

Softdocs etrieve - Form Instructions REG Information Request - Current Student

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

The screenshot shows the Softdocs etrieve interface. On the left, a sidebar lists various forms under 'Office of the Registrar': Additional Canvas Extension Request, Course Alteration Approval, Course Intensification Application, FERPA Complaint, FERPA Permission to Release Education Record Information, Grade Change Request, Grade of Incomplete Request, and Information Request - Current Student. The 'Information Request - Current Student' form is selected and highlighted with a light blue background. The main content area shows the 'Information Request - Current Student V1' form. At the top, it says 'Draft saved'. Below that is the Dominican University logo and address: 'DOMINICAN UNIVERSITY', 'Office of the Registrar', '7900 W. Division St, River Forest, IL 60305'. A large blue header box contains the text 'Information Request' and '(current student only)'. Below this, a sub-header 'Form started by: student' is followed by a 'Student Information' section. In this section, 'Student DU ID' is listed as '920081' and 'Student DU Full Name' is listed as 'Marjorie Luce'. At the bottom of the form are three buttons: a blue 'Save' button with a downward arrow, a white 'Add Attachment(s)' button with a plus sign, and a dark blue 'Submit' button with a white arrow.

Alternate access:

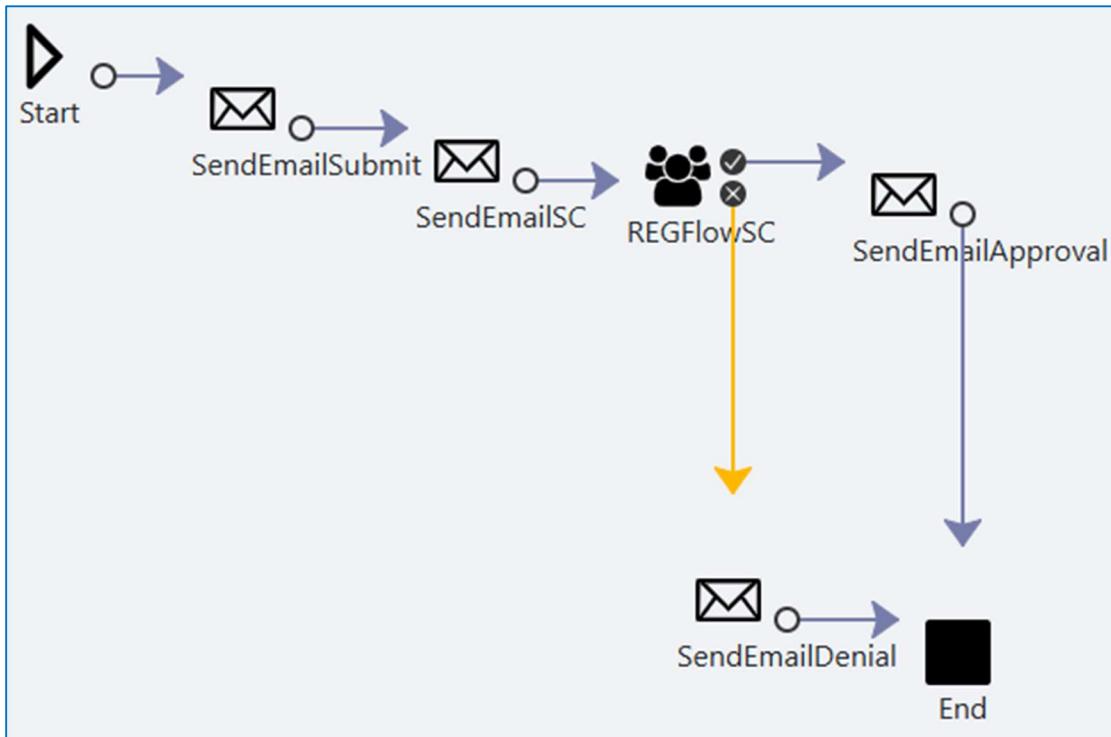
1. Open Softdocs etrieve: <https://dom.trieve.cloud/central>
2. Click on "Forms"
3. Scroll down to "Office of the Registrar" section (or search form name in box at top)
4. Click on desired form

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"/> Search		Needs Review	In Progress	Completed
Package Name	↓	Workflow	↓	Status
Return to Work Certification V1 - Marjorie Luce -		Return to Work Certification	End	Completed
Directory Change Request V1 - Marjorie Luce		Directory Change Request	End	Completed
Directory Change Request V1 - Marjorie Luce		Directory Change Request	End	Completed
Student Employment Work Authorization V2 - Marjorie Luce		Student Employment Work Authorization	End	Completed

Needs Review = YOU need to act

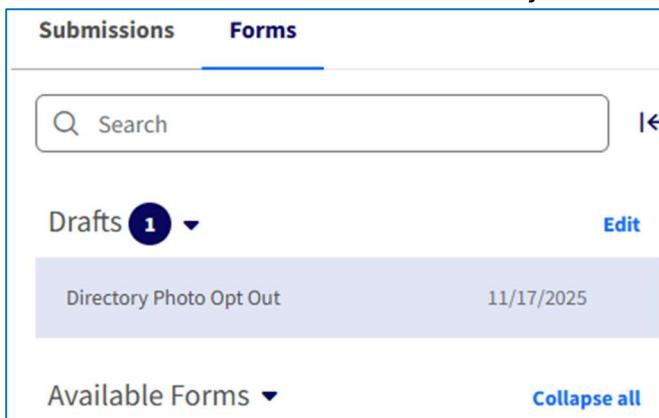
In Progress = SOMEONE ELSE needs to act

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**

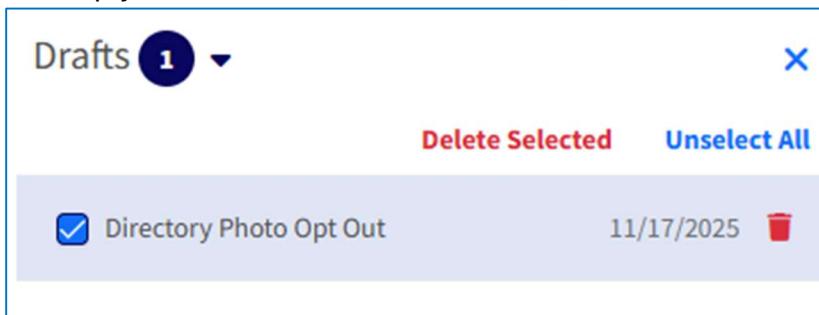
Search

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 **trash**

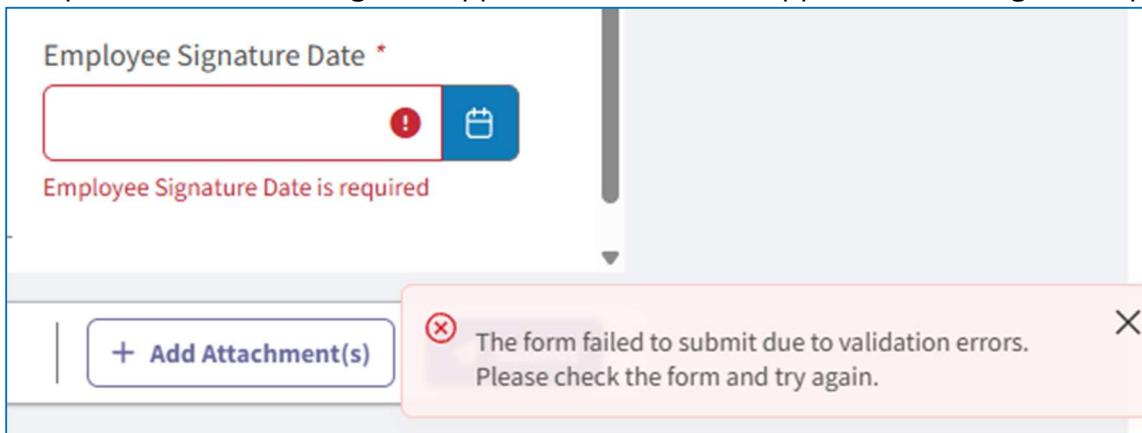
When a draft is open, it can also be deleted using trash icon at bottom of form.



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)

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

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

[REDACTED]

Use semi-colon (;) to separate multiple names

Student Physical Address

1 [REDACTED]

Student City

[REDACTED] Park

Student State

IL

Student Zip Code

[REDACTED] 60

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

X

 **Draw**  **Type**



Clear

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

[Cancel](#)

[Create Signature](#)

Draw OR Type your signature

Signature X

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.

M Luce

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!