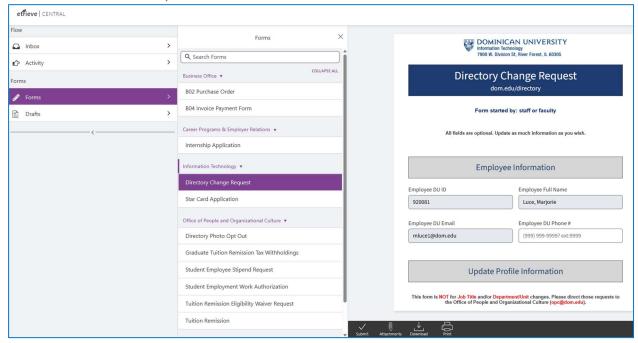
Softdocs etrieve - Form Instructions

IT Directory Change Request

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



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=C neTR2sN8Jk_&RequestorType=Service

Example screenshots:



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

1

Luce, Marjorie

Employee DU Email

Employee DU Phone #

mluce1@dom.edu

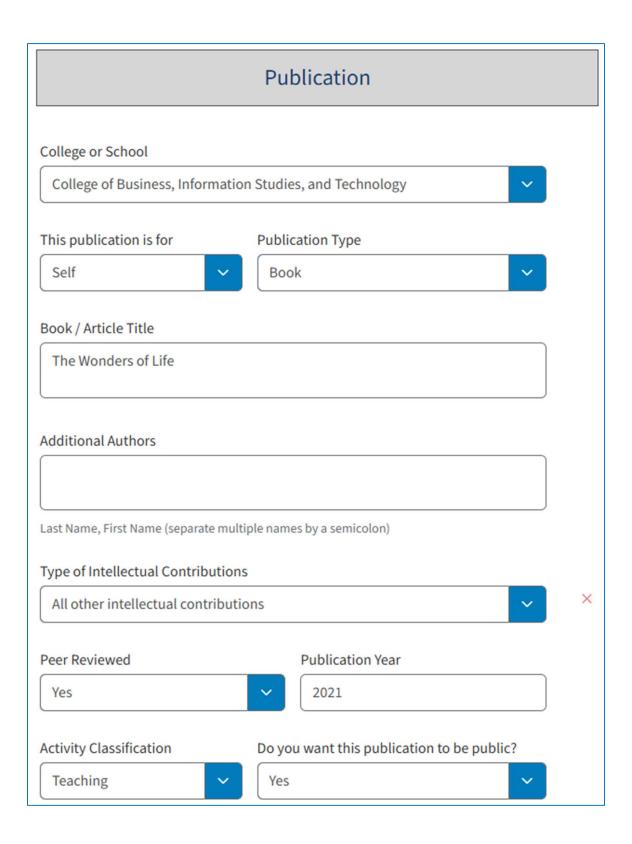
(708) 524-6601

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).

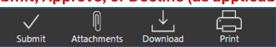
	Drag and drop files here to upload	
	— OR —	
	+ Browse Files	
Biography (written	n third person, up to 850 words)	
This is my biogra	hy.	
DO NOT INCLUDE: ed	cation, achievements, or publications (see below)	
	Education	
Degree		
	Higher Education, Concordia University	×
	Higher Education, Concordia University	×

	Achievement		
Award Certificate Conference	Editorial Board Servi Exhibition Grant	ce • Licensure • Performance • Presentation	
Achievement Type Conference	Institution / Profess ABC Company	ional Organization	
Grant / Title			
Location		Year	×
Chicago, IL		2024	
Additional Collaborators			
Sanchez, Estella; Johnson, Pau	ıl		
Last Name, First Name (separate mul	tiple names by a semicolo	on)	
Add Achievement			



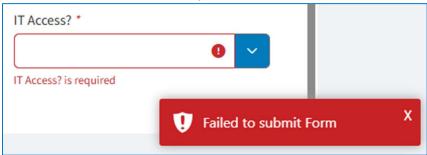
Citation (in the format you would like it to display)						
Luce, M. (2021). The Wonders of Life. Rowman & Littlefield	Publishers.					
Online URL to Publication						
www.mybook.com						
Add Publication						
Signature						
I hereby certify that the above information is true and correct to the best 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 *	Employee Signature Date *					
I understand that this constitutes my legal signature on this document.	08/16/2025					
Marjorie Luce						
Would you like to add any notes about your request?						

DON'T FORGET TO...
Submit, Approve, or Decline (as applicable)



Form errors:

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



Draft form:

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

