eForm Instructions

I. General Information

1. Log into Inside Loyola
2. Retrieve the student's ID number from the official class or grade roster posted on ***WebAdvisor for Faculty > Faculty Information > Grading***.
3. Under WebAdvisor, click ***WebAdvisor for Faculty > Faculty Information > Class Roster Verification Report, Failure Report, Incomplete Report, or Midterm Deficiency Report.***
4. Any field with a label followed by an asterisk (*) is required to submit the form. You will be alerted if you try to submit without a required field.
5. There is a *15 minute inactivity* timeout for each session (not each form).
6. **DO NOT** leave the form unfinished or unattended on your screen. This could present a security risk, as well as time-out your session, causing you to re-enter all data.
7. In the form toolbar, you may only need to use Reset and Zoom.
8. If you need to start over prior to signing and submitting the form, use Reset to clear all fields.

II. Entering data on the form

1. **Student ID:**
   A. Enter the student ID, then ***press the tab key to auto-populate*** the student's information, which includes last, first, and middle name; class year (where applicable for undergraduates only); and student e-mail fields.
      - Skipping the ID field, pressing return (enter) after entering ID, or placing the cursor in another field may cause the auto-populate feature to fail and require that you manually enter the student's name, class year (if applicable), and e-mail.
      - You may manually enter data in any field.

   B. The student ID is required for submission. After entering the ID, verify that the correct student name is displayed. If you mistype the ID, you may re-enter it, and **press the tab key to repopulate** the correct student information.

2. **Electronic Signature** (when ready to submit)
   Use the Sign/Submit button and your Loyola username (without @loyola.edu) and password to electronically sign and date the form. A series of messages will display when you press the Sign/Submit button:
   - Message 1:
     - Your electronic signature is binding.
     - You cannot make changes once you submit.
     - Would you like to continue? Answer No to return to form and make changes.
   - Message 2:
     - Click OK to continue.
     - Click the X on the message box if you do not want to submit the form.
   - Message 3 (Authentication Required):
     - Enter your Loyola username and password for the Sign/Submit process.
     - Cancel if you do not wish to submit, or to review and make changes.
     - Submit will apply your electronic signature and date and no further changes can be made. You will receive a confirmation e-mail with a link to view the form.

III. Form Submission

1. Upon successful submission of the form, all data fields will be display only.
2. Upon submission, a confirmation e-mail with a tracking number and a link to the completed form is provided.
3. Upon submission, academic advisors, the Academic Advising and Support Center, and appropriate Deans will have access to certain forms via ImageNow.
4. **To save an electronic copy for your records, create an Outlook folder and save the e-mail notice with URL. (No paper copies will be available.)**
5. Once a form is submitted, you cannot make further changes. You must contact Melaina Valentine-Gresko (410-617-2482 or mvg@loyola.edu) to cancel the existing form and then submit a new form.

IV. Exiting and Accessing another Form

1. Closing the *browser window* returns you to WebAdvisor. Click the form name to open a blank form.
2. We recognize that the form functions differently with various browsers. You may be able to click the ***form*** Close button (large red X on the right) in the form window, choose yes, then refresh the browser so a new form will appear. Then to exit the form, close the browser completely. If not, please follow instruction #1 above.