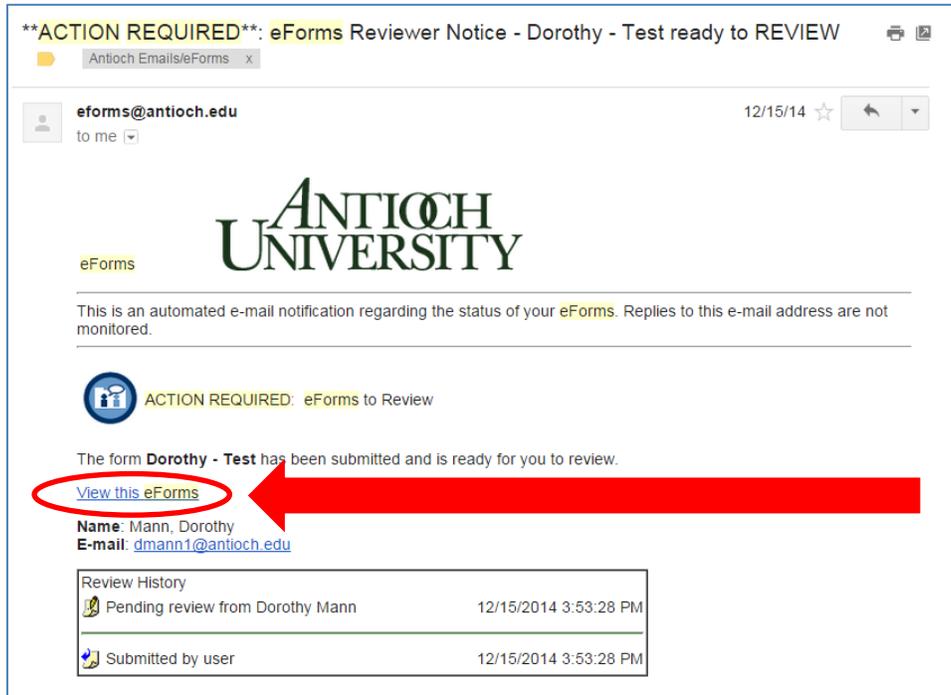


To Approve eForms

1. When you receive an email indicating you have an eForm ready for review, click on the link to go directly to eForms.



2. Login using your AUeID Credentials.

The login page features the Antioch University logo on the left and the text **eForms** on the right. Below the logo, there are two input fields: "User Id:" and "Password:". To the right of the "Password:" field is a "Login" button.

- Go back to the email after you log in and click the link again to be taken directly to the form.

****ACTION REQUIRED****: eForms Reviewer Notice - Dorothy - Test ready to REVIEW

Antioch Emails/eForms x

eforms@antioch.edu 12/15/14 ☆

to me ▾

ANTIOCH UNIVERSITY

eForms

This is an automated e-mail notification regarding the status of your eForms. Replies to this e-mail address are not monitored.

 **ACTION REQUIRED**: eForms to Review

The form **Dorothy - Test** has been submitted and is ready for you to review.

[View this eForms](#)

Name: Mann, Dorothy
E-mail: dmann1@antioch.edu

Review History	
 Pending review from Dorothy Mann	12/15/2014 3:53:28 PM
 Submitted by user	12/15/2014 3:53:28 PM

- You can approve, request revision, decline, or seek additional review from someone else from the form. Review comments are seen by submitter and approvers.

The screenshot displays the Antioch University eForms interface. At the top right is the Antioch University logo. The main header reads "eForms" and "Form Details" for a form submitted by Dorothy Mann. A yellow banner indicates the reviewer is Dorothy Mann, with links for "Logout", "printable view", and "help".

Main Menu:

- Owner Forms
- Reviews Pending
- Processing Pending
- Search for forms
- Delegates
- Settings
- Preferences

System Administration:

- Users
- All Forms
- Modify Form Routing
- Configure Data Retention

Form Details: Review: Dorothy - Test

Administrators Only:

- Remove this submitted form from the system
- Modify Routing for this form

Action: No Action Approve Request Revision Decline

Review comments: Seek additional review from: To add comments without any further action, select 'No Action', enter the comments and click the Submit button.

Remaining approvals: Dorothy Mann

Review history for this form:

Review History		
	Pending review from Dorothy Mann	12/15/2014 3:53:28 PM
	Submitted by user	12/15/2014 3:53:28 PM

Your Information:

First Name	Middle Name	Last Name	User ID
Dorothy		Mann	0383175
Campus	E-mail		
080 - Antioch Central Admin	dmann1@antioch.edu		

[Link](#)
[Donuts!](#)