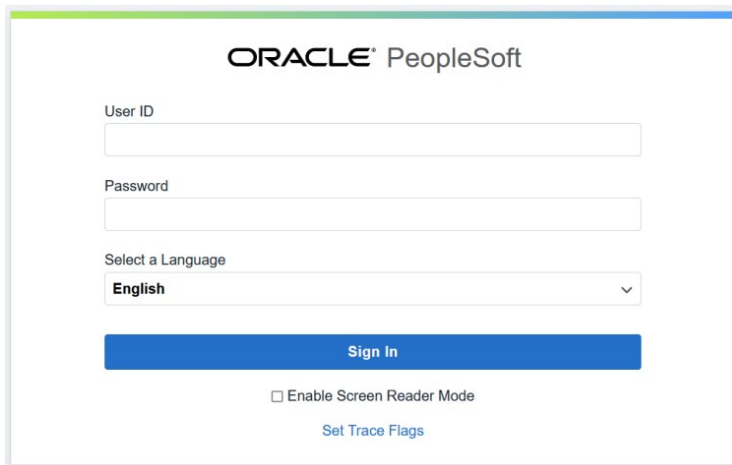


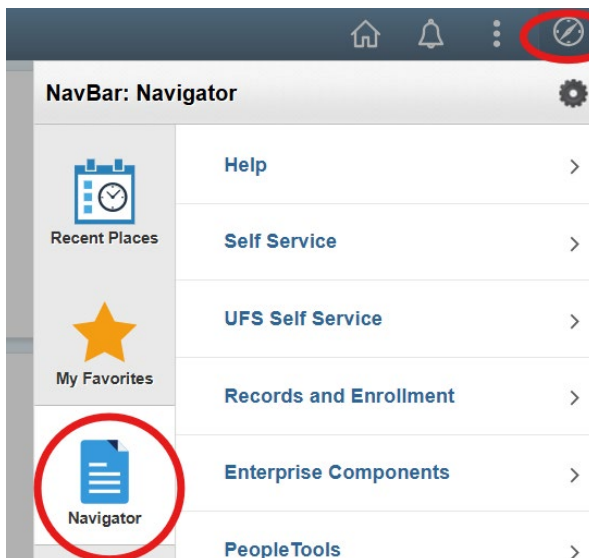
To Complete and Submit an Form with an *Initial* Status

1. Login to PeopleSoft Campus Solutions



The image shows the Oracle PeopleSoft login interface. At the top, it says "ORACLE PeopleSoft". Below this are three input fields: "User ID", "Password", and "Select a Language" (with "English" selected). A blue "Sign In" button is positioned below the language dropdown. At the bottom, there are two links: "Enable Screen Reader Mode" and "Set Trace Flags".

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

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 select one of options: Funder if other

More Information

Save

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

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

Seq # 92119 **QwaQwa_organized_transport**

*Subject

Priority [3-Standard]

Status Initial [Preview Approval](#) **Submit**

7. Once your submission is successful, you will see the screen below displaying a *PENDING* status

QwaQwa_organized_transport

Subject QwaQwa_organized_transport

Review/Edit Approvers

▼

QwaQwa_organized_transport: 92119:Pending 

1

Pending

 [Multiple Approvers](#)
QQ_TRANSPORT_FORM



Start

New

Path

END OF PROCEDURE