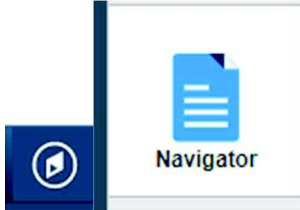


To Complete and Submit an Form with Initial Status

- 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

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

First

1 of 1

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

Form

Instructions

Attachments

Save

Notify

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

Due Date

Submit

END OF PROCEDURE