Form Submission (Completed by Student)

Navigation: Student Homepage > eForms > Resident Student Status eForm

1-The form will populate with some prefilled information that has been setup by CTS. Students will be required to select their institution and complete any other information as needed.
2-The student will then need to select their residency status based on what criteria they meet. Depending on the selection, a student may be required to populate additional information or upload specific documentation.

3-The student will then need to accept the acknowledgement by toggling the ‘No’ button to ‘Yes’

4-A student can either ‘Save’ a form for future updating or ‘Submit’ to be processed.

5-After the form is submitted, the student will get a results screen indicating successful submission of the form. The student will also get a notification that the form has been submitted.

A student can also view a form’s Approval Route’ by clicking the Approval Route button.
Updating a previously saved form (Student Submission)

If a student saves a form to go back and complete later, they will access the form at:
Student Homepage > eForms > Update a NDUS_STATE eForm.

1- Clicking **Search** will bring up all forms that are in the user’s queue or that have been submitted. A student will be able to see all pending and saved forms submitted by them.

```
<table>
<thead>
<tr>
<th>Search by</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Form ID</td>
<td>Begins With</td>
</tr>
<tr>
<td>Form Type</td>
<td>Begins With</td>
</tr>
<tr>
<td>Form Status</td>
<td>Is Equal To</td>
</tr>
<tr>
<td>Student Name</td>
<td>Begins With</td>
</tr>
<tr>
<td>Student ID/Empl ID</td>
<td>Begins With</td>
</tr>
</tbody>
</table>

Gray text: Use these Search options to filter your search results, if necessary.
```

2- The student can select the form they wish to updated. On this page a student can either choose to Save again, Withdraw the form, or Submit for processing.
Evaluator Step

Navigation: Campus Solutions Administrator Homepage > eForms tile > Evaluate a NDUS eForm

1-Clicking Search will bring up all forms that are in the user's queue for review. A user can also filter to a specific student, Form type, Form ID or Form status if necessary.

2-Once the form has been reviewed by the Evaluator, information will need to entered in the 'Residency Official Evaluation' section.

3-Comments can be entered if desired. The Evaluator can choose to Approve, Deny, Hold, or Recycle the form.

4-After the form has been Approved, the Evaluator will get the following page:
Approval Step

**Navigation:** Campus Solutions Administrator Homepage > eForms tile > Evaluate a NDUS eForm

1. Clicking **Search** will bring up all forms that are in the user’s queue for review. A user can also filter to a specific student, Form type, Form ID or Form status if necessary.

2. Once the form has been reviewed by the Evaluator, the form is sent to the Approver to review as needed based on the Evaluation section from the Evaluator and the student information.

3. Comments can be entered if desired. The Approver can choose to Approve, Deny, Hold, or Recycle the form.

4. After the form has been Approved, the Approver will get the following page:

5. The student will get the following notification. Any other offices requiring notification will also be alerted.

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**Message:**

Hello,

The App Resident Student Status has been Approved. If you have any questions, please reach out to your department. To view form at any time, please go here.

Thank you
Form Data Query

Navigation: Reporting Tools > Query > Query Viewer

Query Name: NDU_CC_GT_0002

Institution is required for query.

Users can search by:
- Institution only
- Institution/Form ID
- Institution/Form Status
- Institution/Student ID

![NDU_CC_GT_0002 - Resident Student Status eForm](image-url)
Component Interface Update Example

The Component Interface is a process that will auto update Campus Connection once the form has finished its workflow and is approved. Not all eforms will have a component interface.

For the Residency Form, once a form is approved in full, it will complete the Component Interface based on the data provided in the Evaluate section on page 4. The Residency Data page will update with the values indicated. For audit purposes, you will be able to see the ‘Change’ under the ‘View Audit Records’ on the Residency Data page.

The user ID of the person who approved the change will be populated into the audit records.