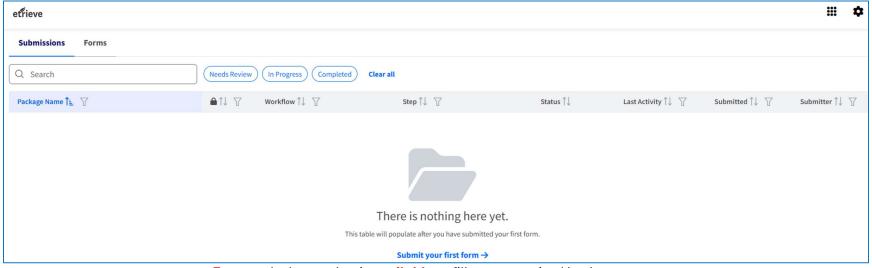# Softdocs etrieve Central - Forms & Workflows

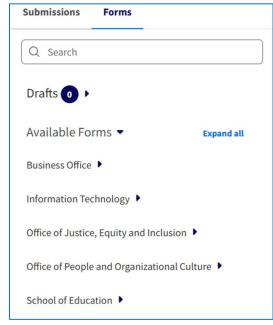https://dom.etrieve.cloud/central

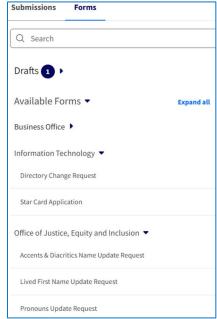**First time user view**
Submissions tab shows **in process** or **completed** forms

etrieve

Submissions	Forms

Search

(Needs Review) (In Progress) (Completed) **Clear all**

Package Name	🔒	Workflow	Step	Status	Last Activity	Submitted	Submitter

There is nothing here yet.

This table will populate after you have submitted your first form.

Submit your first form →

Forms tab shows what is **available** to fill out - organized by department

Submissions	**Forms**

Search

Drafts **0** ▶

Available Forms ▾   **Expand all**

Business Office ▶

Information Technology ▶

Office of Justice, Equity and Inclusion ▶

Office of People and Organizational Culture ▶

School of Education ▶

Submissions	**Forms**

Search

Drafts **1** ▶

Available Forms ▾   **Expand all**

Business Office ▶

Information Technology ▾

Directory Change Request

Star Card Application

Office of Justice, Equity and Inclusion ▾

Accents & Diacritics Name Update Request

Lived First Name Update Request

Pronouns Update Request

Complete a new form
Form will autofill with user information (ID, name, email, etc.) when opened

etrieve

Submissions   **Forms**

Q Search

Drafts **1** ▶

Available Forms ▼   **Collapse all**

Business Office ▶

Information Technology ▼

Directory Change Request

Star Card Application

Office of Justice, Equity and Inclusion ▶

Office of People and Organizational Culture ▶

School of Education ▶

Directory Change Request V1   ✓ Draft saved

Directory Change Request
dom.edu/directory

Form started by: staff or faculty

All fields are optional. Update as much information as you wish.

Employee Information

Employee DU ID

9▮▮▮▮▮▮

Employee Full Name

Marjorie Luce

Employee DU Email

mluce1@dom.edu

Employee DU Phone #

(999) 999-9999? ext:9999

⤓ Save | + Add Attachment(s) | ⏵ Submit

Draft form
If not submitted, then form will automatically save in **Drafts**
Clicking on a new form that has a matching title to one already in process will result in a reminder of the draft

Submissions   **Forms**

Q Search

Drafts **1** ▶

Available Forms ▼   **Expand all**

Business Office ▶

Use existing draft?   ✕

We found 1 draft of Directory Change Request on 11/2/2025. Do you want to start a new one or continue the latest draft?

Start New Form   **Use Existing Draft**

Experienced user view
Click on a column heading to **sort** or **filter**
Use the **search box** for name, ID, or form title searches
Different forms have **different colors** for easy identification
Needs Review = You need to take action
In Progress = Someone else needs to take action
Completed = No action needed
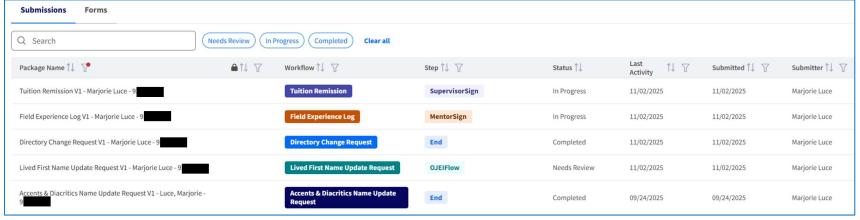

Submissions   **Forms**

Q Search   (Needs Review) (In Progress) (Completed)   **Clear all**

Package Name ↑↓ ▼	🔒↑↓ ▼	Workflow ↑↓ ▼	Step ↑↓ ▼	Status ↑↓	Last Activity ↑↓ ▼	Submitted ↑↓ ▼	Submitter ↑↓ ▼
Tuition Remission V1 - Marjorie Luce - 9▮▮▮		**Tuition Remission**	**SupervisorSign**	In Progress	11/02/2025	11/02/2025	Marjorie Luce
Field Experience Log V1 - Marjorie Luce - 9▮▮▮		**Field Experience Log**	**MentorSign**	In Progress	11/02/2025	11/02/2025	Marjorie Luce
Directory Change Request V1 - Marjorie Luce - 9▮▮▮		**Directory Change Request**	End	Completed	11/02/2025	11/02/2025	Marjorie Luce
Lived First Name Update Request V1 - Marjorie Luce - 9▮▮▮		**Lived First Name Update Request**	OJEIFlow	Needs Review	11/02/2025	11/02/2025	Marjorie Luce
Accents & Diacritics Name Update Request V1 - Luce, Marjorie - 9▮▮▮		**Accents & Diacritics Name Update Request**	End	Completed	09/24/2025	09/24/2025	Marjorie Luce

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Attachments are available to view on left side when form is open
History of the workflow is on the right side
Comments are added on the right side
Submit, **Approve**, and **Deny** buttons are more visible at the bottom and use distinctive colors

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‹ Review Submission 🔒

Tuition Remission V1 - Marjorie Luce - 9▮▮▮
11/2/25

Tuition Remission   **SupervisorSign**

❗ Tuition Remission

＋ Add Attachment(s)

Tuition Remission ✓ Form saved

DOMINICAN UNIVERSITY
Office of People and Organizational Culture
7900 W. Division St, River Forest, IL 60305

Tuition Remission

Form started by: staff or faculty

All students requesting tuition remission are required to complete this form **AFTER** registration for each semester(s). Students are responsible for all application, administrative and class fees. Students with an account balance or those with a probationary status will not be allowed to register. Degree-seeking undergraduate students are still required to complete a Free Application for Federal Student Aid (FAFSA).

Please review the University Tuition Remission Policy available on the OPC website regarding eligibility and exclusions before submitting form for to Office of People & Organizational Culture.

⤓ Save   🔒 Unlock   ✓ Approve

History   ↻ →|

● Marjorie Luce Submitted 'Tuition Remission'
11/02/2025 at 3:24 PM

● Pete Peterson Received
11/02/2025 at 3:24 PM

● Marjorie Luce Reassigned 'Tuition Remission V1 - Marjorie Luce - 9▮▮▮ to Marjorie Luce. Reason: test.
11/02/2025 at 3:29 PM

✈ Send Comment

Comments ⬤