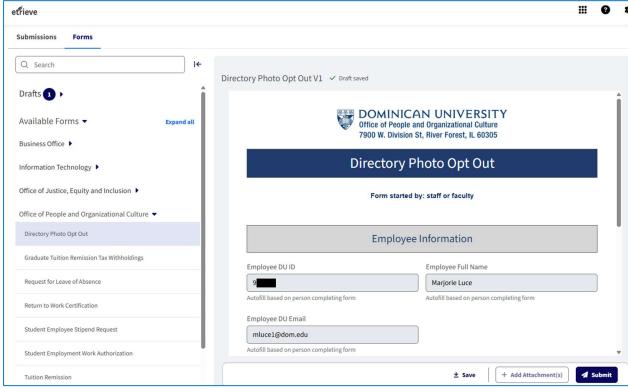
Softdocs etrieve - Form Instructions

OPC Directory Photo Opt Out

Direct link to form: https://dom.etrieve.cloud/central/forms/138



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

Workflow process:

- 1. The employee starts/opens the form and their DU ID, full name, & email autofill.
- 2. The employee completes all sections and signs.
- 3. The employee receives an email confirming submission.
- 4. OPC approves or denies and completes "office only" area.
- 5. The employee receives an email of approval or denial.
- 6. Support Center ticket created to update dom.edu/directory listing.
- 7. The form files in Softdocs etrieve Content (document repository).

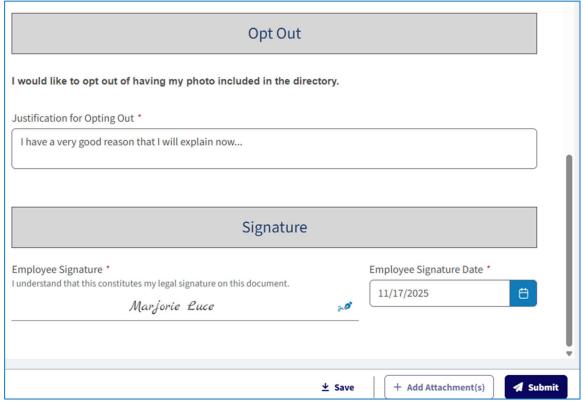
Softdocs etrieve issues: Please submit a Support Ticket to Information Technology https://support.dom.edu/TDClient/2074/Portal/Requests/TicketRequests/NewForm?ID=C neTR2sN8Jk_&RequestorType=Service

Example screenshots:

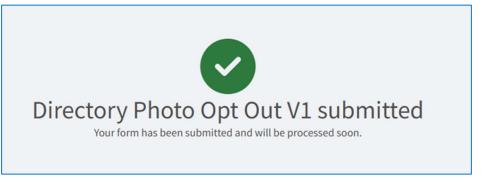


Opt Out	
I would like to opt out of having my photo included in the directory.	
Justification for Opting Out *	
Signature	
Employee Signature * I understand that this constitutes my legal signature on this document.	Employee Signature Date *



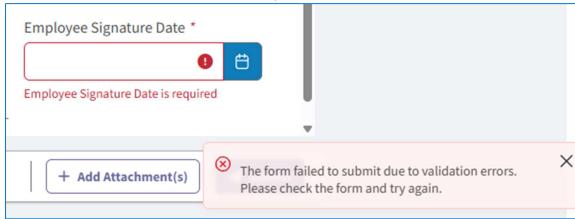


DON'T FORGET TO SUBMIT!



Form errors:

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



Draft form:

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

