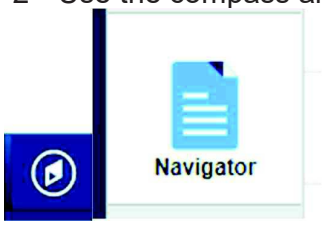
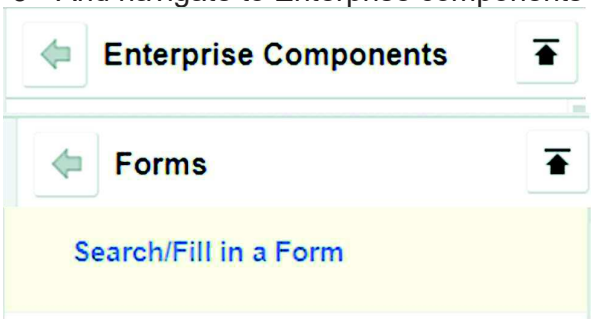
UNIVERSITY OF THE FREE STATE
UNIVERSITEIT VAN DIE VRYSTAAT
YUNIVESITHI YA FREISTATA
UFS

To Complete and Submit an Form with Initial Status

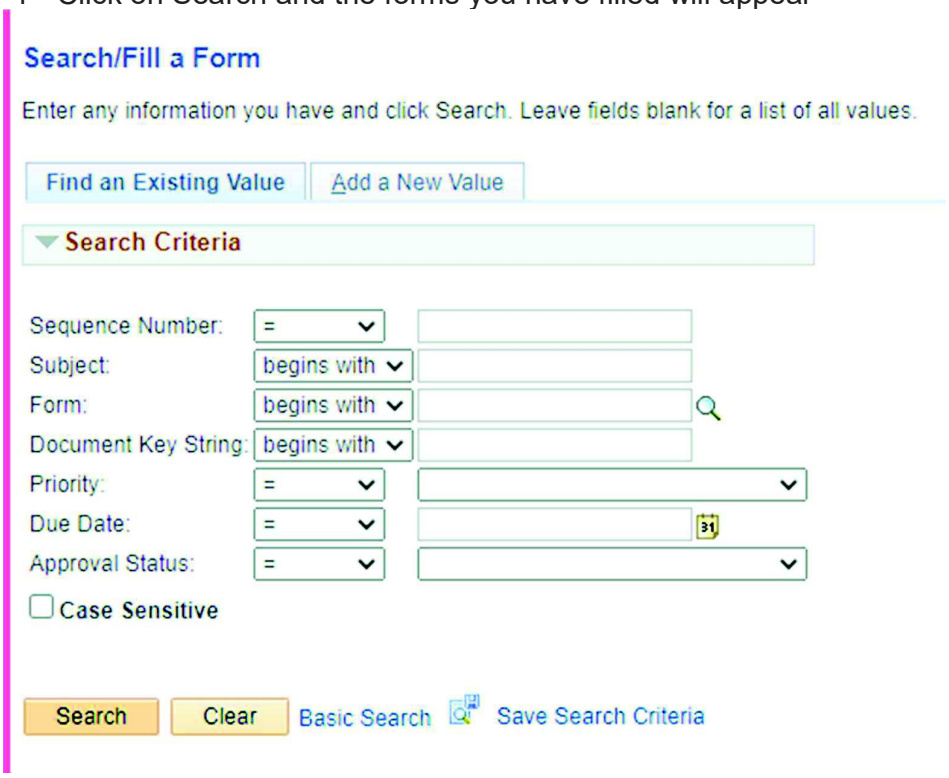
1 Login to PeopleSoft Campus Solutions
2 Use the compass and Navigator to reach the menu



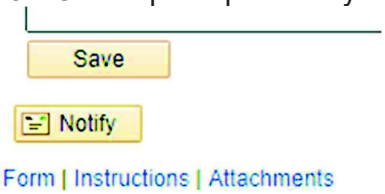
3 And navigate to Enterprise components > Forms > Search/Fill in a Form



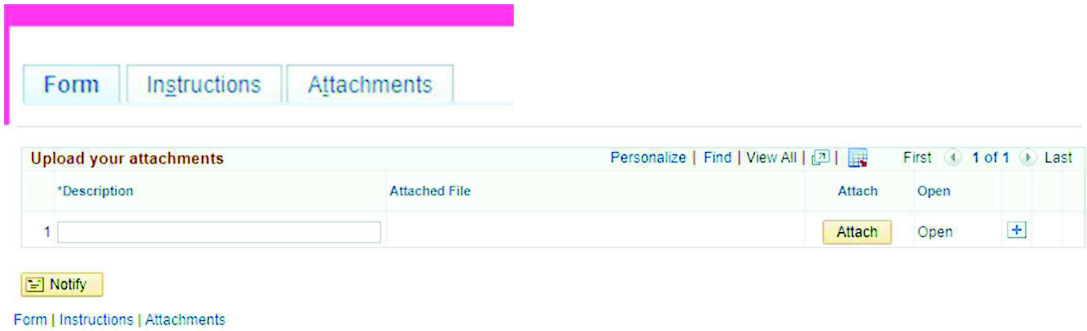
4 Click on Search and the forms you have filled will appear



5 Once open update any outstanding information and save

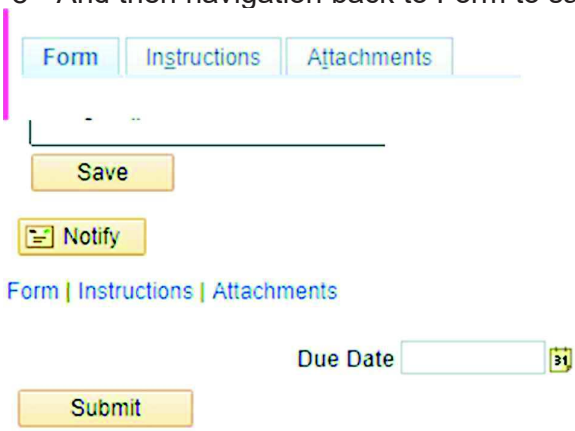


6 Confirm that your uploaded attachments by checking the Attachments tab



7 Upload any outstanding attachments

8 And then navigation back to Form to save and submit



END OF PROCEDURE