Softdocs etrieve - Form Instructions
Registrar FERPA Complaint

Direct link to form: https://dom.etrieve.cloud/central/forms/278

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

Workflow process:
1. The student starts/opens the form and their DU ID, full name, & email autofill.
2. The student completes all sections and signs.
3. The student receives an email confirming submission.
4. Registrar reviews and completes "office only" area.
5. The student receives an email confirming completion.
6. 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=CneTR2sN8Jk_&RequestorType=Service

Example screenshots:

DOMINICAN UNIVERSITY
Office of the Registrar
7900 W. Division St, River Forest, IL 60305

FERPA Complaint

Form started by: student

This form will be reviewed by the University Registrar.

Student Information

Student DU ID

9■■■■■■■■

Student Full Name

Marjorie Luce

Student DU Email

mluce1@dom.edu

Complaint

Please describe your complaint below *

I have a complaint regarding so and so as they did such and such.

Add attachment here (optional)
PDF and JPEG only

Drag and drop files here to upload

— OR —

+ Browse Files

Signature

Student Signature *
I understand that this constitutes my legal signature on this document.

Student Signature Date *

Click on the blue pen icon to draw or type your signature

Signature ✕

🖊 **Draw**   ▦ Type

Clear

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

Cancel   **Create Signature**

Signature ✕

🖊 Draw   ▦ **Type**

Full Name
Marjorie Luce

Preview

Marjorie Luce

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

Cancel   **Create Signature**

Student Signature *
I understand that this constitutes my legal signature on this document.
Marjorie Luce

Student Signature Date *
11/20/2025

DON'T FORGET TO SUBMIT!

⬇ **Save** | + **Add Attachment(s)**   ✈ **Submit**
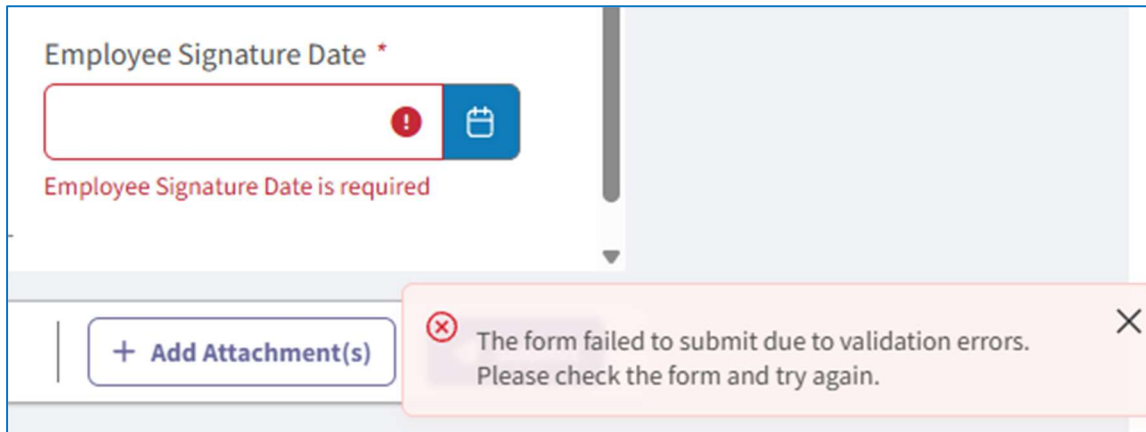
✓

FERPA Complaint V1 submitted
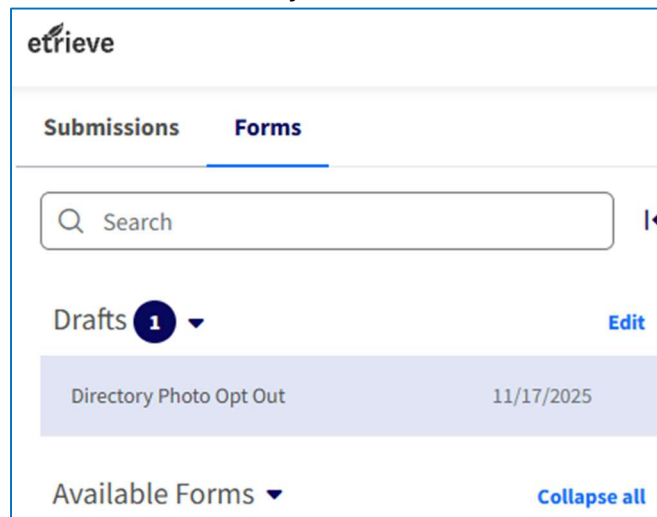Your form has been submitted and will be processed soon.

Form errors:

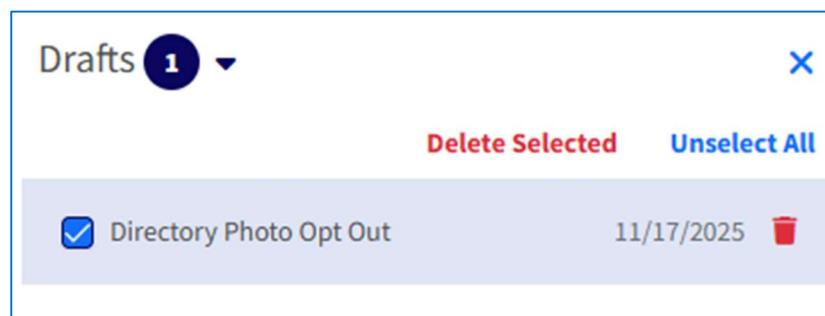All boxes with red asterisk must be completed to "submit" the form.

Employee Signature Date *

Employee Signature Date is required

+ Add Attachment(s)

⊗ The form failed to submit due to validation errors. Please check the form and try again. ✕

Draft form:

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

etrieve

Submissions   **Forms**

🔍 Search |←

Drafts **1** ▾   Edit

Directory Photo Opt Out   11/17/2025

Available Forms ▾   Collapse all

Drafts **1** ▾   ✕

Delete Selected   Unselect All

☑ Directory Photo Opt Out   11/17/2025 🗑

🗑 **Delete Draft**   ↓ **Save** | + **Add Attachment(s)**   ◢ **Submit**