

E-Doc Lite Nomination to Candidacy for the Ph.D. Degree Application
Quick Reference Guide

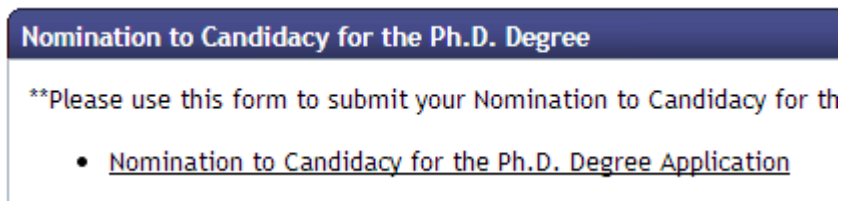
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Accessing the System

Where is the Nomination to Candidacy for the Ph.D. Degree 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. If you want to print it, see instructions for printing below.

Printing your request

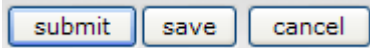
The E-Doc system archives your requests, so you don't have to print them, but you may want or need to. The best way to do this is before submitting your request because the form will be more readable.

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 **Submit** button after the document has successfully printed

Submitting Your Form

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



Questions

1. If you have questions about completing the form, please contact the Ph.D. Recorder at the University Graduate School, Shelly Gerber-Sparks, gerbers@iu.edu (812) 855-6487
2. If you have a technical question about the form, contact Beth Nicodemus, ejnic@iu.edu (812) 855-8854

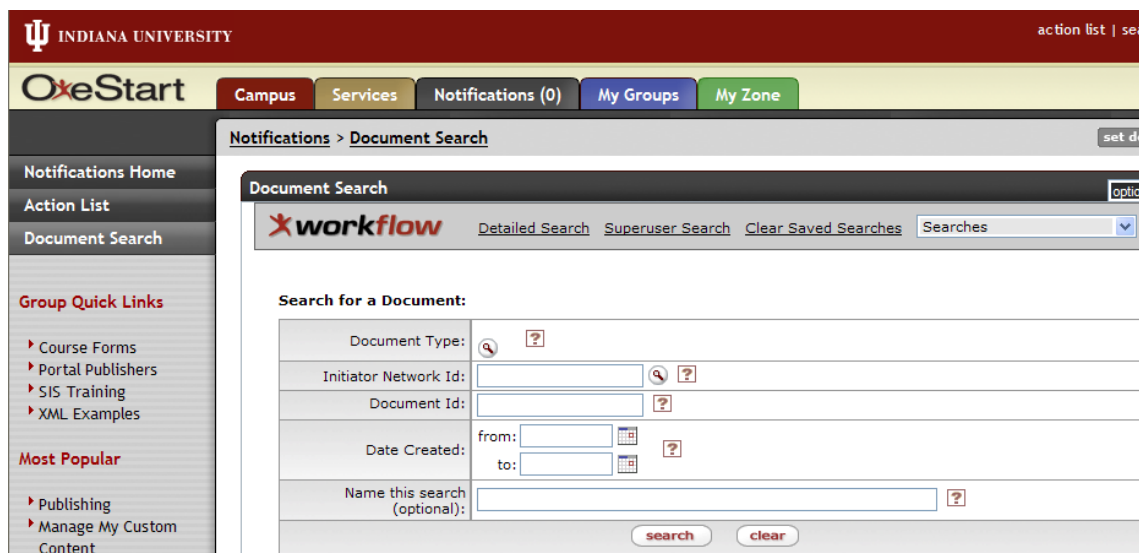
Tracking the Progress of Your Application

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

A screenshot of the Indiana University OxeStart web application. The top navigation bar includes the IU logo and 'INDIANA UNIVERSITY' text. Below it, a secondary navigation bar has tabs for 'Campus', 'Services', 'Notifications (0)', 'My Groups', and 'My Zone'. The main content area is titled 'Notifications > Document Search'. On the left, there is a sidebar menu with 'Notifications Home', 'Action List', and 'Document Search' (which is highlighted). Below the menu are 'Group Quick Links' (Course Forms, Portal Publishers, SIS Training, XML Examples) and 'Most Popular' (Publishing, Manage My Custom Content). The main search area has a 'Document Search' header with a 'workflow' logo and links for 'Detailed Search', 'Superuser Search', and 'Clear Saved Searches'. There is a dropdown menu for 'Searches'. Below this is a 'Search for a Document:' section with a form containing fields for 'Document Type', 'Initiator Network Id', 'Document Id', 'Date Created' (with 'from:' and 'to:' sub-fields), and 'Name this search (optional)'. Each field has a magnifying glass icon and a question mark icon. At the bottom of the form are 'search' and 'clear' buttons.

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

Date Created	Route Log
06/27/2014 09:21 AM	

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

ID: 29253275 ▼ hide

Title	Routing Document Type 'UGS.Candidacy.Doctype'		
Type	UGS.Candidacy.Doctype	Created	12:42 PM 06/19/2014
Initiator	Nicodemus, Elizabeth Jane	Last Modified	12:58 PM 06/19/2014
Route Status	FINAL	Last Approved	12:58 PM 06/19/2014
Node(s)	UGS.Candidacy.Department2FYI	Finalized	12:58 PM 06/19/2014

Actions Taken ▼ hide

	Action	Taken By	For Delegator	Time/Date
	COMPLETED	Nicodemus, Elizabeth Jane		12:48 PM 06/19/2014
▶ show	APPROVED	Lady, Toni D		12:50 PM 06/19/2014
▶ show	APPROVED	Lady, Toni D		12:52 PM 06/19/2014
▶ show	APPROVED	Bunch, Kimberly Ann		12:53 PM 06/19/2014
▶ show	APPROVED	Damico, Dominic Roberto		12:54 PM 06/19/2014
▶ show	FYI	Lady, Toni D		12:56 PM 06/19/2014
▶ show	APPROVED	Harden, Dana Anise		12:58 PM 06/19/2014

Pending Action Requests ▼ hide

	Action	Requested Of	Time/Date
▶ show	IN ACTION LIST FYI	Nicodemus, Elizabeth Jane (Initiator)	12:58 PM 06/19/2014
▶ show	IN ACTION LIST FYI	UGS.BL.Candidacy.CHEM1	12:58 PM 06/19/2014

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

	Action	Requested Of	Time/Date
▶ show	APPROVE	UGS.Candidacy.UGS	12:54 PM 06/19/2014

Viewing the signatories

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

<input type="button" value="hide"/>	APPROVED	Lady, Toni D		12:50 PM 06/19/2014	
		Action	Requested Of	Time/Date	Annotation
<input type="button" value="show"/>	APPROVE	UGS.BL.Candidacy.CHEM1		12:48 PM 06/19/2014	

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

APPROVED	Damico, Dominic Roberto		12:54 PM 06/19/2014	
	Action	Requested Of	Time/Date	Ani
<input type="button" value="hide"/>	APPROVE	Damico, Dominic Roberto	12:50 PM 06/19/2014	
	Action Request Id	95539837		
	Request Status	DONE		
	Node	UGS.Candidacy.Member3		
	Responsibility Id	1443519		
	Priority	1		
	Responsibility	Committee Member 3 approval		
	Annotation			
	Rule	1458415		
	Action	Requested Of	Time/Date	Annota
<input type="button" value="show"/>	APPROVE	Damico, Dominic Roberto	12:50 PM 06/19/2014	

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.

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.

The following is the list of nodes, in order, for the Nomination to Candidacy for the Ph.D. Degree:

Node	Notes
Initiator	Applicant Receives FYI
UGS.Candidacy.Department1a	Approval Required
UGS.Candidacy.Department2a	Dual Major Only, Approval Required
UGS.Candidacy.MinorRep1	If Applicable, Approval Required
UGS.Candidacy.MinorRep2	If Applicable, Approval Required
UGS.Candidacy.Member1	Approval Required
UGS.Candidacy.Member2	Approval Required
UGS.Candidacy.Member3	Approval Required
UGS.Candidacy.Member4	If Applicable
UGS.Candidacy.Member5	If Applicable
UGS.Candidacy.MinorRep1	If Applicable, FYI
UGS.Candidacy.MinorRep2	If Applicable, FYI
UGS.Candidacy.Department1b	FYI
UGS.Candidacy.Department2b	Dual Major Only, FYI
UGS.Candidacy.UGS	The University Graduate School Final Approval
UGS.Candidacy.InitiatorFYI	FYI
UGS.Candidacy.Department1FYI	FYI
UGS.Candidacy.Department2FYI	Dual Major Only, FYI