

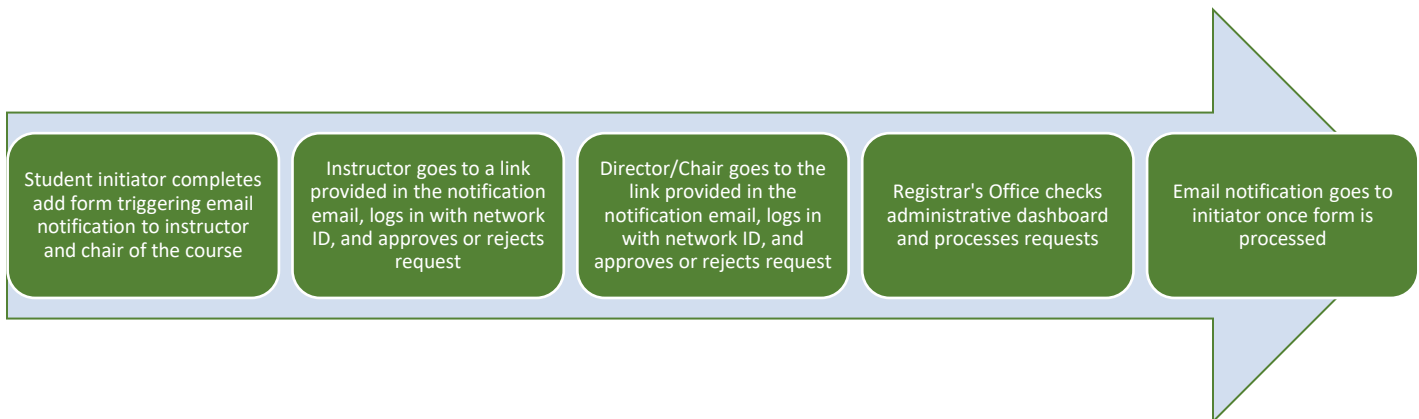
NEW --- ADD FORM WITH WORKFLOW

QUICK START GUIDE

Where is the form located?

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

How does the workflow work?



Advantages:

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

Instructions for Students

- 1) Student goes to Registrar's website (<https://www.nwmissouri.edu/registrar/index.htm>)
- 2) Click Page menu/Helpful Forms/Helpful Forms/Add Form
- 3) Log in with network username and password
- 4) Enter 919#
- 5) Click on appropriate radio button indicating action you are requesting
- 6) Enter course CRN, Course #, Section#, Course title (found on [CatPAWS](#))
- 7) Enter instructor name and email (found in campus directory)
- 8) Click to electronically sign add request (time and date populates)
- 9) Click Submit Form button located at bottom of form
- 10) Automated email is generated to Instructor requesting approval
- 11) Student receives confirmation email that request has been submitted
- 12) Student receives confirmation email once form has been processed
- 13) Check the status of your form on the [Dashboard Login](#).