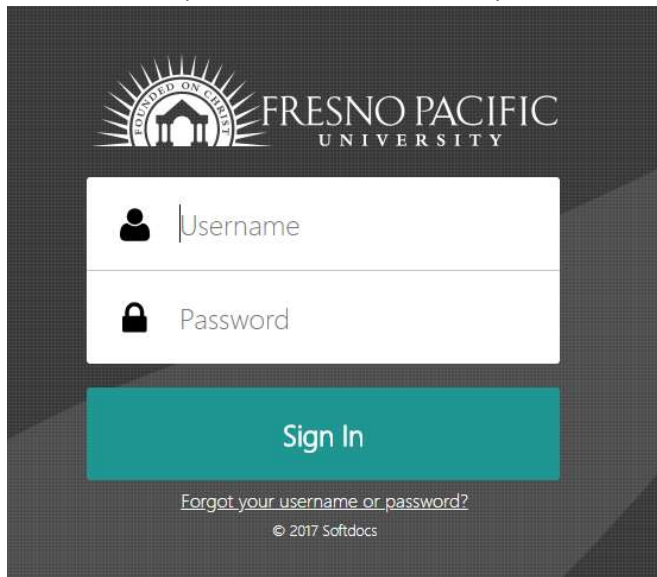
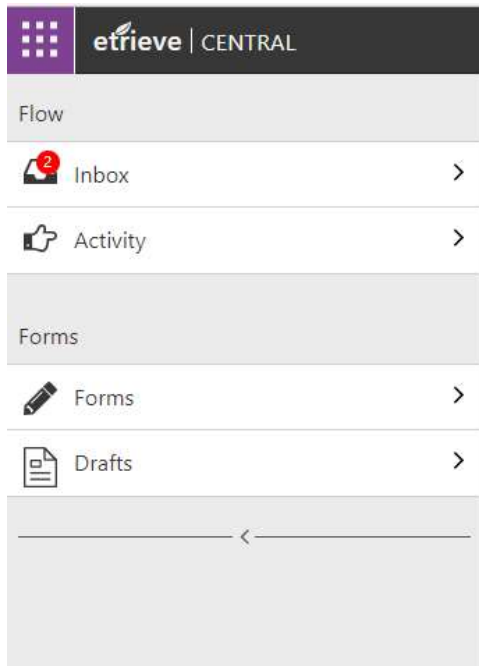


# Reviewing/Approving Online Forms

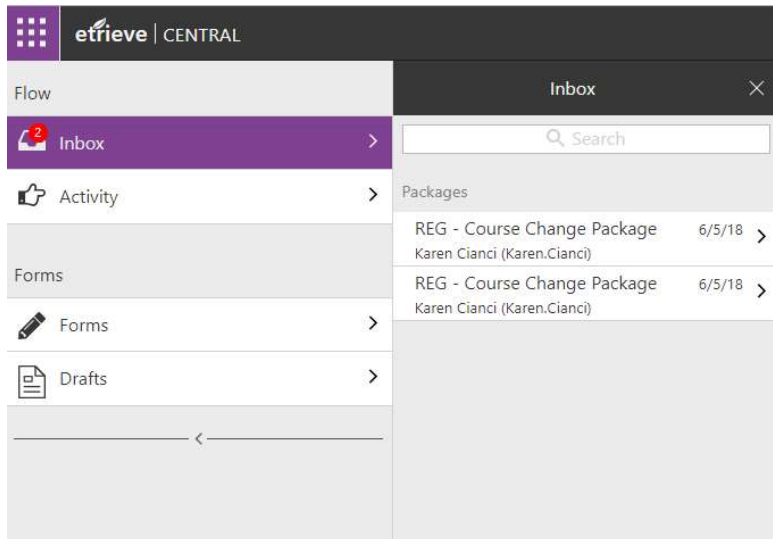
1. You will receive an email notification if an online form has been submitted that requires your review. The email will come from [etrieve@fresno.edu](mailto:etrieve@fresno.edu) and will include a link to the submitted form.
2. Click on the link provided in the email.
3. Enter your username and password. Please note: Adjunct faculty will use their Moodle username and password; Full-time faculty will use their Outlook username and password.



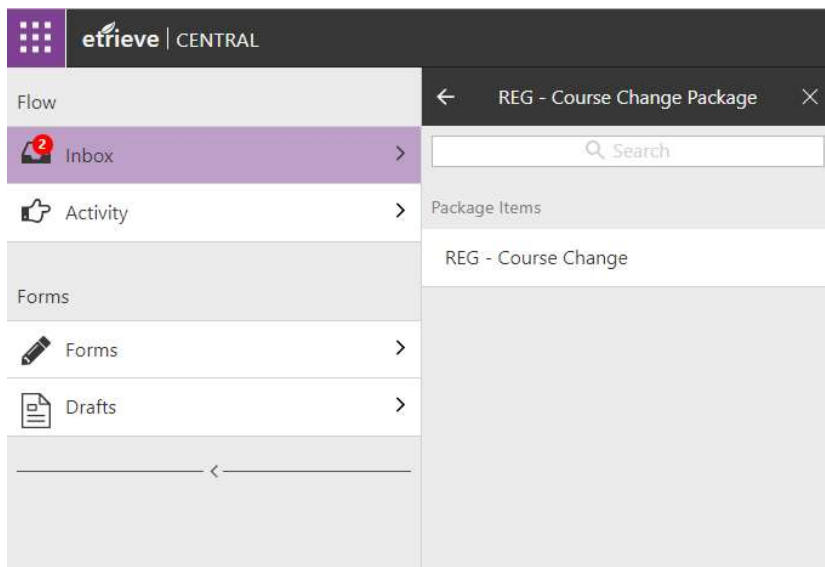
4. Click on your Inbox. The number of unreviewed items will appear in your inbox.



5. Select the form you wish to review.



6. Select the form (package) again.

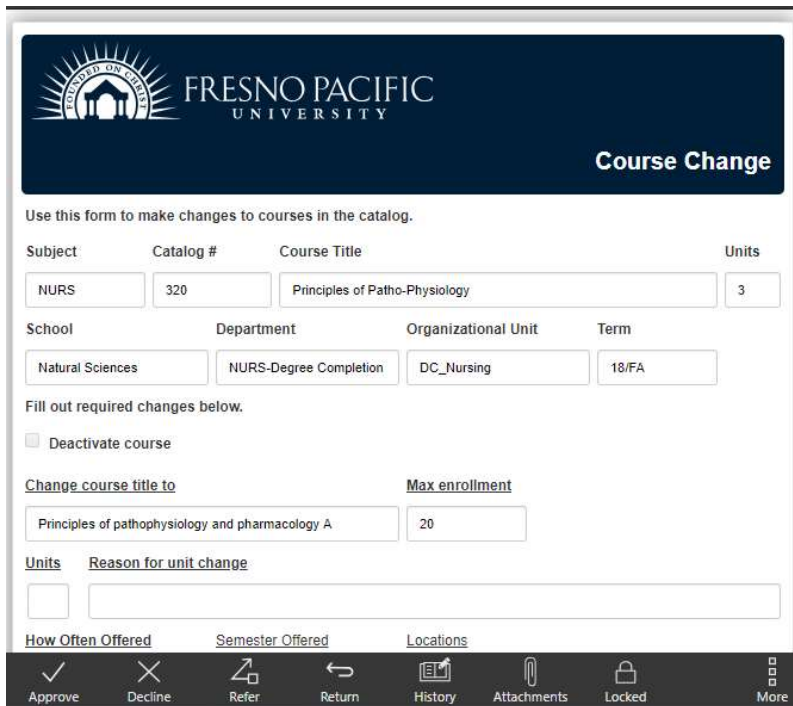


7. Review the form and complete the appropriate fields if required. Select Approve or Decline at the bottom of the form to continue the form through the workflow.

a. Attachments will be indicated by a number by the Attachments button



b. You can also attach documents (such as syllabi) by selecting the Attachments button



**FRESNO PACIFIC UNIVERSITY**

## Course Change

Use this form to make changes to courses in the catalog.

Subject: NURS    Catalog #: 320    Course Title: Principles of Patho-Physiology    Units: 3

School: Natural Sciences    Department: NURS-Degree Completion    Organizational Unit: DC\_Nursing    Term: 18/FA

Fill out required changes below.

Deactivate course

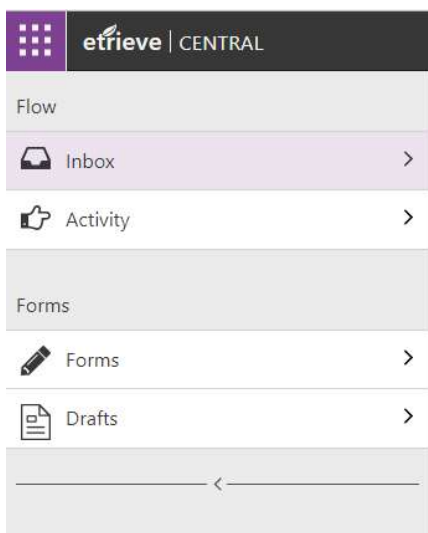
Change course title to: Principles of pathophysiology and pharmacology A    Max enrollment: 20

Units:     Reason for unit change:

How Often Offered    Semester Offered    Locations

Approve   
 Decline   
 Refer   
 Return   
 History   
 Attachments   
 Locked   
 More

8. Other functions within etrieve include Activity, Forms and Drafts
  - a. Under Activity, you can view all forms previously submitted. To check the status of a previously submitted form, select the History button at the bottom of the form.
  - b. Under Forms, you can access all online forms that are accessible to faculty for submission.
  - c. Under Drafts, you can view all forms that have been started but not yet submitted for review/approval. As you initiate forms, the system will auto-save a copy in the Drafts folder until submitted.



For additional questions about this process please contact the Registrar's Office at [registrar@fresno.edu](mailto:registrar@fresno.edu) or 559-453-2037