**Softdocs etrieve - Form Instructions**
**REG Information Request - Current Student**

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



**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.
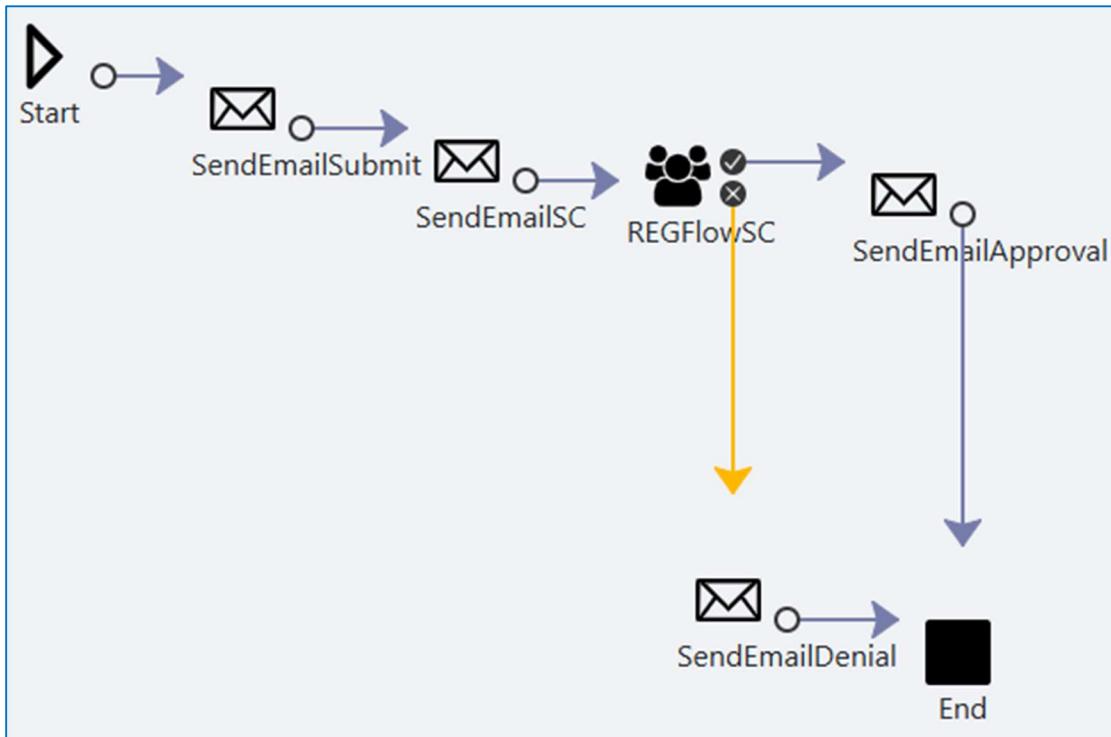


**Submissions:** Once someone touches a form (submitted, reviewed, approved, denied, or signed), then they can check the status at any time via their Submissions tab in etrieve Central. The form is viewable as it is filled out at that moment in time. It will show which step in the workflow it is at and the status. Each column can be sorted or filtered.



**Needs Review** = YOU need to act
**In Progress** = SOMEONE ELSE needs to act
**Completed** = All done!

**Draft form:**

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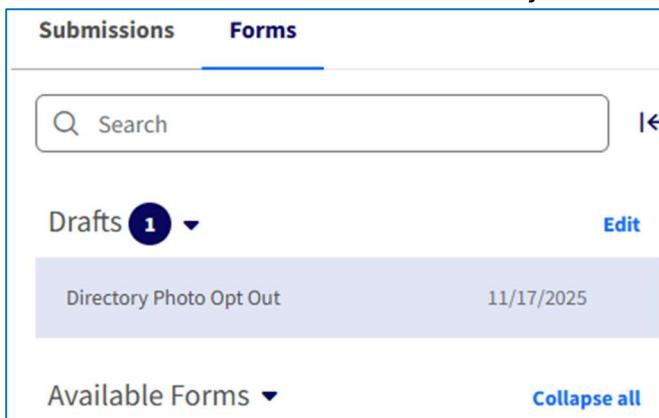


From the form list, click "edit," checkmark draft to delete, click trash icon.
Or simply hover over the draft form name, then click trash icon.
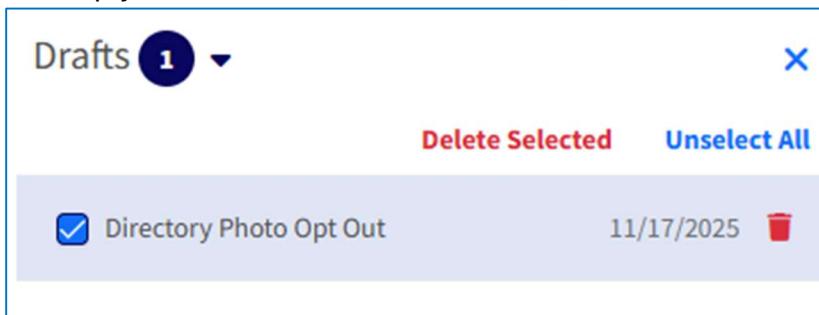


When a draft is open, it can also be deleted using trash icon at bottom of form.



**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.
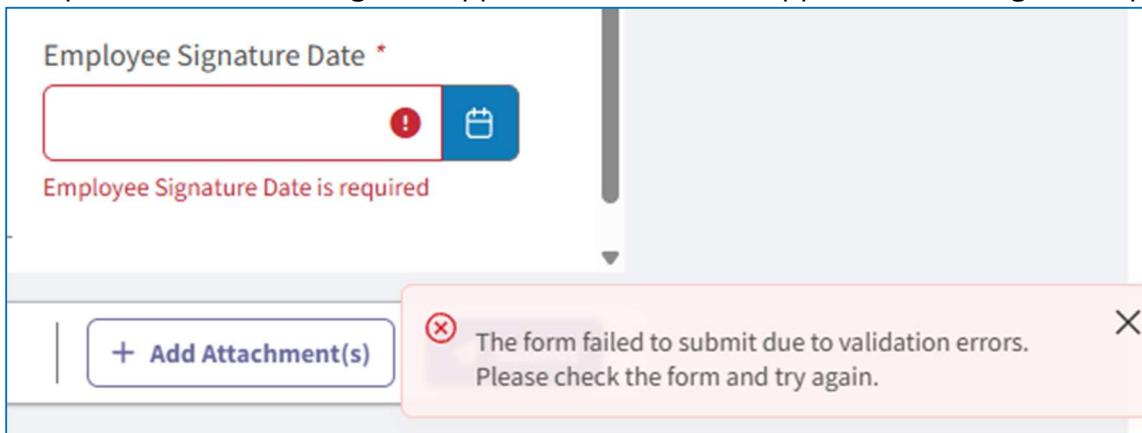
**Example screenshots:**

## 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

9

Student DU Full Name

Marjorie Luce

Student DU Email

mluce1@dom.edu

Student Personal Phone #

Student Other Names, if any

Use semi-colon (;) to separate multiple names

Student Physical Address

1

Student City

ark

Student State

IL

Student Zip Code

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**

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☑ 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** *

📅

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**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

*Marjorie Luce*

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

Cancel   **Create Signature**

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

M Luce ✒

Student Signature Date *

01/25/2026  📅

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⤓ 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!**