

Softdocs etrieve - Form Instructions

REG Information Request - Current Student

Direct link to form: <https://dom.etrieve.cloud/central/forms/249>

The screenshot displays the 'etrieve | CENTRAL' web interface. On the left, a sidebar lists various forms under the 'Office of the Registrar' section, with 'Information Request - Current Student' highlighted. The main content area shows the form title 'Information Request - Current Student V1' with a 'Draft saved' status. Below the title is the Dominican University logo and address. The form itself is titled 'Information Request (current student only)' and indicates it was 'Form started by: student'. A section titled 'Student Information' contains two input fields: 'Student DU ID' (with the value 920081) and 'Student DU Full Name' (with the value Marjorie Luce). At the bottom right, there are buttons for 'Save', 'Add Attachment(s)', and 'Submit'.

Alternate access:

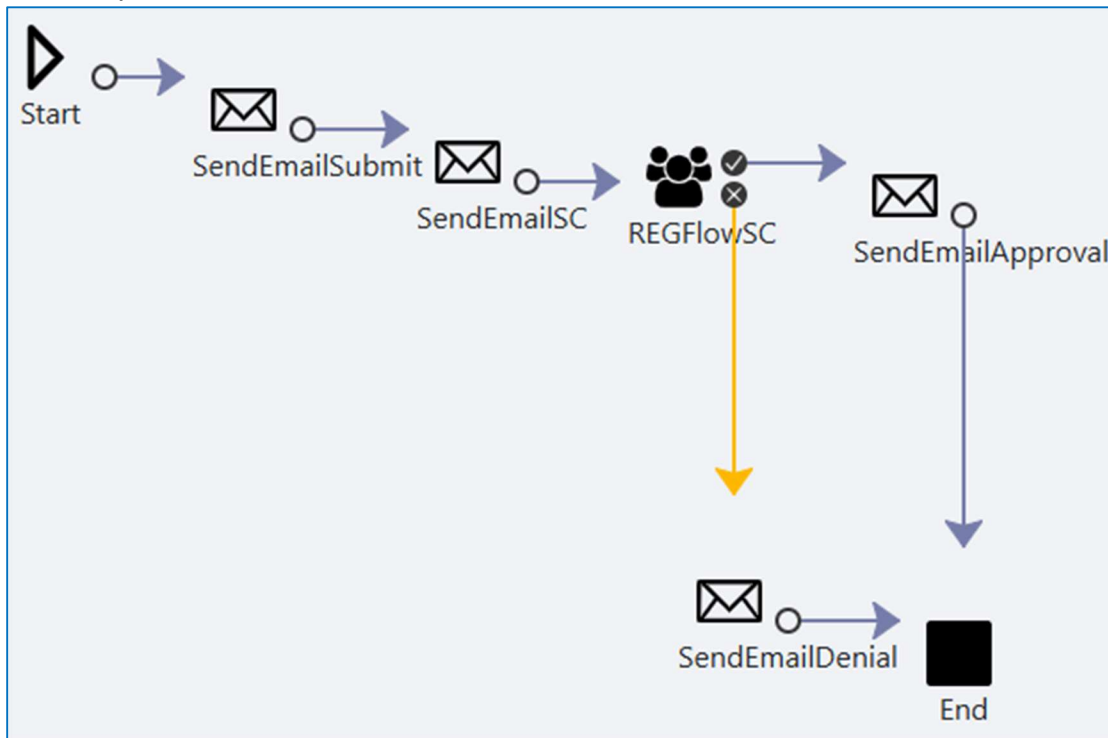
1. Open Softdocs etrieve: <https://dom.etrieve.cloud/central>
2. Click on “Forms”
3. Scroll down to “Office of the Registrar” section (or search form name in box at top)
4. Click on desired form

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

Workflow process:

1. Student starts form and their information autofills.
2. Student completes their sections and signs.
3. Student receives an email confirming submission.
4. Stars Connect processes approval requests.
5. If denied, email notifications sent to: Student, Stars Connect
6. If approved, email notifications sent to: Student, Stars Connect
7. Form files in Softdocs etrieve Content (document repository).

8. Boomi process adds the Content document weblink to student record in J1 Document Master. When weblink is clicked in Document Master, then document opens in Softdocs etrieve.



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.

etrieve CENTRAL				
Submissions Forms				
<input type="text" value="Search"/> Needs Review In Progress Completed Clear all				
Package Name ↑↓	Workflow ↑↓	Step ↑↓	Status ↑↓	
Return to Work Certification V1 - Marjorie Luce - [REDACTED]	Return to Work Certification	End	Completed	
Directory Change Request V1 - Marjorie Luce [REDACTED]	Directory Change Request	End	Completed	
Directory Change Request V1 - Marjorie Luce [REDACTED]	Directory Change Request	End	Completed	
Student Employment Work Authorization V2 - Marjorie Luce [REDACTED]	Student Employment Work Authorization	End	Completed	

Needs Review = YOU need to act

In Progress = SOMEONE ELSE needs to act

Completed = All done!

Needs Review In Progress Completed Clear all

Draft form:

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

Submissions **Forms**

Search

Drafts **1** [Edit](#)

Directory Photo Opt Out 11/17/2025

Available Forms [Collapse all](#)

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.

Drafts **1** [X](#)

[Delete Selected](#) [Unselect All](#)

☒ Directory Photo Opt Out 11/17/2025

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

Delete Draft [Save](#) [+ Add Attachment\(s\)](#) [Submit](#)

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.


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. [X](#)

Example screenshots:



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

Information Request
(current student only)

Form started by: student

Student Information

Student DU ID	Student DU Full Name
9 [REDACTED]	Marjorie Luce
Student DU Email	Student Personal Phone #
mluce1@dom.edu	[REDACTED]

Student Other Names, if any

Use semi-colon (;) to separate multiple names

Student Physical Address

1 [REDACTED]

Student City	Student State	Student Zip Code
[REDACTED]rk	IL	[REDACTED]50

Information Requested

I am requesting (check all that apply) *

- ☐ Letter of Full Time/Half Time/Less Than Half Time Status
- ☐ Letter of Good Standing
- ☐ Number of Semester Hours Currently Enrolled
- ☒ Completion of a Form (attach below)
- ☐ Other Special Request (please describe below)

Please attach form to be completed by Stars Connect *

PDF and JPEG only

Drag and drop files here to upload

— OR —

[+ Browse Files](#)

- ☒ Other Special Request (please describe below)

Please attach form to be completed by Stars Connect *

PDF and JPEG only

✓ [Test Attachment.pdf](#)  

Special Request Details *

Whatever special request the student puts here.

Delivery Option *

Pick up in Stars Connect office

Send to my DU email

Mail to my physical address

Delivery Option *

Pick up in Stars Connect office



If choosing email option, then you consent to electronic delivery of documentation via Secure Transfer.

Family Educational Rights and Privacy Act (FERPA)

I understand that information about my rights under FERPA is available on the [Office of the Registrar FERPA website](#). I further understand that this serves as my annual notification of my rights as required by FERPA. I understand that it is my responsibility to monitor my Dominican email account for questions from Stars Connect regarding my request.

Signature

Student Signature *

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



Student Signature Date *



Signature



Draw

Type

M Luce

Clear

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

Cancel

Create Signature

Draw OR Type your signature

Signature

✕

Draw

Type

Full Name

Marjorie Luce

Preview

☒ 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.

Student Signature Date *

01/25/2026

Save

Add Attachment(s)

Submit

DON'T FORGET TO SUBMIT!

Information Request - Current Student V1 submitted

Your form has been submitted and will be processed soon.

REG Office Use Only

Approved? *

No

Denial Reason *

Whatever reason Stars Connect puts here.

Student Status *

Currently Enrolled

Grad or Inactive Date

Academic Year *

2025-26

Academic Term *

Spring

Notes

Attach completed Stars Connect documentation *

PDF and JPEG only

Drag and drop files here to upload

— OR —

+ Browse Files

Attach completed Stars Connect documentation *

PDF and JPEG only

✓

Test Attachment.pdf

Save

Unlock

Decline

Approve

DON'T FORGET TO CLICK APPROVE OR DECLINE!