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| **How to Review an eForm** How to review any submitted eForm and the approval process. |

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| 1 | **Under the Teaching, Advising & Support homepage** |
| 2 | **Choose Student Forms Pending Approval**  |
| 3 | **Choose Evaluate Student Forms** |
| 4 | **You can click search to see all forms available to you OR search using the fields provided to look up a specific form** * + Your Form ID is a 6-digit number, this number is also in the emails you received if you happen to have more than one form

Graphical user interface  Description automatically generated |
| 5 | **Click the form ID to open your form** |
| 6 | **On the page that opens you can see all the details of the student and form**  |
| 7 | **Click Next at the bottom to go to approvals** |
| 8 | **This will be a list of who has approved and signed the form****Graphical user interface, application, website  Description automatically generated** |
| 9 | **To view what approvals are left click View Approval Route** |
| 10 | **Opening the carrot will show the approver names** Graphical user interface, text, application, email  Description automatically generated |