

Softdocs etrieve - Form Instructions

Registrar FERPA Complaint

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

The screenshot shows the 'etrieve' web application interface. On the left is a sidebar with a search bar and a list of categories: Drafts (2), Available Forms, Business Office, Information Technology, Office of Justice, Equity and Inclusion, Office of People and Organizational Culture, Office of the Registrar (selected), and School of Education. Under 'Office of the Registrar', the 'FERPA Complaint' form is highlighted. The main content area displays the form title 'FERPA Complaint V1' with a 'Draft saved' status. Below this is the Dominican University logo and address. The form title 'FERPA Complaint' is in a large blue box. Below that, it states 'Form started by: student' and 'This form will be reviewed by the University Registrar.' The 'Student Information' section contains three input fields: 'Student DU ID' (with a partial value '9'), 'Student Full Name' (with the value 'Marjorie Luce'), and 'Student DU Email' (with the value 'mluce1@dom.edu'). At the bottom right of the form are three buttons: 'Save', '+ Add Attachment(s)', and 'Submit'.

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/TDCClient/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[REDACTED]

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 *

📅

DON'T FORGET TO SUBMIT!

↓
Save

+
Add Attachment(s)

➤
Submit

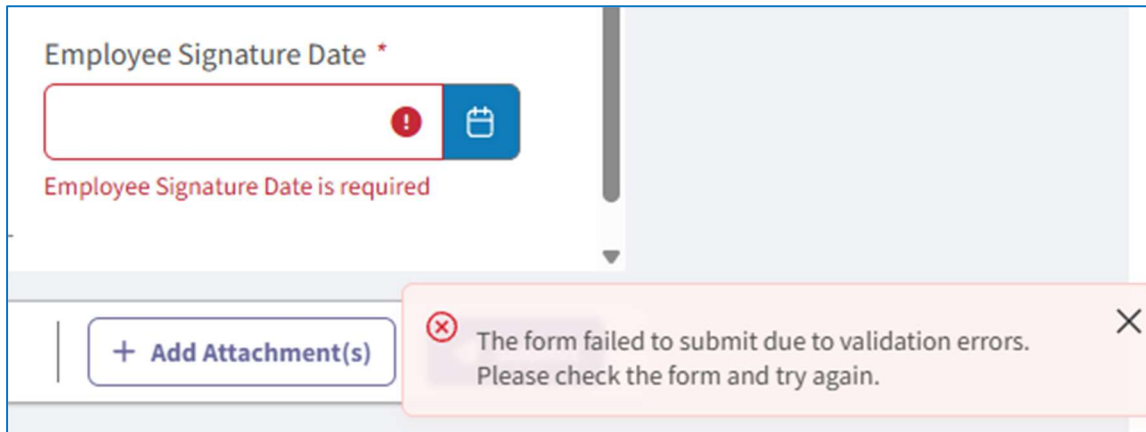
✓

FERPA Complaint V1 submitted

Your form has been submitted and will be processed soon.

Form errors:

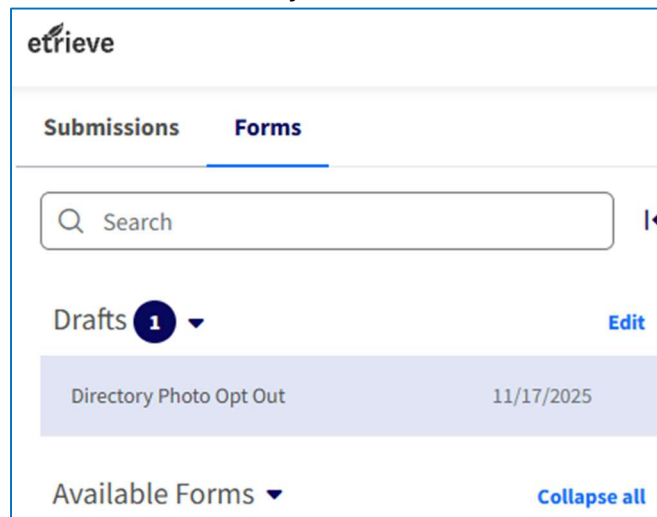
All boxes with red asterisk must be completed to “submit” the form.



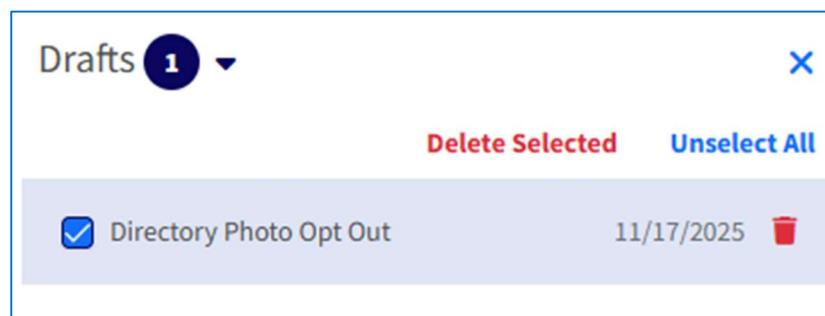
The screenshot shows a form titled "Employee Signature Date" with a red asterisk indicating a required field. The input field is empty and has a red border. Below the field, a red error message states "Employee Signature Date is required". To the right of the input field is a blue calendar icon. At the bottom of the form, there is a button labeled "+ Add Attachment(s)". A red error message box is displayed at the bottom right, stating "The form failed to submit due to validation errors. Please check the form and try again." with a close button (X).

Draft form:

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



The screenshot shows the "etrieve" interface with the "Forms" tab selected. There is a search bar with the placeholder text "Search". Below the search bar, there is a section for "Drafts" with a count of "1" and a dropdown arrow. To the right of the "Drafts" section is a blue "Edit" button. Below the "Drafts" section, there is a table with one row: "Directory Photo Opt Out" and "11/17/2025". At the bottom of the table, there is a link "Available Forms" with a dropdown arrow and a link "Collapse all".



The screenshot shows a modal titled "Drafts" with a count of "1" and a close button (X). Below the title, there are two buttons: "Delete Selected" and "Unselect All". Below these buttons, there is a table with one row: "Directory Photo Opt Out" and "11/17/2025". The row has a checkbox that is checked and a red trash icon.



The screenshot shows the bottom action bar with four buttons: "Delete Draft" (with a red trash icon), "Save" (with a download icon), "+ Add Attachment(s)", and "Submit" (with a blue arrow icon).