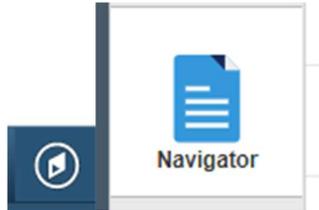


To resubmit a sent back Form

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

Search/Fill a Form

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

▼ **Search Criteria**

Sequence Number: = ▾

Subject: begins with ▾

Form: begins with ▾ 🔍

Document Key String: begins with ▾

Priority: = ▾ ▾

Due Date: = ▾ 📅

Approval Status: = ▾ ▾

Case Sensitive

[Search](#) [Clear](#) [Basic Search](#)  [Save Search Criteria](#)

5. Once open confirm the reason for sendback to determine the required action by clicking on



Approver Status

6. And then expanding and viewing the comments



7. Click on OK to return to the form

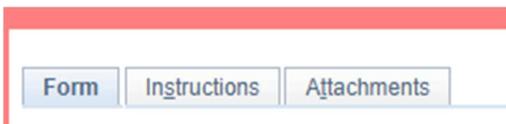


8. When the form is open again update or complete the information as requested and save



[Form](#) | [Instructions](#) | [Attachments](#)

9. Confirm that your uploaded attachments by checking the Attachments tab



Upload your attachments		Personalize	Find	View All	First	1 of 1	Last
*Description	Attached File	Attach	Open				
1		Attach	Open				



[Form](#) | [Instructions](#) | [Attachments](#)

10. Upload any outstanding attachments or any that was requested in the comments

Personalize		Find		View All					First	◀	1 of 1	▶	Last
						Attach		Open					
						Attach		Open					

11. And then navigation back to Form to save and submit

Form
Instructions
Attachments

Save

Notify

Form | Instructions | Attachments

Due Date

Submit

END OF PROCEDURE