFORMS

UT Health
San Antonio
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Starting an eForm
The Grade Change form is used by staff and faculty to modify the grade of a student in the official student record.

Video Overview of the Change of Grade eForm

1. Log into My Student Center

Reference How to Log into My Student Center for instructions on logging in.

2. Click the Registrar Forms tile
3. Select the Start a Change of Grade eForm navigation

Instructions
To interact with eForms, use the navigation options on the left side of the screen. If there are no options available, then there are no forms that you are able to interact with at this time. All paper student forms and staff/faculty forms can be found on the registrar website.

To Begin an eForm: Select the form you wish to start on the left navigation. Some forms will begin with a search. If you have any questions, please visit our instructional website or contact the Office of the University Registrar.

To Approve an eForm: Select 'Review/Approve Registrar eForm'. All registrar eForms can be approved from this location. If you click 'Search' without entering any criteria, you will be able to view all eForms awaiting your approval.

4. Use the Search Fields to Select a Class

💡 Use the magnifying glass icon next to the 'Term' field to assist you in finding the correct term.

⚠️ You can only search for classes that you have permission to modify grades. This permission is set on the Schedule of Classes. If you cannot find the class you need, contact your department or dean office to ensure that you have been given access to grade or approve grades for the specific class. Contact registrars@uthscsa.edu for additional assistance.
If your search criteria brings up only one row, then clicking search will automatically take you into the form.

5. Review the Class Information

This is to ensure that you have selected the correct class.
6. Use the look up icon to select the student

You cannot select a student unless they are enrolled in the class.

If you do not see the student you are looking for, first verify that you have selected the correct class. Then ensure that the student is actually enrolled in the class. Contact registrars@uthscsa.edu for assistance.
You can sort students by last name by clicking the Description heading. If you want to search by an individual student, expand the Search Criteria section and search by Value (HSC ID) or Description (Last Name, First Name). Use %First Name to search by first name, or click 'Show Operators' to search by 'contains' instead of 'begins with'.

For advanced searching:
Click 'Searching Criteria' for more search options. Description allows you to search by last name.

To search by first name: Either click 'Show Operators' and change the drop down from 'begins with' to 'contains', or use % then the first name.
7. Review the prior grade and select a new grade

The previous grade is listed. Select the look up icon to select a value for the new grade.

**Change Grade**

Review the previous grade. Click the icon to select a new grade.

Previous Grade

New Grade

Grade Change Reason

Comments

Search Submit

Only available grades for this class are listed under the New Grade look up icon. If you do not find the grade you wish to assign, contact registrars@uthscsa.edu.

8. Select a Grade Change Reason

**Change Grade**

Review the previous grade. A grade change reason is required.

Previous Grade

Grade Change Reason

Comments

Search Submit

Grade Appeals
Grade Correction
Other
Remediation by Exam
Removal of an Incomplete
Replacement of IP grade
Unreported Grade

Office of the University Registrar - eForms
9. (Optional) Leave a Comment

Comments placed on this form are subject to review by the student per FERPA and are maintained in the student's record.

Select the Comments heading to optionally leave a comment.

Here is a sample comment:

Search  Submit
10. Click Submit

Review the previous grade and update with new grade. A grade change reason is required.

Previous Grade B

*New Grade A

*Grade Change Reason

Grade Correction

Comments

Here is a sample comment.

Search Submit

Initiate: Results

You have successfully submitted your eForm.
The eForm has been routed to the next approval step.
multiple approvers.

View Approval Route

Signature/Action Logs

Helpful Information

Helpful Tips After Submitting/Approving an eForm
Reviewing/Approving an eForm
How to Find Pending eForms Needing My Approval

All Registrar eForms awaiting your approval can be retrieved so that each form can be appropriately approved or denied. This is useful for those who do not receive notification emails as a part of the approval workflow (alternate approvers who support primary approvers) or for when notification emails are misplaced or lost.

1. Log into My Student Center

Reference How to Log into My Student Center for instructions on logging in.

2. Click the Registrar Forms tile
3. Select Review/Approve Registrar eForm

Instructions
To interact with eForms, use the navigation options on the left side of the page. If there are no options available, then there are no forms that you are eligible to access at this time. All paper student forms and staff/faculty forms can be found on the eForms website.

To Begin an eForm: Select the form you wish to start on the left navigation pane. The system will begin with a search. If you have any questions, please visit the website or contact the Office of the University Registrar.

To Approve an eForm: Select 'Review/Approve Registrar eForm'. eForms can be approved from this location. If you click 'Search' with no criteria, you will be able to view all eForms awaiting your approval.

To View an eForm: Select 'View Registrar eForm'. All registrar eForms can be viewed from this location. Enter search criteria to specify which form.

4. Click Search

To find all forms awaiting your approval, do not enter any search criteria into the search fields.
If your search criteria brings up only one row, then clicking search will automatically take you into the form.

5. Select a form to begin the review/approval process

<table>
<thead>
<tr>
<th>Form ID</th>
<th>Form Type</th>
<th>Form Status</th>
<th>Academic Career</th>
<th>HSN</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>R_ORD_CHANGE</td>
<td>Pending</td>
<td>Allied Health Undergraduate</td>
<td>003</td>
</tr>
<tr>
<td>2</td>
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<td>Pending</td>
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<td>003</td>
</tr>
</tbody>
</table>

Reference [How to Review/Approve an eForm](#) for additional information.
How to Review/Approve an eForm

Forms are routed through a workflow so that they can obtain the necessary approvals before being processed. Below are instructions on how to review and approve/deny a Registrar eForm.

1. Access the form that is awaiting review

Option 1: Via an Email Notification from Registrars@uthscsa.edu

In most cases*, an email notification is sent to the individuals who need to take action on a form. The email notification indicates the type of form that is awaiting approval and a link to approve the form. Click the link to access the form that is awaiting review.

*Designated alternate approvers may be able to approve the form, but do not receive a notification email. These users use Option 2 when the primary approver is unavailable.

Option 2: Via the Review/Approve Registrar eForm search

Reference How to Find Pending eForms Needing My Approval for more information. These instructions will show you all forms that are currently awaiting your approval.

A Change of Grade eForm was submitted on Sep-20-2018 and requires your approval.

To access this form, click the link below:
https://eforms.uthscsa.edu?formid=006671&Task=EVL
Page=3&Action=U&G3FORM FAMILY=REGISTRAR&G3FORM ID=1000024&G3FORM TASK=EVL

Instructions on reviewing and approving an eForm can be found on our website. Please contact our office should you have any additional questions:

Office of the University Registrar
UT Health San Antonio
registrars@uthscsa.edu
Phone: (210) 567-2621
Office Hours 8am-5pm Monday-Friday

*Designated alternate approvers may be able to approve the form, but do not receive a notification email. These users use Option 2 when the primary approver is unavailable.
2. Review all content on the form

Review each section of the form to ensure that information is accurate. Ensure that the request does not violate any university policies or procedures. Sample items to check:

- Is the correct course/student/information selected?
- Are there any comments at the bottom of the form?
- Is the change appropriate?
- Does the change violate any university policies or procedures?
- Are there any changes that are being proposed that should be discussed with the submitter before being approved? (Also reference How do I find out who submitted this form?)

3. Update any required fields

Some forms may require you to enter information as an approver, such as a last date of attendance. You must submit this required information before approving a form.

4. Click Approve or Deny

Change Grade

Review the previous grade and update it if necessary.

Previous Grade: B

Grade Change Reason: Grade Correction

Comments:

Leave a comment here if needed.

Click the Comments heading to open the comment box.

Note: Comments are important when denying a form.

** Fri, Oct 5 18, 10:44:41 AM
Here is a sample comment.
Comments placed on this form are subject to review by the student per FERPA and are maintained in the student's record.

It is important that you leave a Comment when denying a form. This can communicate to the form submitter why you have denied the form.

If you click Deny, the form workflow will end. A notification goes to the submitter and all prior approvers of the form. The form will have to be resubmitted if needed.

Confirmation page of approved form:

You have successfully approved your eForm.
The eForm has been routed to the next approval step. Selina O Futrell.

View Approval Route

Signature/Action Logs

5. Await Final Notification

As soon as a form has been denied or processed, you will receive an email notification. You can always Review the Status of an eForm to see who has not yet approved the form.

Helpful Information

Helpful Tips After Submitting/Approving an eForm
Helpful Tips After Submitting/Approving an eForm

On the Confirmation Page, View the Approval Route

Click View Approval Route from the confirmation page

Workflow step information is displayed under View Approval Route. Click the link within the workflow step to view detailed information about the approver(s).
The form will not always be routed to all steps in this workflow. Workflow routing is automatic.

Email Notification

You will receive an email notification from registrars@uthscsa.edu any time you submit, approve, or deny a form. You can use this email to follow up on the status of the form. View Revising the Status of an eForm for more information.
This is a confirmation that you have submitted a Change of Grade Form on Oct. 04, 2018.

You can view the submitted form and follow up on pending approvals by clicking the following link:
https://utsa.lms.wisc.edu/form/00TJSMEFIVSAIVC3EAMGOESERVH_EQL?
Page=GSEARCH_E1&Action=GFORM_FAMILY=Registrar&GFORM_ID=100032&GFORM_TASK=VWS

You will receive a confirmation as soon as this form has been processed or denied.

Instructions on viewing an eForm can be found on our website. Please contact our office should you have any additional questions.

Office of the University Registrar
UT Health San Antonio
Registrar@utsa.edu
Phone: (210) 567-0081
Office Hours: Sun-Sat, Monday-Friday

Form Completion

As soon as a form has been denied or processed, you will receive an email notification. You can always Review the Status of an eForm to see who has not yet approved the form.

Where is my eForm?

You can always follow up on the status of an eForm. Reference Reviewing the Status of an eForm for more information.
Viewing an eForm
Reviewing the Status of an eForm

An eForm that has been started can be followed up on at any time. A form can also be viewed after it has been approved or denied.

1. Access the form that you wish to view

Option 1: Use a link in an Email you received

You should have received an email notification with an eForm link if:

- You submitted a form
- You approved a form
- You denied a form
- A form has been processed that you submitted or approved
- A form has been denied that you submitted or approved

Click the link within the email to view the form.

This is a confirmation that you have submitted an eForm on Oct-04-2018.

You can view the submitted form and follow up on pending approvals by clicking the following link:
https://patriot1.win.uhscrea.edu/pass/S2TST/EMPLOYEE/SA6/G3FRAME/G3SEARCH_FL_QBL?
Page=G3SEARCH_FL&Action=U&G3FORM_FAMILY=REGISTRAR&G3FORM_ID=100002&G3FORM_TASK=VWS

You will receive a confirmation as soon as this form has been processed or denied.

Instructions on viewing an eForm can be found on our website. Please contact us for additional questions.

Office of the University Registrar
UT Health San Antonio
treas@utscrea.edu
Phone: (210) 567-2621
Office Hours: 8am-5pm Monday-Friday
Option 2: Search for the Form in the Registrar Forms tile within My Student Center

1.1. Log into My Student Center

Reference [How to Log into My Student Center](#) for instructions.

1.2. Click the Registrar Forms tile

![Registrar Forms tile](image)

1.3. Click View Registrar eForm

![View Registrar eForm](image)
1.4. Use the Search Criteria to Search for an eForm, click Search, and (if needed) select a specific form from the results

If your search criteria brings up only one row, then clicking search will automatically take you into the form.

If needed, select the form from the search results:
2. Review the form as needed, then click Next>> to view the approval path

3. Click Signature/Action Logs to review all actions taken on the form

Items available to view in this section:

- Date/Time of Action
- Workflow Step Title
- User ID
- Name of user
4. Click View Approval Route to view pending approvals

If no approvals are pending, the View Approval Route pop up will not have any information.
The form will not always be routed to all steps in this workflow. Workflow routing is automatic.
eForm FAQs
How do I find out who submitted this form?

Perhaps you have just received an eForm for review/approval and you want to know how this form got to you? You want to find out who has seen or submitted this form before it came to you.

Here's how to find out who submitted a form:

Use these instructions to:

- Log into My Student Center
- Click the Registrar Forms tile
- Navigate to View Registrar eForm
- Search for the form using the search criteria
- Click Next >> at the end of the form
- Click Signature/Action Logs to view the submitters/approvers on the eForm
I click the link in the email but it says "Search returned no results."

You have received an email that says you need to review/approve an eForm. However, when you go to click the link to review/approve the eForm, you log in to My Student Center and receive the message "Search returned no results."

Reason: The form no longer needs your approval.

Sometimes an approval can be obtained from multiple people. Each person who is eligible to approve the form at the particular workflow step receives a notification indicating that the form is awaiting approval. After one of the multiple approvers has signed the form, the form continues on in the workflow path. The other eligible approvers can view the form, but they are no longer in the workflow and cannot approve or deny the form. The link you received in the 'approval needed' notification was specific to you reviewing/approving the form. You will need to manually log into My Student Center to view the form.

To view a form, Log into My Student Center, click View Registrar eForm and search by the form ID number. You can find the form ID number referenced in the subject line of the email you received.

Click Next >> at the bottom of the form to view the approval page of the form.
Click Signature/Action Logs to view all users who have interacted with the form.

If you have any issues or see any forms that should not have been approved, contact the Office of the University Registrar immediately at registrars@uthscsa.edu. For more information, reference the following article: There is an eForm in workflow that is wrong! How do I delete/withdraw this eForm?
There is an eForm in workflow that is wrong! How do I delete/withdraw this eForm?

You have just discovered that there is a mistake on an eForm. Or perhaps the form is no longer applicable. It is in the workflow and is on its way to being approved. However, you need to delete/withdraw this eForm.

Answer: Contact the Office of the Registrar at registrars@uthscsa.edu or 210-567-2621

Please provide as much information you can about the form.

 Helpful information to provide:

- Form ID Number (preferred)
- Form Type (i.e. Grade Change, Add/Drop, Student Clearance, etc)
- Details about the form (i.e. student? class? etc)
- Reason why the form needs to be immediately withdrawn/deleted (required)

The Office of the University Registrar can administratively withdraw any eForm from workflow. When this occurs, everyone who as submitted or approved the form will receive a notification that the eForm has been withdrawn.

Note: Only GT eForm Admins can remove (withdraw) a form from workflow from with the GT eForm Administration Tool. Currently this access is limited to the Registrar and Senior Associate Registrar.
There are multiple approvers at this workflow step. How does this work?

Perhaps you just submitted a form or you are following up on a form and you noticed that a workflow step (like the Course Approvers step on the Change of Grade form) has multiple people listed as an approver. You want to know how this works.

**ANSWER:** Anyone listed on a workflow step can approve the form. Only one approval is needed. The first one who approves the form is the approver.

**Additional Questions:**

**QUESTION:** Does each approver receive an email telling them the form needs to be reviewed/approved?

**ANSWER:** Yes.* One email is sent out to multiple approvers (recipients can see that the email was sent to multiple users).

*There are some users set up in back up roles (i.e. Dean Office Authority Alternates) that will not receive emails, but could approve the form at any time. Excluding these special cases, everyone will know when a form is routed to them.
QUESTION: What happens when a form is approved by one of the users, but then another person who could have approved clicks the review/approve link in the email they were provided?

ANSWER: As soon as the form is approved at a particular workflow step, it moves on to the next step. Anyone who could have approved, but did not, will no longer be able to approve the form. They will receive a 'Search returned no results' message when they attempt to use a link to review/approve a form that no longer needs review/approval.

Also, reference article: I click the link in the email but it says "Search returned no results."

Even if a user did not approve the form, they can still view the form. Reference article: Reviewing the Status of an eForm
Change of Grade: Why can't I find the class I need?

You click 'Start a Change of Grade eForm' and try to search for a class, but you can't seem to find the class you are looking for. You know the class exists and that you are searching correctly, but it does not seem to populate the class you need.

**ANSWER:** You must have grading access of 'Grade' or 'Approve' in the Schedule of Classes for that class before you can start a Change of Grade form. As soon as you have been added to the Schedule of Classes with this access, you will be able to find the class in the search.

Contact your department or dean office to ensure that you have been given access to grade or approve grades for the specific class. Contact registrars@uthscsa.edu for additional assistance.
Change of Grade: I just submitted a Change of Grade eForm, but the Course Approvers are wrong.

ANSWER: The Course Approvers come directly from the grade approvers listed within the Schedule of Classes.

Option 1: This form is routed completely incorrectly and we must fix this! It cannot be routed to these individuals.

1. Contact the Office of the University Registrar immediately. We can administratively withdraw the form.

Call 210-567-2621 or email registrars@uthscsa.edu.

1.1. The Schedule of Classes must be corrected.

The Course Approvers are taken directly from the faculty listed as grade Approvers in the Schedule of Classes.

Contact your department or dean office if you are unsure as to who updates the schedule of classes. If you still cannot find this information, contact registrars@uthscsa.edu.

1.2. Resubmit the Change of Grade form again after the Schedule of Classes has been corrected.

Option 2: This form, though not routed how I wanted it to go, will be fine and one of these Course Approvers will suffice.

If you change your mind, feel free to contact registrars@uthscsa.edu and we will be happy to assist. Also, be sure to update your Schedule of Classes in the future with any changes so that this problem is prevented in the future.
Add/Drop: How does this eForm work? An overview for staff/faculty.

The Add/Drop eForm is initiated by students and allows them to add, drop, swap, or modify the semester credit hours of variable unit classes.