To Complete and Submit an Form with an *Initial* Status

1. Login to PeopleSoft Campus Solutions
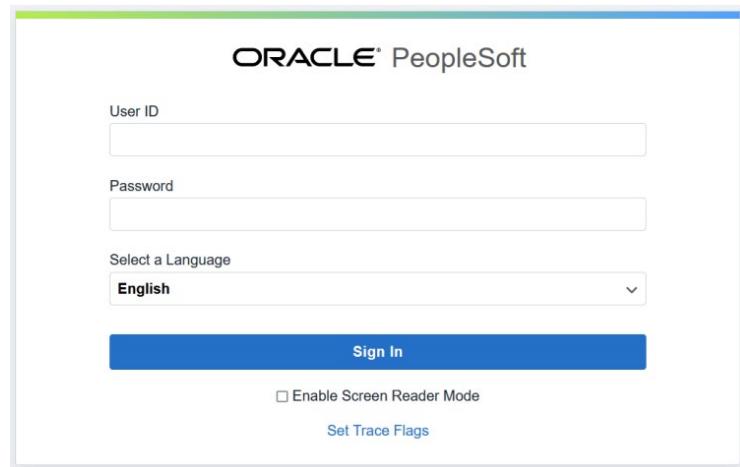
2. Use the compass and Navigator to reach the menu
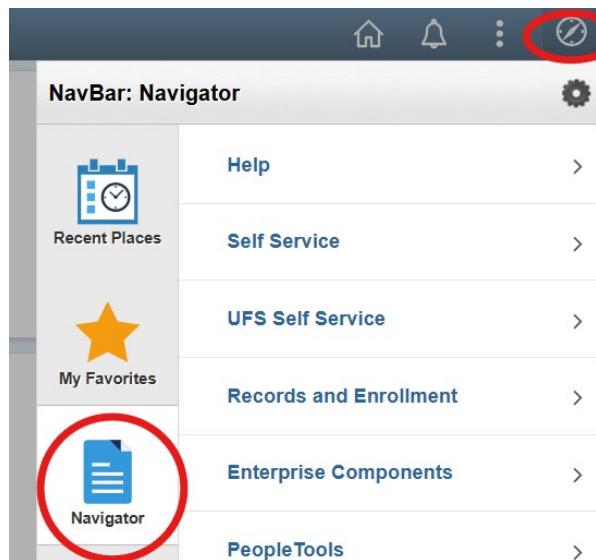
3. Navigate to Enterprise components **> *Forms > Search/Fill in a Form***

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

Search/Fill a Form

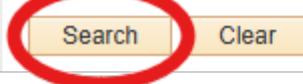Enter any information you have and click Search. Leave fields blank for a list of all values.

| 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 update any outstanding information and save.

Seq # 92119   **QwaQwa_organized_transport**
*Subject [QwaQwa_organized_transport_____]
Priority [3-Standard ▼]   Due Date [_____] 📅
Status Initial   [Preview Approval]   [Submit]
*Organized transport [2026 Both semesters ▼]   *Please select your funder [NSFAS - Off campus PA allowanc ▼]
period of need please   Funder if other [_____]
select one of options:

More Information
[_____]
[_____]
[_____]
[_____]
[_____]

[Save]

6. Once it has been saved, submit the form.

| Form | Instructions | Attachments |

Seq # 92119   **QwaQwa_organized_transport**

*Subject [QwaQwa_organized_transport_____]

Priority [3-Standard ▼]

Status Initial   [Preview Approval]   [Submit]
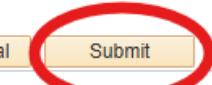
7. Once your submission is successful, you will see the screen below displaying a
    PENDING status

END OF PROCEDURE