E-Doc Lite Ph.D. Commencement Participation Application
Quick Reference Guide

Table of Contents:

Accessing the System

Where is the Ph.D. Commencement Participation Application located?

The University Graduate School E-Doc systems are accessed through OneStart: https://onestart.iu.edu/. They are located in the **University Graduate School – Bloomington** or **Graduate Office – IUPUI** pages in the Group Quick Links section.

Entering Data into the Application Form

- Enter all of the information that is applicable to you.
- Middle name is required. This is to help identify students that enter incorrect identifying information by mistake. If you do not have a middle name, enter a dot ".".
- The document will route based on what you select for "School/Department 1" and for those with a double major what you select for "School/Department 2".
- When you are finished scroll to the bottom of the form to click the **submit** button, unless you want to print it, see instructions for printing below.

Printing your request

The E-Doc system archives your requests, so you don't have to print them, but you may want or need to. The best way to do this is before submitting your request because the form will be more readable.

Follow these steps to print:

1. **Save** the edoc
2. **Print** the edoc using either the Internet Explorer print icon or by going to File >> Print
3. Click the **Approve** button after the document has successfully printed

Submitting Your Form

Click the **submit** button at the bottom of the form:

submit | save | cancel
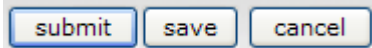
Questions

1. If you have questions about completing the form, please refer to the contact information shown on the OneStart Graduate School group page. Instructions for navigating to this page are found on page 2 of this document.
2. If you have a technical question about the form, contact Beth Nicodemus, ejnic@iu.edu (812) 855-8854

Tracking the Progress of Your Application

How to Do a Document Search

Notifications >> Document Search

The E-Doc system offers a simple Document Search. You can search by your (the initiator) **Network Id**, or the **Document Id** (You will receive an email after you have submitted your document that will give you the document id.)**.** If you have submitted other e-Docs in the past, you can add the **Date Created** to narrow your search further.

1. Click the **Notifications** tab.
2. Click **Document Search** in the **Menu** on the left
3. Type in at least one criteria you would like to search by
4. Click the **search** button

Your results will be a list of all of the documents that meet the criteria you entered in the search screen.

You can also track the progress of your application from the search results screen.

Click the **Route Log** button that is on the right side of the list of the search results

The Route Log has:
- the name of the workgroup that is currently responsible for approving the form in the **Pending Action Requests** section
  - Sometimes there is a pending action request of "In Action List FYI" this means that someone has received an FYI notification for this request. This notification does not affect the progress of approval of the form.
- the names of the people who have already approved it in the **Actions Taken** section

Document Id: 1220294

Document Title	Routing Document Type 'UGS-PhDCommencement.ParentDoctype'			
Document Type	UGS-PhDCommencementApplication		Created	03:07 PM 04/07/2010
Initiator	Jennifer Rigsby		Last Modified	03:08 PM 04/07/2010
Route Status	**ENROUTE**		Last Approved	
Route Node(s)	UGS.PhDCommencement.Department1b		Finalized	

Actions Taken

	Action	Taken By	For Delegator	Time/Date	Annotation
	COMPLETED	Jennifer Rigsby		03:07 PM 04/07/2010	
▶ show	APPROVED	Jody Smith		03:08 PM 04/07/2010	

Pending Action Requests

	Action	Requested Of	Time/Date	Annotation
▶ show	IN ACTION LIST FYI	Dana Ruddick	03:07 PM 04/07/2010	
▶ show	IN ACTION LIST APPROVE	UGS.BL.PhDComm.CLAS2	03:08 PM 04/07/2010	

If you would like to see who is in a workgroup, click the **workgroup name**.

Document Id:	1220287
Workgroup Id:	1219517
Workgroup Name:	UGS.BL.PhDComm.CLAS1
Workgroup Type:	UGS.PhDComm
Workgroup Active Indicator:	Active
Workgroup Members:	Jody Smith (josmith)
Workgroup Description:	testing departmental approval

Viewing the signatories

To see detail in the route log you can click the **show** button

If you still want to see further detail, click the next **show** button to the left.

This level of detail will give you the name of the Route Node they signed off at and give you a description of the responsibility at that node.

Nodes

Nodes determine the route path the request takes for approval.

The following is the list of nodes, in order, for the Ph.D. Commencement Participation:
1. UGS.PhDCommencement.UGSFYI – notification of form submission
2. UGS.PhDCommencement.Department1a – Departmental approval
3. UGS.PhDCommencement.Optional.NetId1a – Research Chair approval
4. UGS.PhDCommencement.Department1b – Additional departmental approval or notification

For Double Majors
5. *UGS.PhDCommencement.Department2a –Departmental approval*
6. *UGS.PhDCommencement.Optional.NetId2a – Research Chair approval*
7. *UGS.PhDCommencement.Department2b – Additional departmental approval or notification*

8. UGS.PhDCommencement.UGS – University Graduate School processing
9. UGS.PhDCommencement.InitiatorFYI – Notification to initiator that application has been processed

All submitted documents will route through the system in this order. Some departments or schools might not use all of the nodes. That is fine. The system will skip a node or nodes if there isn't a person or workgroup associated with it. The document routes based on the department the student selects. There are three nodes for the department, this is to accommodate departments that have multiple people process the request (for example, all departments have one person review and approve the application. Sometimes a department will have a second person review and approve the request before it is sent to the University Graduate School.) Departments will only use all three nodes when they route the document to the student's research chair.