

Softdocs etrieve - Form Instructions

IT Directory Change Request

Direct link to form: <https://domcentral.etrieve.cloud/#/form/156>

The screenshot displays the 'etrieve | CENTRAL' interface. On the left, a 'Flow' sidebar lists 'Inbox', 'Activity', 'Forms', and 'Drafts'. The 'Forms' section is expanded, showing a list of forms categorized by department: Business Office (B02 Purchase Order, B04 Invoice Payment Form), Career Programs & Employer Relations (Internship Application), Information Technology (Directory Change Request, Star Card Application), Office of People and Organizational Culture (Directory Photo Opt Out, Graduate Tuition Remission Tax Withholdings, Student Employee Stipend Request, Student Employment Work Authorization, Tuition Remission Eligibility Waiver Request, Tuition Remission), and Office of People and Organizational Culture. The 'Directory Change Request' form is selected and highlighted. The form itself is titled 'Directory Change Request' with the URL 'dom.edu/directory'. It is started by 'staff or faculty'. A note states: 'All fields are optional. Update as much information as you wish.' The form contains two main sections: 'Employee Information' and 'Update Profile Information'. The 'Employee Information' section has fields for 'Employee DU ID' (920081), 'Employee Full Name' (Luce, Marjorie), 'Employee DU Email' (mluce1@dom.edu), and 'Employee DU Phone #' ((999) 999-9999 ext:9999). The 'Update Profile Information' section is currently empty. At the bottom of the form, a disclaimer states: 'This form is NOT for Job Title and/or Department/Unit changes. Please direct those requests to the Office of People and Organizational Culture (opc@dom.edu).' The bottom of the interface features a navigation bar with icons for 'Submit', 'Attachments', 'Download', and 'Print'.

Alternate access:

1. Open Softdocs etrieve: <https://domcentral.etrieve.cloud/Index>
2. Click on “Forms”
3. Scroll down to “Information Technology” section (or search form name in box at top)
4. Click on desired form


Workflow process:

1. The employee opens the form and their DU ID, full name, & email autofill.
2. The employee completes any sections (all optional) and signs.
 - a. A professional headshot can be attached.
 - b. Multiple degrees, publications, and achievements can be listed.
3. The employee receives an email confirming submission.
4. Information Technology reviews to make updates in the directory.
5. The employee receives an email confirming completion.
6. The form files in Softdocs etrieve Content (document repository).

** Reminder email sent every 2 days to IT when a form is waiting.

Softdocs etrieve issues: Please submit a Support Ticket to Information Technology
https://support.dom.edu/TDClient/2074/Portal/Requests/TicketRequests/NewForm?ID=CneTR2sN8Jk_&RequestorType=Service

Example screenshots:



DOMINICAN UNIVERSITY
Information Technology
7900 W. Division St, River Forest, IL 60305

Directory Change Request

dom.edu/directory

Form started by: staff or faculty

All fields are optional. Update as much information as you wish.

Employee Information

Employee DU ID	Employee Full Name
<input type="text" value="██████"/>	<input type="text" value="Luce, Marjorie"/>
Employee DU Email	Employee DU Phone #
<input type="text" value="mluce1@dom.edu"/>	<input type="text" value="(708) 524-6601"/>

Update Profile Information

This form is **NOT** for **Job Title** and/or **Department/Unit** changes. Please direct those requests to the Office of People and Organizational Culture (opc@dom.edu).

Profile Photo (professional head shot, head and shoulders only)

Drag and drop files here to upload

— OR —

[+ Browse Files](#)

Biography (written in third person, up to 850 words)

This is my biography.

DO NOT INCLUDE: education, achievements, or publications (see below)

Education

Degree

MA, Leadership in Higher Education, Concordia University



[Add Degree](#)

Achievement

- Award
- Certificate
- Conference

- Editorial Board Service
- Exhibition
- Grant

- Licensure
- Performance
- Presentation

Achievement Type

Conference



Institution / Professional Organization

ABC Company

Grant / Title

Location

Chicago, IL

Year

2024



Additional Collaborators

Sanchez, Estella; Johnson, Paul

Last Name, First Name (separate multiple names by a semicolon)

Add Achievement

Publication

College or School

College of Business, Information Studies, and Technology



This publication is for

Self



Publication Type

Book



Book / Article Title

The Wonders of Life

Additional Authors

Last Name, First Name (separate multiple names by a semicolon)

Type of Intellectual Contributions

All other intellectual contributions



Peer Reviewed

Yes



Publication Year

2021

Activity Classification

Teaching



Do you want this publication to be public?

Yes



Citation (in the format you would like it to display)

Luce, M. (2021). The Wonders of Life. Rowman & Littlefield Publishers.

Online URL to Publication

www.mybook.com

Add Publication

Signature

I hereby certify that the above information is true and correct to the best of my knowledge and acknowledge that any intentional misstatement of my academic record and/or qualifications could be grounds for discipline or dismissal under the terms of the University's Faculty Handbook or Employment Handbook.

Employee Signature *

I understand that this constitutes my legal signature on this document.

Marjorie Luce



Employee Signature Date *

08/16/2025



Would you like to add any notes about your request?

DON'T FORGET TO...

Submit, Approve, or Decline (as applicable)



Submit



Attachments



Download



Print

Form errors:

All boxes with red asterisk must be completed to “submit” the form.

The screenshot shows a form field labeled "IT Access? *" with a red border and a red exclamation mark icon. Below the field, the text "IT Access? is required" is displayed in red. A red error message box at the bottom of the form reads "Failed to submit Form" with a shield icon and a close button (X).

Draft form:

Forms are automatically saved in the supervisor’s Softdocs etrieve Central “Drafts” and can be resumed at any time.

The screenshot displays the etrieve Central interface. On the left, a sidebar menu includes "Flow" (with "Inbox" and "Activity" sub-items) and "Forms" (with "Forms" and "Drafts" sub-items). The "Drafts" item is highlighted in purple. The main content area is titled "Drafts" and contains a search bar labeled "Search Drafts", an "EDIT" button, and a list item titled "Directory Change Request".