

# NEW --- ADD FORM WITH WORKFLOW QUICK START GUIDE

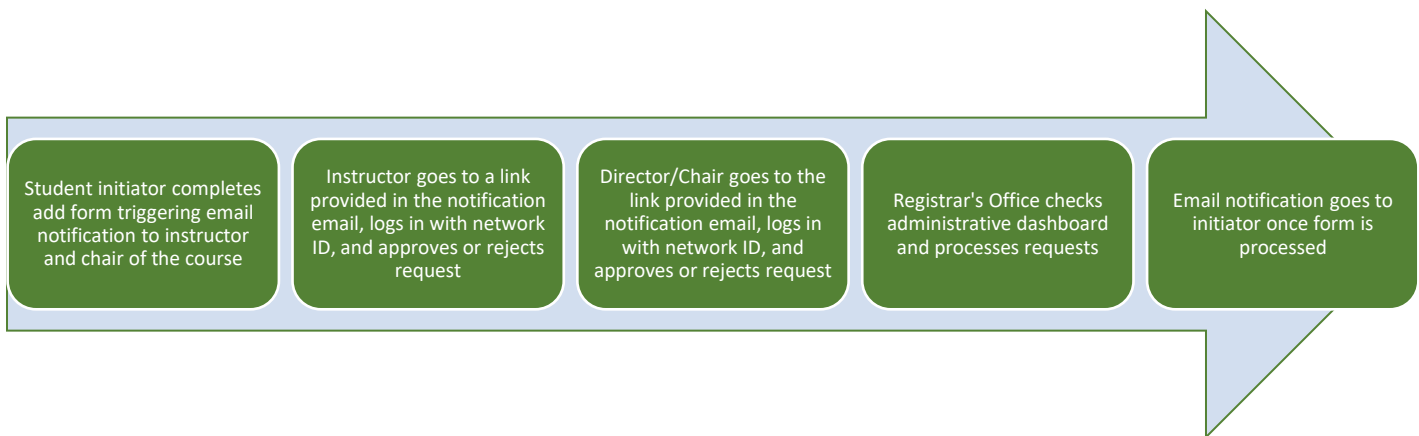
## *Where is the form located?*

Registrar's Website <https://www.nwmissouri.edu/registrar/forms.htm>

## *Name of Form?*

**Add (UG/GRAD), Closed Class or Prerequisite Override Request Form**

## *How does the workflow work?*



## *Advantages:*

- ✓ Workflow pushes the form through necessary approvals.
- ✓ Email notifications at each step of the process.

## *Instructions for Instructors, Directors, Chairs*

- 1) Student initiates the form
- 2) Email is generated to Instructor with "Dynamic Forms" in subject line
- 3) Click on link in email
- 4) Log in with network username and password
- 5) Click "Yes, request is approved"
- 6) Fill in Department Chair/School Director name and Email address
  - a. Email generates to Chair/Director requesting approval
- 7) Click signature and sign electronically
- 8) Click Submit Form at bottom of the form
- 9) Click "Yes"
- 10) Message pops up... "Thank you for approving this request!"