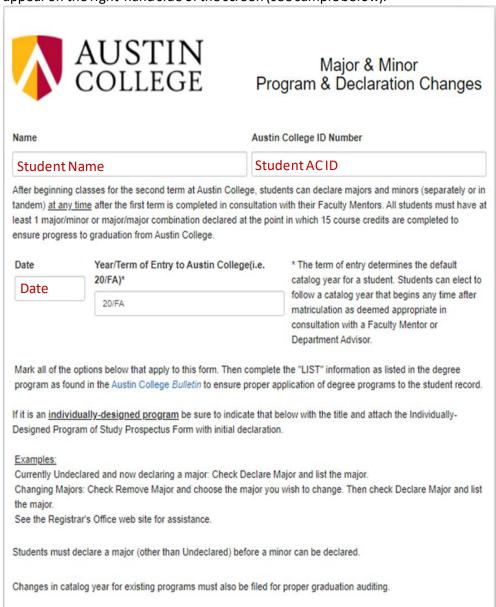
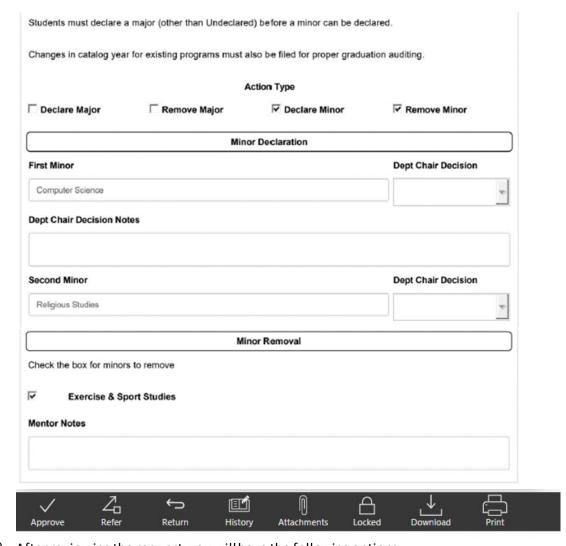
Major & Minor Declarations (and Removals) Workflow Instructions for Faculty

** To log into Softdocs/Etrieve, use your normal AC user name and password. If you receive a "Federation Consent" message when you log in, click "yes." **

For Mentors:

1) An email will be sent to your AC email address when one of your mentees submits a Declaration form. To process the request, either click on the link included in the email or visit https://etcentral.austincollege.edu/, click on "Inbox" on the left-hand side of the screen, and select the request from the list in the center of the screen. Your mentee's request form will appear on the right-hand side of the screen (see sample below).



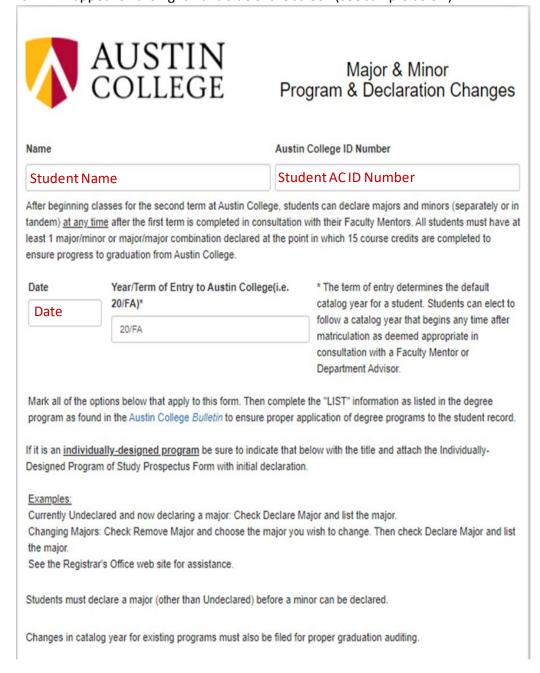


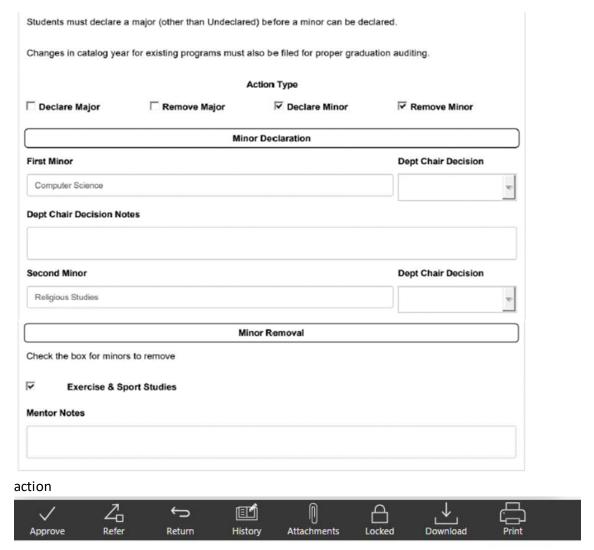
- 2) After reviewing the request, you will have the following options:
 - a. Mentor Notes Use this section to add notes for the student or the Registrar's Office for processing. Note: Students can see the notes entered if they go back to view the activity on the declaration form.
 - b. Approve Click here to approve the request. Once approved, the request will be sent to the Registrar's Office.
 - c. Return Click here to deny the request by returning it to the student so that they may resubmit the declaration appropriately.
 - d. History Click here to view the history/status of the request.
 - e. Attachments Click here to view or add attachments. If the student submits any attachments, a number will appear here indicating the number of files attached. To view an attachment, click the vertical dots to the right of the file name, and then click "View." To attach a file, click "Upload File(s)" and select the document you'd like to attach.
- 3) Please select Approve or Decline to complete your portion of the workflow.

If you encounter any problems or have any questions, please contact the Registrar's Office at registrar@austincollege.edu or x2371.

For Dept. Chairs & Program Directors

1) An email will be sent to your AC email address when a student submits a Declaration form for a major or minor in your discipline. To process the request, either click on the link included in the email or visit https://etcentral.austincollege.edu/, click on "Inbox" on the left-hand side of the screen, and select the request from the list in the center of the screen. Your mentee's request form will appear on the right-hand side of the screen (see sample below).





- 2) After reviewing the request, you will have the following options:
 - a. Department Chair Decision Notes Use this section to add notes for the student or the Registrar's Office for processing. Note: Students can see the notes entered if they go back to view the activity on the declaration form.
 - b. Approve Click here to approve the request. Once approved, the request will be sent to the Registrar's Office.
 - c. Refer Click here to refer the declaration to a colleague if there are questions or if the program has an additional advisor or co-director you would like to consult before approving the declaration.
 - d. Return Click here to deny the request by returning it to the student so that they may resubmit the declaration appropriately.
 - e. History Click here to view the history/status of the request.
 - f. Attachments Click here to view or add attachments. If the student submits any attachments, a number will appear here indicating the number of files attached. To view an attachment, click the vertical dots to the right of the file name, and then click "View." To attach a file, click "Upload File(s)" and select the document you'd like to attach.
- 3) Please select Approve or Decline to complete your portion of the workflow.

If you encounter any problems or have any questions, please contact the Registrar's Office at registrar@austincollege.edu or x2371.

Special note:

Once you have completed your step in the workflow process, you can check on the progress of the declaration form through the Workflow by selecting the form in your Activity folder and opening "History." It will show who has engaged with the form already. Students also have the ability to see the form History and track the declaration progress by this method.