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?

| Student initiator completes add form triggering email notification to instructor and chair of the course | Instructor goes to a link provided in the notification email, logs in with network ID, and approves or rejects request | Director/Chair goes to the link provided in the notification email, logs in with network ID, and approves or rejects request | Registrar's Office checks administrative dashboard and processes requests | Email notification goes to initiator once form is processed |

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.