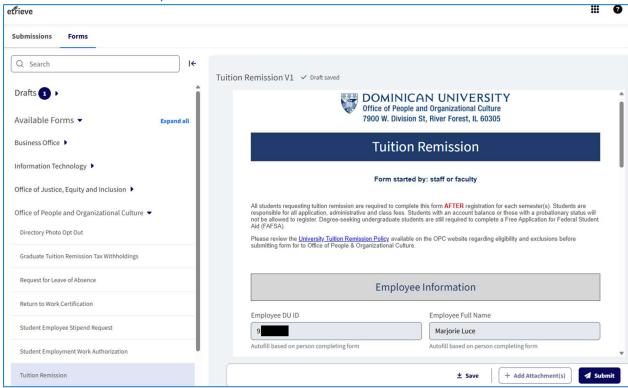
Softdocs etrieve - Form Instructions

OPC Tuition Remission

Direct link to form: https://dom.etrieve.cloud/central/forms/126



Alternate access:

- 1. Open Softdocs etrieve: https://dom.etrieve.cloud/central
- 2. Click on "Forms"
- 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.
 - a. Use Name Search to add Student Information.
- 3. The employee receives an email confirming submission.
- 4. If applicable, the supervisor receives an email notification to e-sign.
- 5. OPC approves or denies and completes "office only" area.
- 6. The employee receives an email of approval or denial.
- 7. Routes to Financial Aid for processing.
- 8. Routes to Business Office/Bursar for processing.
- 9. 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:



Tuition Remission

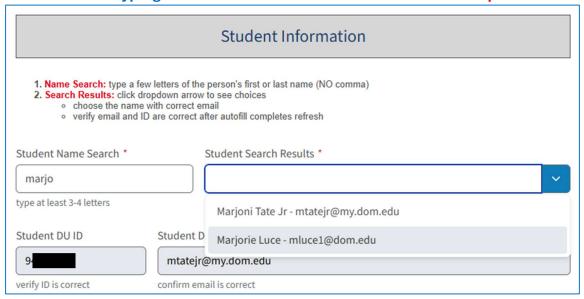
Form started by: staff or faculty

All students requesting tuition remission are required to complete this form AFTER registration for each semester(s). Students are responsible for all application, administrative and class fees. Students with an account balance or those with a probationary status will not be allowed to register. Degree-seeking undergraduate students are still required to complete a Free Application for Federal Student Aid (FAFSA).

Please review the <u>University Tuition Remission Policy</u> available on the OPC website regarding eligibility and exclusions before submitting form for to Office of People & Organizational Culture.

Employee Information	
Employee DU ID 9 Autofill based on person completing form	Employee Full Name Marjorie Luce Autofill based on person completing form
Employee DU Email mluce1@dom.edu Autofill based on person completing form	Supervisor DU ID 6.
Supervisor Full Name Pete Peterson	Supervisor DU Email ppeterson@dom.edu

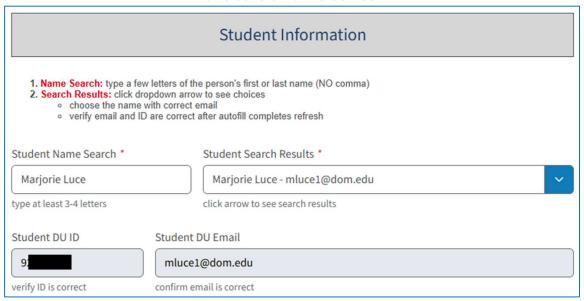
Preview after typing some letters in search box with results in dropdown box

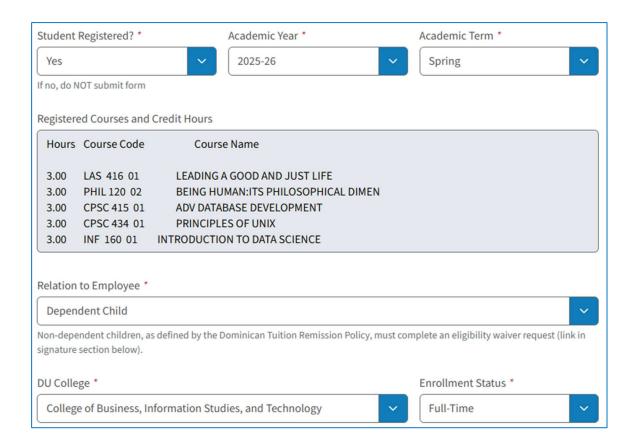


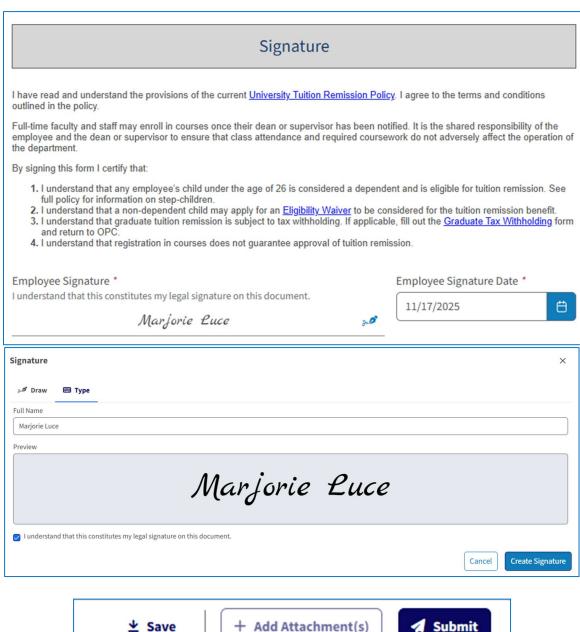
An email will autofill after you type in search term.

Once you choose the correct name from dropdown list, the email will refresh.

Make sure email is correct!!





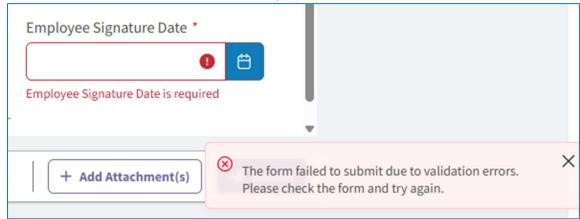


+ Add Attachment(s)

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).

