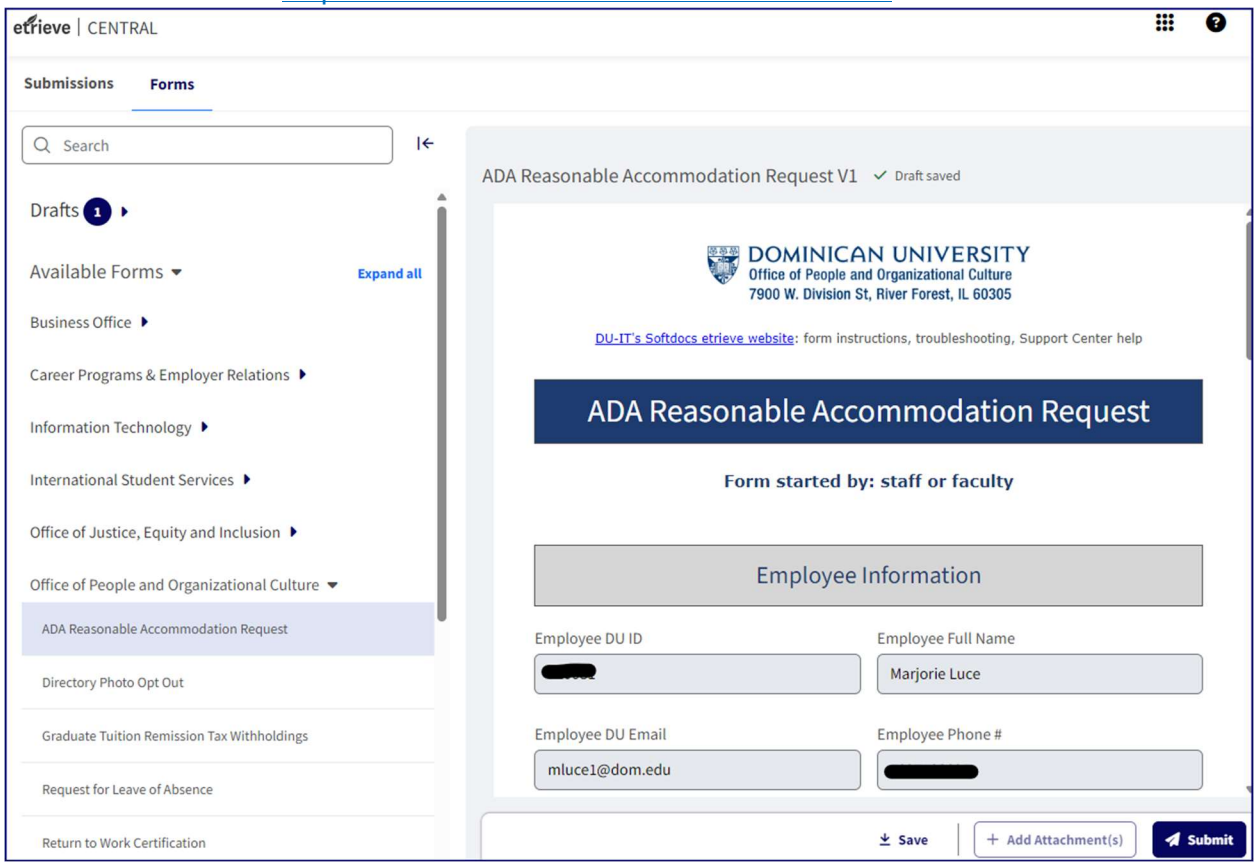
**Softdocs etrieve - Form Instructions**

## OPC ADA Reasonable Accommodation Request

**Direct link to form:** https://dom.etrieve.cloud/central/forms/381



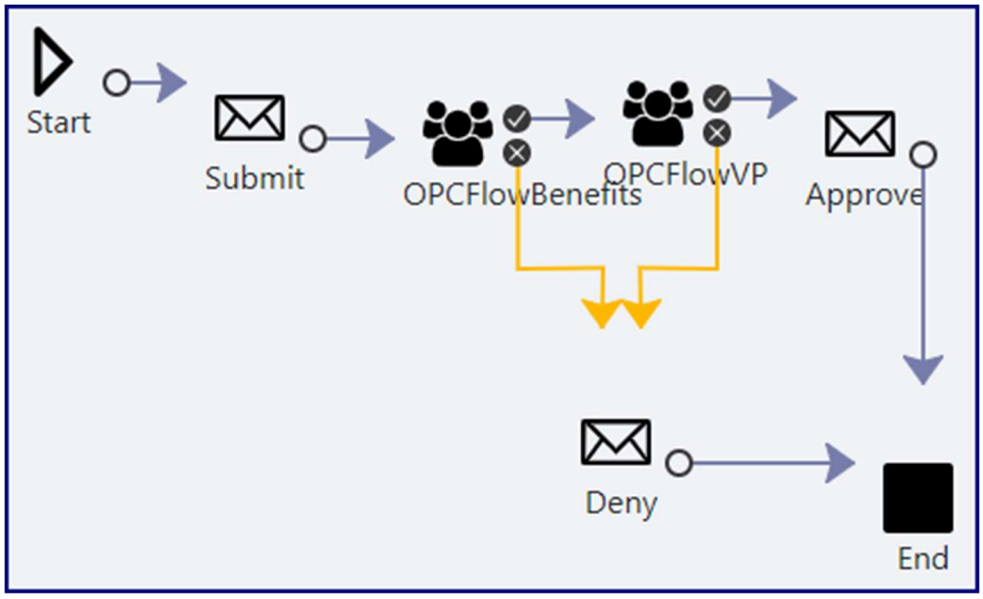

**Alternate access:**

1. Open Softdocs etrieve: https://dom.etrieve.cloud/central
2. Click on "Forms"
3. Scroll down to "Office of People and Organizational Culture" section (or search form name in box at top)
4. Click on desired form

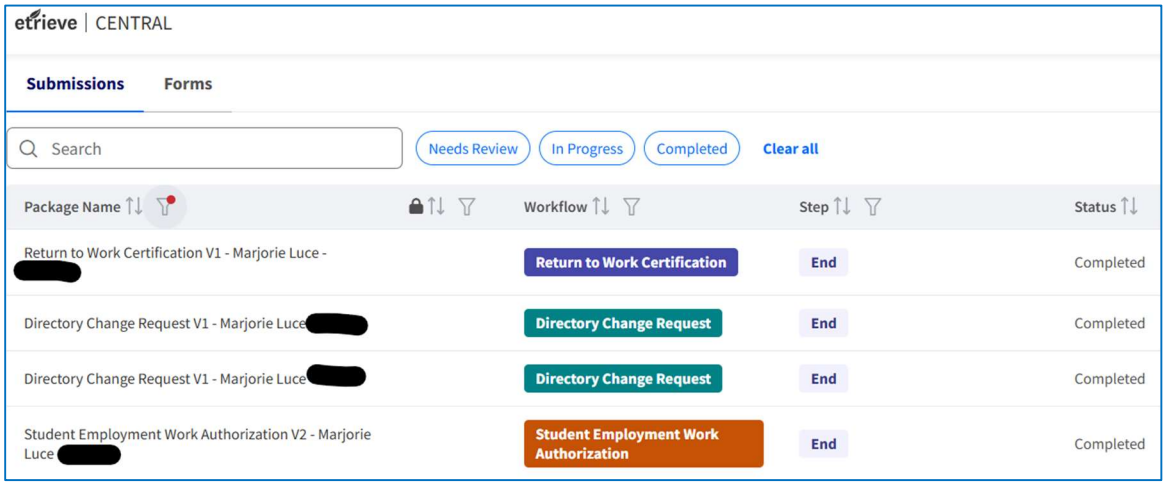
**Softdocs etrieve issues:** Please submit a Support Ticket to Information Technology https://support.dom.edu/TDClient/2074/Portal/Requests/Service/53278/Report-a-Softdocs-Etrieve-Issue/Request

**Workflow process:**

1. Employee starts form and their information autofills.
2. Employee signs form and receives email confirming submission.
3. OPC Benefits receives an email notification to approve/deny.
4. OPC VP receives an email notification to approve/deny.
5. Employee receives an email confirming approval or denial.
6. Form files in Softdocs etrieve Content (document repository).

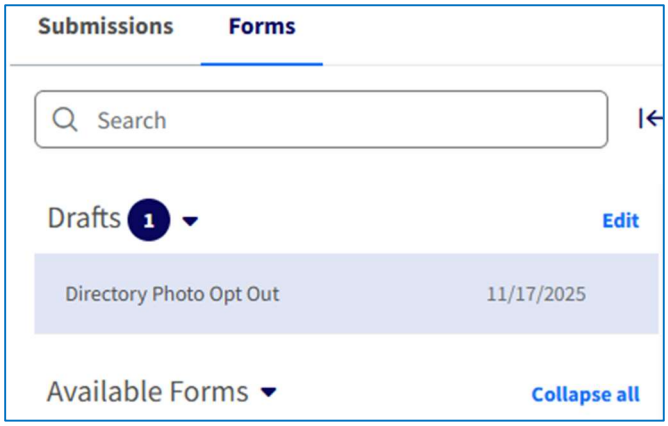



**Submissions:** Once someone touches a form (submitted, reviewed, approved, denied, or signed), then they can check the status at any time via their Submissions tab in etrieve Central. The form is viewable as it is filled out at that moment in time. It will show which step in the workflow it is at and the status. Each column can be sorted or filtered.

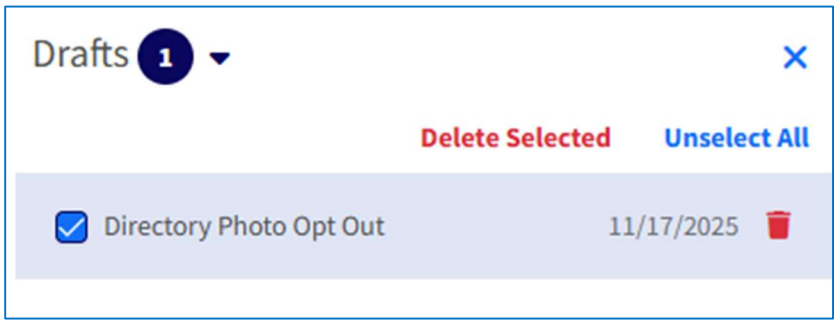



**Needs Review** = YOU need to act
**In Progress** = SOMEONE ELSE needs to act
**Completed** = All done!

**Draft form:**
A draft form will be saved automatically and can be resumed at any time (or deleted).

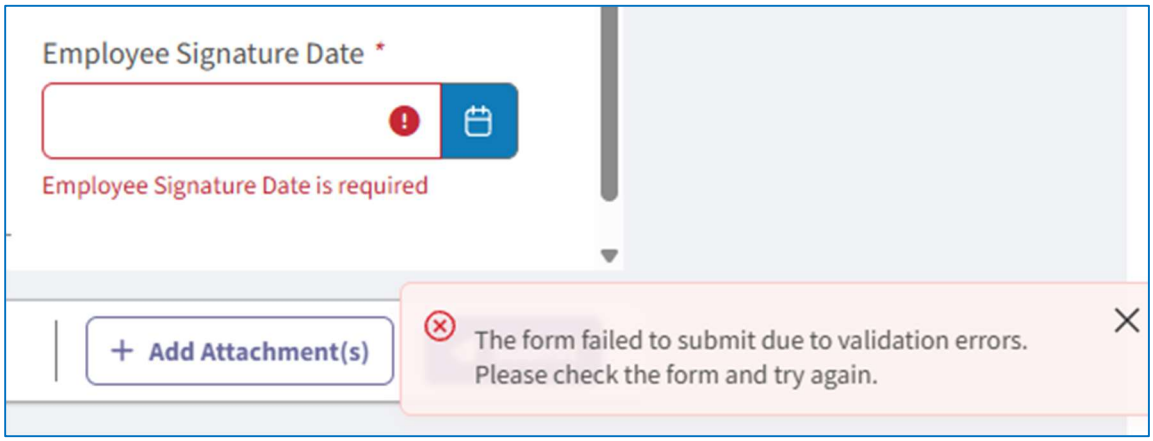



From the form list, click “edit,” checkmark draft to delete, click trash icon.
Or simply hover over the draft form name, then click trash icon.

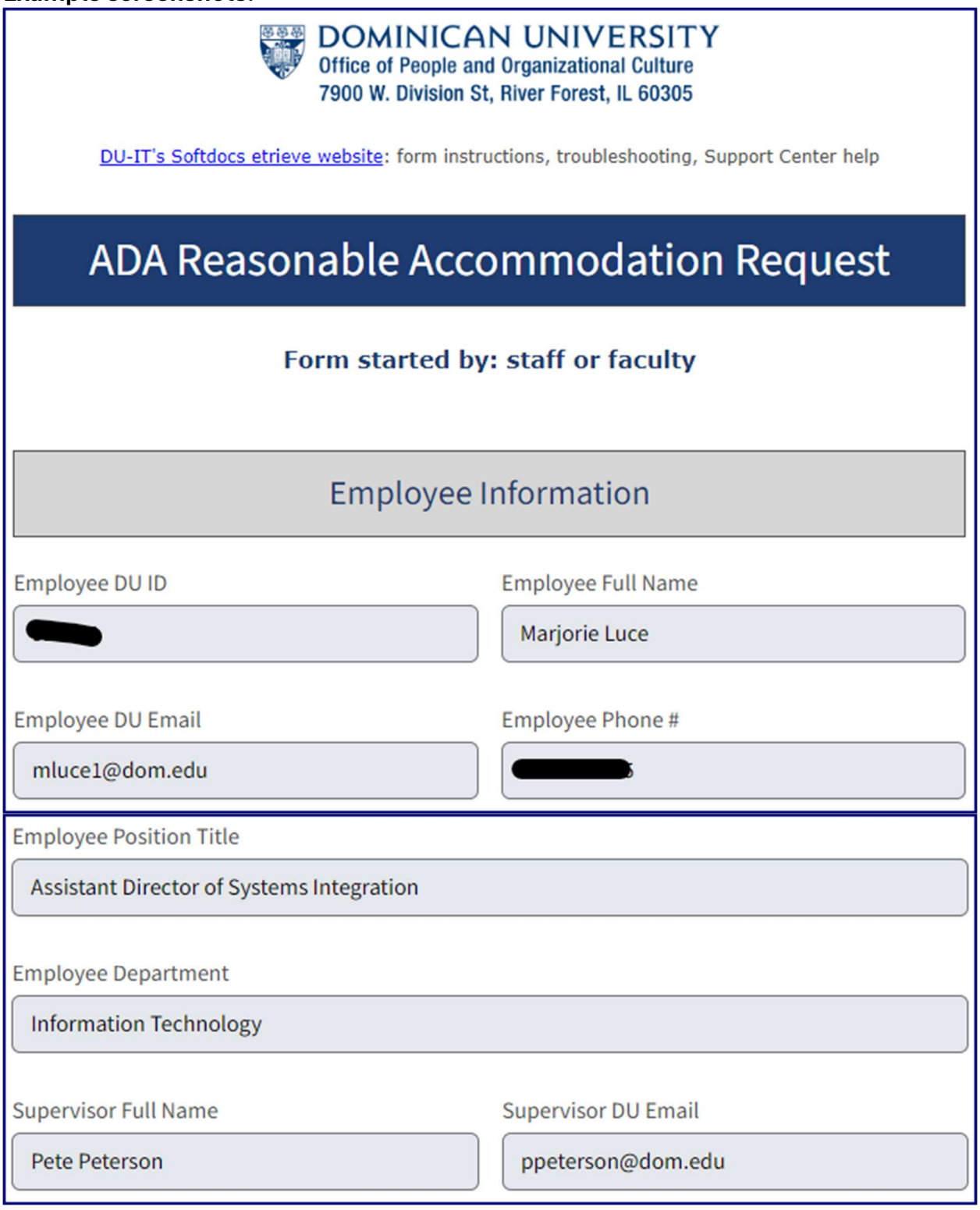



When a draft is open, it can also be deleted using trash icon at bottom of form.


**Form errors:**
All boxes with red asterisk must be completed to “submit” a form. If all required fields are completed & error message still appears, submit an IT Support Ticket using link on page 1.



**Example screenshots:**



DOMINICAN UNIVERSITY
Office of People and Organizational Culture
7900 W. Division St, River Forest, IL 60305

DU-IT's Softdocs etrieve website: form instructions, troubleshooting, Support Center help

# ADA Reasonable Accommodation Request

**Form started by: staff or faculty**

## Employee Information

Employee DU ID: [redacted]

Employee Full Name: Marjorie Luce

Employee DU Email: mluce1@dom.edu

Employee Phone #: [redacted]

Employee Position Title: Assistant Director of Systems Integration

Employee Department: Information Technology

Supervisor Full Name: Pete Peterson

Supervisor DU Email: ppeterson@dom.edu

## Accommodation Request

Describe the nature, extent and duration of your disability *

This is my info...

18/500 characters

Describe the accommodation(s) you believe are needed to enable you to perform the essential functions of this job *

More info....

13/500 characters

Please attach supporting documentation that may be helpful in evaluating this request.
PDF and JPEG only

Drag and drop a file here to upload

— OR —

+ Browse Files

Please attach supporting documentation that may be helpful in evaluating this request.
PDF and JPEG only

Test Attachment.pdf

## Healthcare Provider Information

The provider may receive a request for information regarding your impairment/disability and recommendations for accommodations.

Provider Full Name *

Juana Sanchez

Provider Email *

js@yahoo.com

Provider Phone # *

(123) 456-7890

Provider Address *

123 Main St

Provider City *

Chicago

Provider State *

IL

Provider Zip Code *

60524

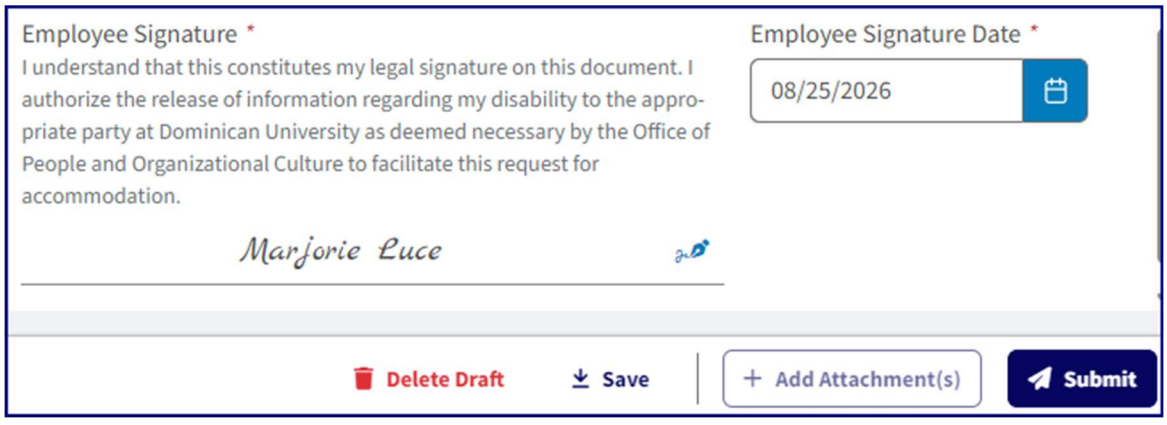
## Signatures

Employee Signature *

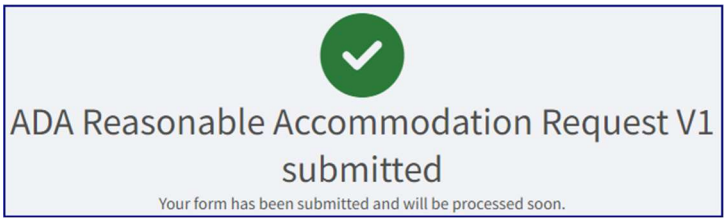
I understand that this constitutes my legal signature on this document. I authorize the release of information regarding my disability to the appropriate party at Dominican University as deemed necessary by the Office of People and Organizational Culture to facilitate this request for accommodation.

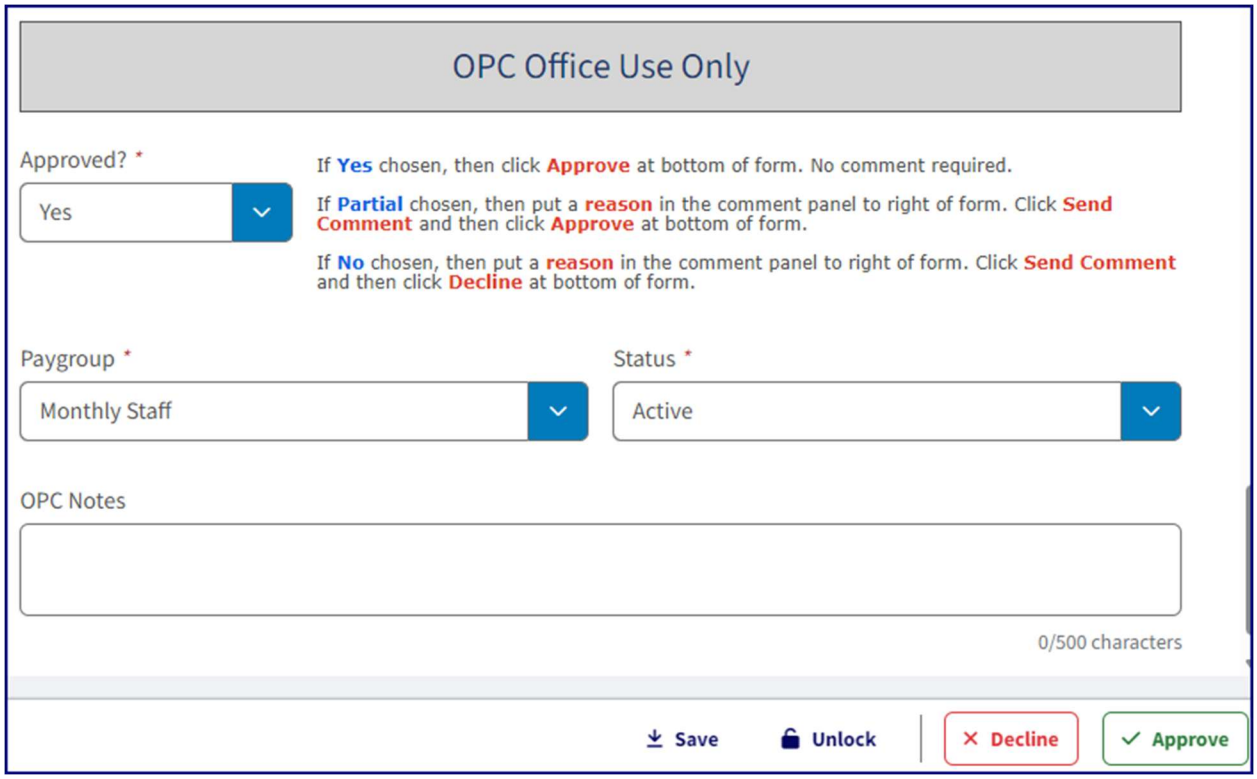
Employee Signature Date *


**Draw OR Type your signature**

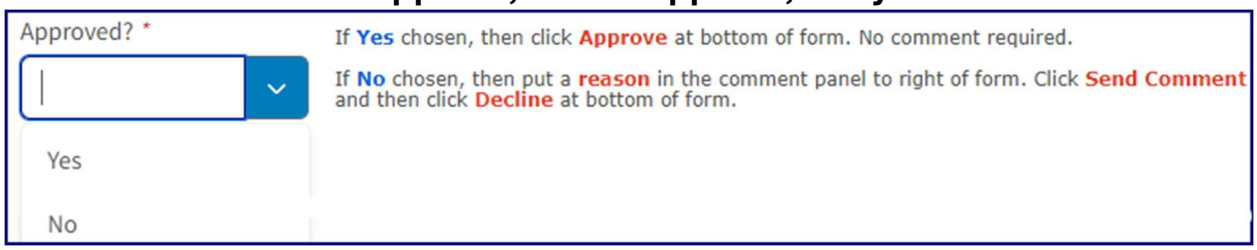

**DON'T FORGET TO SUBMIT!**





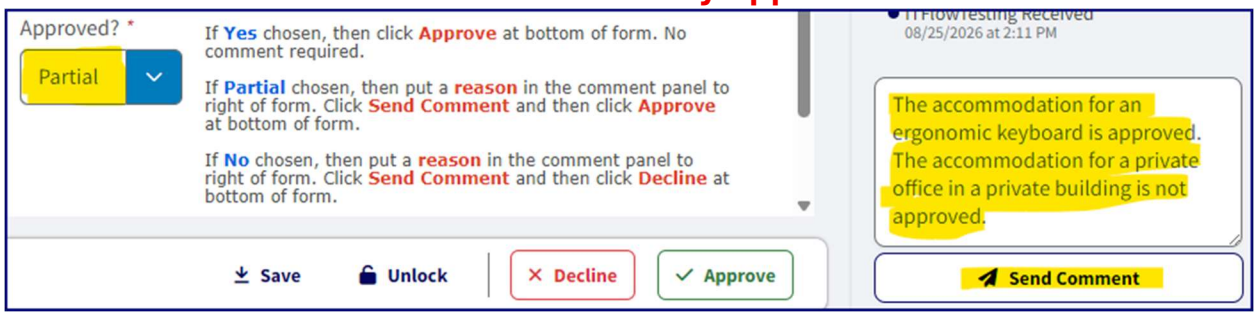

**DON'T FORGET TO APPROVE OR DENY!**

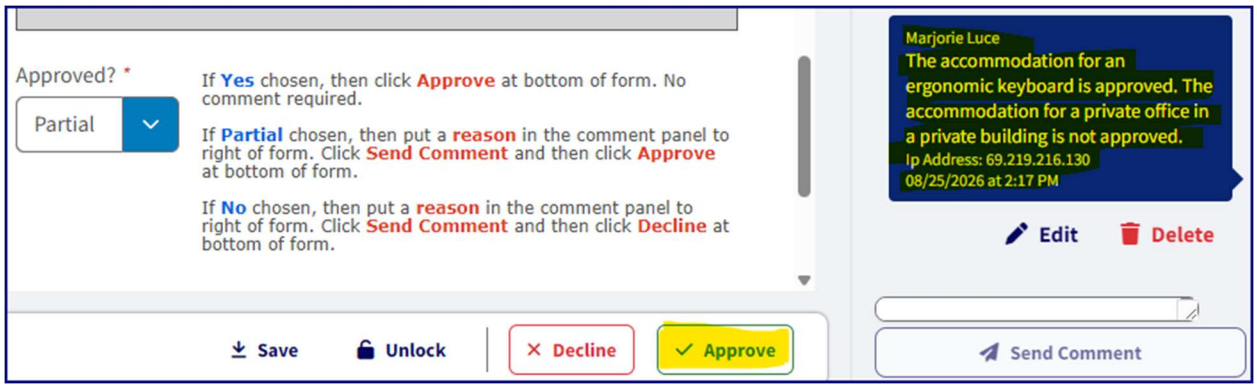
## Approve, Partial Approve, Deny




## EXAMPLE 1: Approved

## EXAMPLE 2: Partially Approved




## EXAMPLE 3: Denied