



SAN DIEGO STATE
UNIVERSITY

Electronic Forms

Student User Guide

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1. Finding E-Forms

- Navigate to http://grad.sdsu.edu/current_grad_students/forms
- Select the form you wish to submit, and click on the link to access the E-Form.

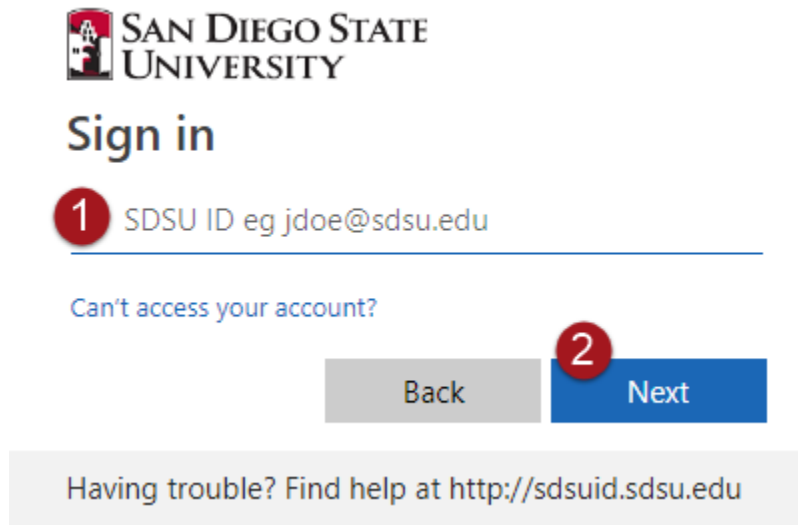
Note: Forms available as E-Forms are listed under the E-Forms section at the bottom of the page.



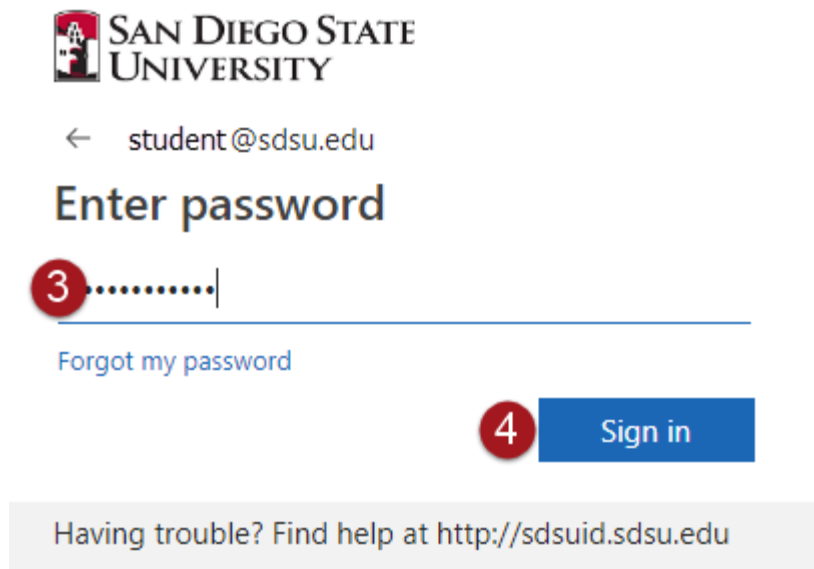
The screenshot shows a web browser window with the address bar displaying "grad.sdsu.edu/current_grad_students/forms". A red circle with the number "1" is placed over the address bar. Below the browser window is a banner image of a San Diego State University building. Underneath the banner is a breadcrumb trail: "Graduate Affairs" with a home icon, "Current Graduate Students", and "Forms". The main heading is "2 E-Forms - Under Development", with a red circle containing the number "2" next to it. Below the heading is the text "Currently available to College of Business Students Only". A red minus sign icon is followed by the link "Change of Status" and a red circle with the number "3". Below this is a paragraph of text explaining conditional admission. At the bottom, there is a link "Change of Status (E-form)" with a building icon and a red circle with the number "4".

2. Logging In

- Clicking on the E-Form link will prompt you to sign in using your SDSU ID and password.



The screenshot shows the SDSU Sign in page. At the top is the SDSU logo and the text "SAN DIEGO STATE UNIVERSITY". Below that is the heading "Sign in". A red circle with the number "1" is next to the text "SDSU ID eg jdoe@sdsu.edu" which is followed by a horizontal line. Below this line is a blue link "Can't access your account?". At the bottom of the form are two buttons: a grey "Back" button and a blue "Next" button. A red circle with the number "2" is positioned above the "Next" button. Below the buttons is a grey box containing the text "Having trouble? Find help at <http://sdsuid.sdsu.edu>".



The screenshot shows the SDSU Enter password page. At the top is the SDSU logo and the text "SAN DIEGO STATE UNIVERSITY". Below that is a back arrow followed by the text "student@sdsu.edu". The heading "Enter password" is displayed. A red circle with the number "3" is next to a password input field containing several dots and a vertical cursor. Below the input field is a blue link "Forgot my password". At the bottom of the form is a blue "Sign in" button. A red circle with the number "4" is positioned above the "Sign in" button. Below the buttons is a grey box containing the text "Having trouble? Find help at <http://sdsuid.sdsu.edu>".

3. Selecting E-Form

- Read the instructions and then click on the name of the form you wish to submit.
- Review information about the form, and then click on the hyperlinked name of the form.

→ <https://sdsuedu.sharepoint.com/sites/GRA/GA/SitePages/Forms.aspx>

SharePoint

SAN DIEGO STATE UNIVERSITY

Home

Forms

Using OnBase

INSTRUCTIONS:

Please click on a link below to initiate your desired form. The form will automatically fill in your name, RED ID, and major information. If any of this information is incorrect, please do not submit the form and instead contact your Graduate Advisor or Graduate Affairs at gra@sdsu.edu.

After you have submitted your form, it will be routed to the appropriate faculty and staff members for approval. You will receive notifications as it moves through the approval process, and will receive a notification and copy of the completed form once the approval process is complete.

If you have any questions or need to make any changes, please contact your Graduate Advisor or Graduate Affairs at gra@sdsu.edu.

▼ Change of Status

If a student is admitted to a graduate program on a conditional basis, the student must meet the conditions by the deadline stated on the departmental recommendation s/he receives when s/he is admitted to SDSU.

Please check your WebPortal for updates to your student records.

[Change of Status](#) ←

4. Submitting E-Form

- Once you click on the form link, the E-Form will open and your student information will fill in automatically.

Note: *If any of the information filled in on the form is incorrect, please go to your WebPortal account and update your information prior to submitting your form.*

- Fill in any required fields (e.g., phone number) and click **Submit**.

← → ↻ <https://obwebpub.sdsu.edu/AppNet/UnityForm...> ☆

Change of Status

Student Information

Last Name	First Name	SDSU ID
LAST	FIRST	ID@SDSU.EDU

Address

5500 CAMPANILE DRIVE

City	State	Zip Code
SAN DIEGO	CA	92182

Preferred Phone Number*	Email Address
	EMAIL@EMAIL.COM

Program	Program Type	Request Date
PSYCHOLOGY (MA)	MASTERS	10/29/2018

By submitting this form, you are requesting that your official classification status at the university be reviewed and updated by your program. The potential recommendations are:

- You have satisfactorily completed the conditions stated at the time of admission and are recommended for graduate standing (classified).
- You have not satisfactorily completed the conditions stated at the time of admission and are recommended to remain conditionally classified with revised conditions and deadline.
- You have not satisfactorily completed the conditions stated at the time of admission and are recommended for dismissal from the program.

You will be notified when a final decision has been made.

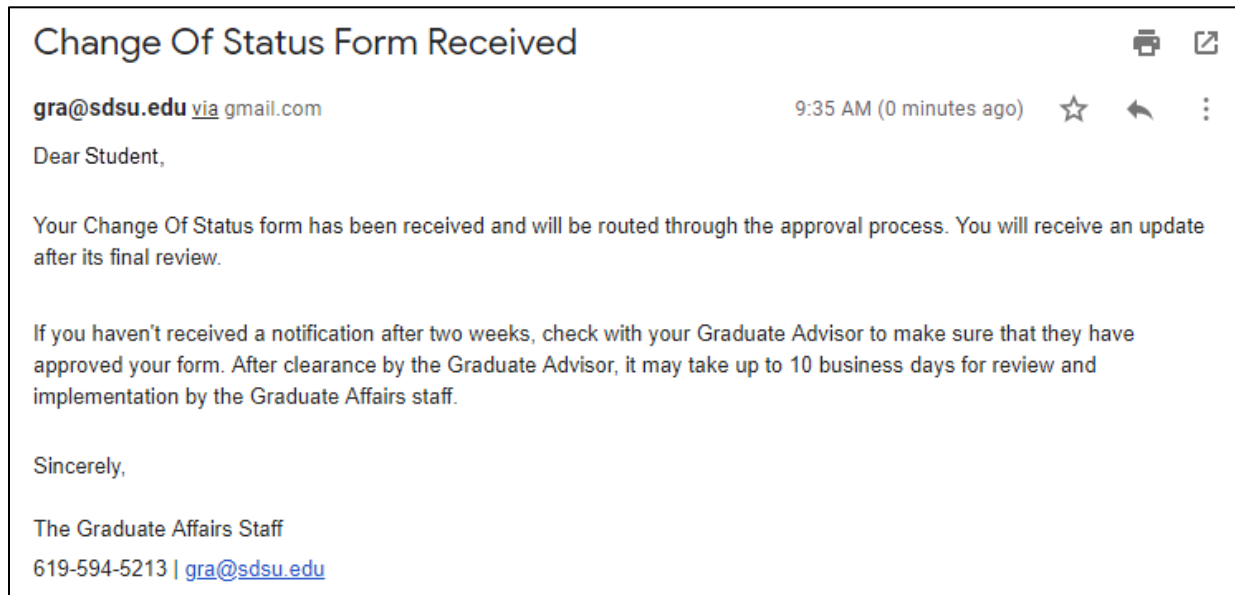
Submit

5. Notifications

- Once you have submitted your form, you will receive a series of notifications as your form is processed.
- Notifications may include:
 - Form Received
 - Form Approved/Denied/Processed/Cancelled by Program
 - Form Escalated to Department Chair
 - Form Approved/Denied/Processed/Cancelled by Graduate Affairs
 - Form Complete

Note: *If you receive a notification that your form has been cancelled, please contact your Graduate Advisor to discuss.*

Sample of Notification Email



6. Support

Please contact your Graduate Advisor if you have any questions about the content of the form or for assistance filling it out.

Please contact Graduate Affairs with any questions or issues about using the E-Form.

Graduate Affairs can be reached at gra@sdsu.edu or 619-594-5213

You can also visit Graduate Affairs in Student Services East (SSE) 1410.