To have access to MyBlugold CampS and Data Warehouse functions, you must submit a request. This document will detail the steps to submit a request via the BPLogix eForm server, submit another form, and track the progress on your submitted form(s).

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Submitting an Access Request Form

1. Navigate to the eForm login page.

   The Workflow Director Login web page appears.
2. Type in your UW-Eau Claire username and password.

3. Click **Login**.

   The *eform1* web page appears.

4. From the *Select appropriate department for starting a NEW eForm* pull-down menu, select **Learning and Technology Services (LTS)**.

   The *Locate Department Forms* list appears.

5. Select **MyBlugold CampS Access Request**

   A confirmation dialog box appears.

6. Click **Ok**.

   A *BP Logix eForm* web page appears.

   **NOTE:** The shaded fields are required.

7. In the *Access Information* section, click the ellipsis button.

   **NOTE:** Looking up your user ID this way will automatically fill some fields.

   The *User Chooser* dialog box appears.
8. In the *Enter a search string to filter out items* text box, type the last name of the person for whom you are requesting access.

9. Click **Go**.

   The scroll list will refresh and display matches.

10. Select the last name of the person for whom you are requesting access.

    **NOTE:** The name is selected when highlighted in dark blue and a checkmark appears next to it.

11. Click **Ok**.

    The User Chooser dialog box closes.

12. In the **Access Information** group, finish entering any other required information that was not entered automatically.

13. In the **Access Requested** section, select the desired options.

    **NOTE:** You have the choice of what access to request and the way in which you request that access. If you are not sure what is needed, put a note describing what you need in the Special Instructions text box, and you will be contacted if there are questions.

14. For MyBlugold CampS access, choose from the list (none, copy existing myblugold camps access, or define myblugold camps access).

15. For Data Warehouse access, choose from the list (none, copy data warehouse access, or define data warehouse access).

16. Depending on your choices for **Access Requested**, more fields may appear on the form.

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NOTES:

If you choose to Copy Existing Access please click the ellipsis button to choose an existing person with the appropriate access. Use the Modification Details box to describe any differences in the access or any special instructions. (This box can also be used to indicate the person’s name if it cannot be found on the list.)

If you choose to Define User Access please describe the access needed, usually by Template ID, Roles or Data Warehouse Groups. If you do not know the specifics, just describe your needs, and you will be contacted if there are questions.

17. In the Training group, select the appropriate options.

   NOTE: This section is primarily present as a reminder that training in fundamentals and business processes must be arranged before access will be granted. You will not be allowed to submit the form without this being arranged (and the boxes checked).

18. Click Submit Request.

   Your access request form has been submitted.

Submitting Another Form

If you want to fill out another eForm, you must first reset the Select Appropriate Department for Starting a NEW eForm section.

1. From the Select Appropriate Department for Starting a NEW eForm pull-down menu, select Select Dept.

   The section resets.

2. From the Select Appropriate Department for Starting a NEW eForm pull-down menu, select Learning and Technology Services (LTS).

   The Locate Department Forms list appears. You can now fill out any other
Tracking the Progress on Your Submitted eForm(s)

You can keep track of the progress on any of the eForms you have submitted several different ways.

- Check your email.

  NOTE: When a request has been finalized, you will receive an e-mail notification.

  OR

- In the Running Workflows menu, click the Refresh button.

  The menu will refresh, showing a list of eForms submitted, the current step each is at, and who is responsible for each.

OR

- From the Searching section, in the Name list, select My Submitted Forms.

  The My Submitted Forms web page appears.
Using the Create Date text boxes, enter a range of time that encompasses the forms for which you would like to track progress (e.g., Enter 1/1/2010 and 2/1/2010).

_HINT: If you wish to select dates from a calendar popup, click the Calendar Popup button._

Click Locate.

The My Submitted Forms web page refreshes to show any forms addressed, along with the current step each is on, within the range of time specified.