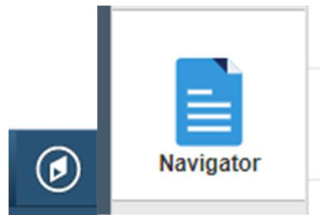


To Complete and Submit an Form with an Initial Status

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



3. 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 update any outstanding information and save

Save

Notify

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

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

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

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

Notify

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

7. Upload any outstanding attachments

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

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

FormInstructionsAttachments

Save

Notify

Form | Instructions | Attachments

Due Date

Submit

END OF PROCEDURE