

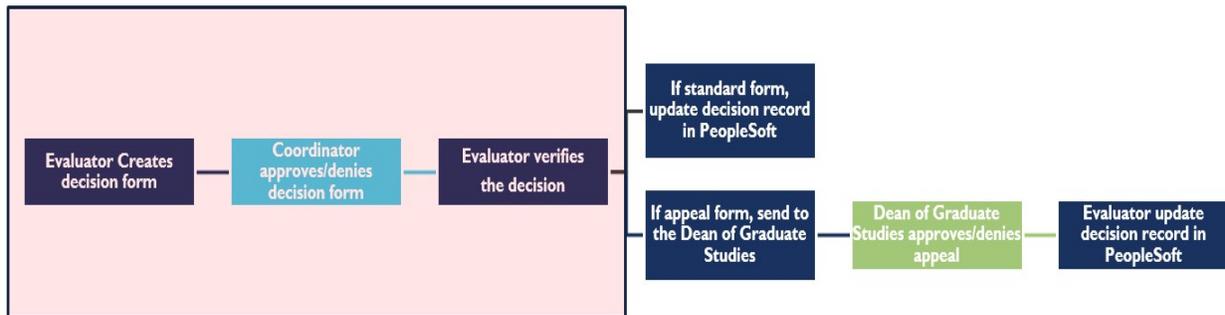


**ELECTRONIC DECISION FORM MANUAL**

**Graduate Coordinator**

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# WORKFLOW DIAGRAM



## Sample Email Notification

**From:** [DoNotReply@csusb.edu](mailto:DoNotReply@csusb.edu) <[DoNotReply@csusb.edu](mailto:DoNotReply@csusb.edu)>

**Sent:** (Date)

**To:** (Grad Coordinator)

**Subject:** The Decision Form for (STUDENT NAME [ID No.]) is Available for Your Review

Instructions to review this Decision Form are as follows:

1. Log-in through the Horizon VDI System. Go to <https://horizon.csusb.edu/portal/webclient/index.html/>
2. Log-in with your Coyote ID number and Password
3. Select "Graduate Advising"
4. Enter your Coyote password
5. Select the Workflow tab to review the Decision Form
6. On the side menu bar, select Graduate Program Coordinator Review
7. To view a student's transcripts and other supporting documents, select the Decision Form in your Inbox, then select "Cross-References" in the top menu
8. Enter your decision and acceptance information (including Categories of Admissions) in the Program Coordinator section of the form; an Appeal Statement will be required for students considered on Appeal
9. Select the Sign and Date button in the Program Coordinator Signature section, which will generate the date and your electronic signature; (If you are redirected to the Home tab, select the Workflow tab and continue.)
10. Select the Submit button at the bottom of the page to save the information entered on the Decision Form, **then select "Sent to Grad Admissions Evaluator" on the Workflow tab at the top of the page. You must do this last step, otherwise the Decision Form will remain in your queue.**

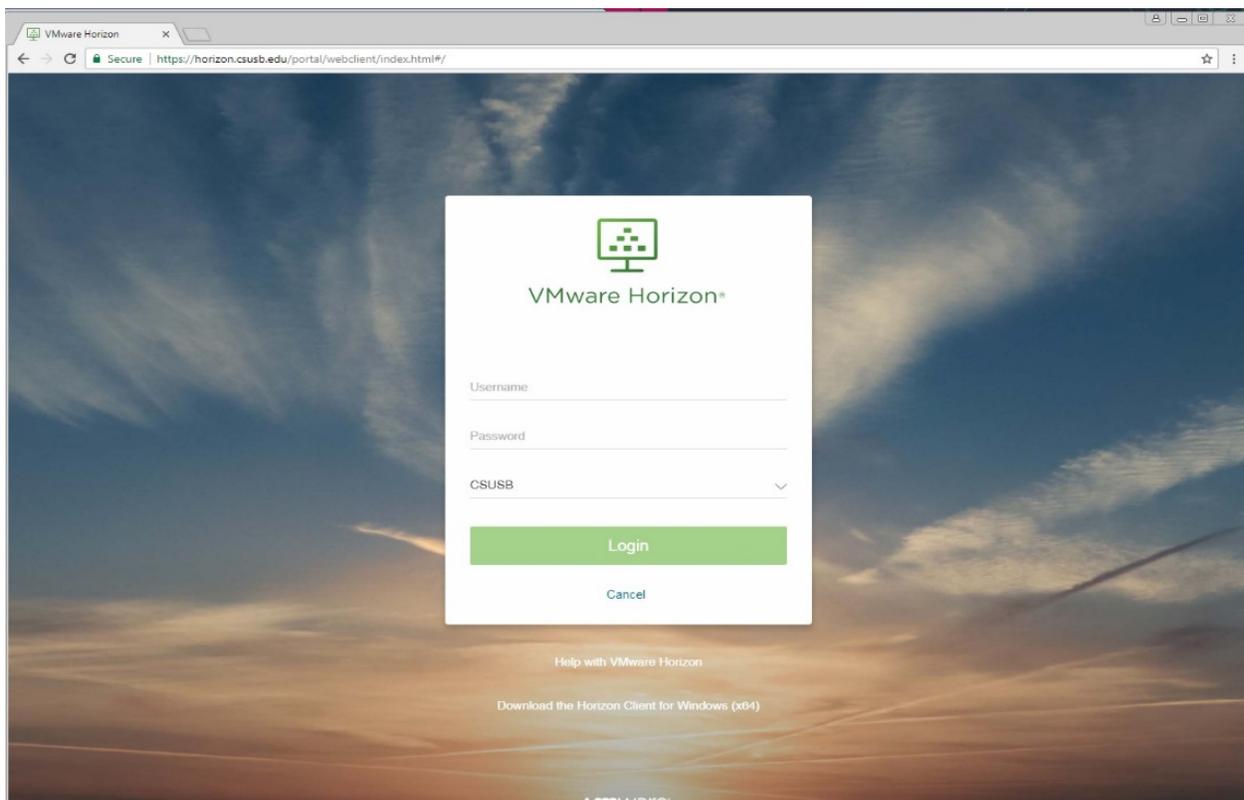
Thank you very much for your participation in this paperless program! Please feel free to contact the Office of Graduate Studies if you have any questions or concerns regarding this matter.

# Horizon Access

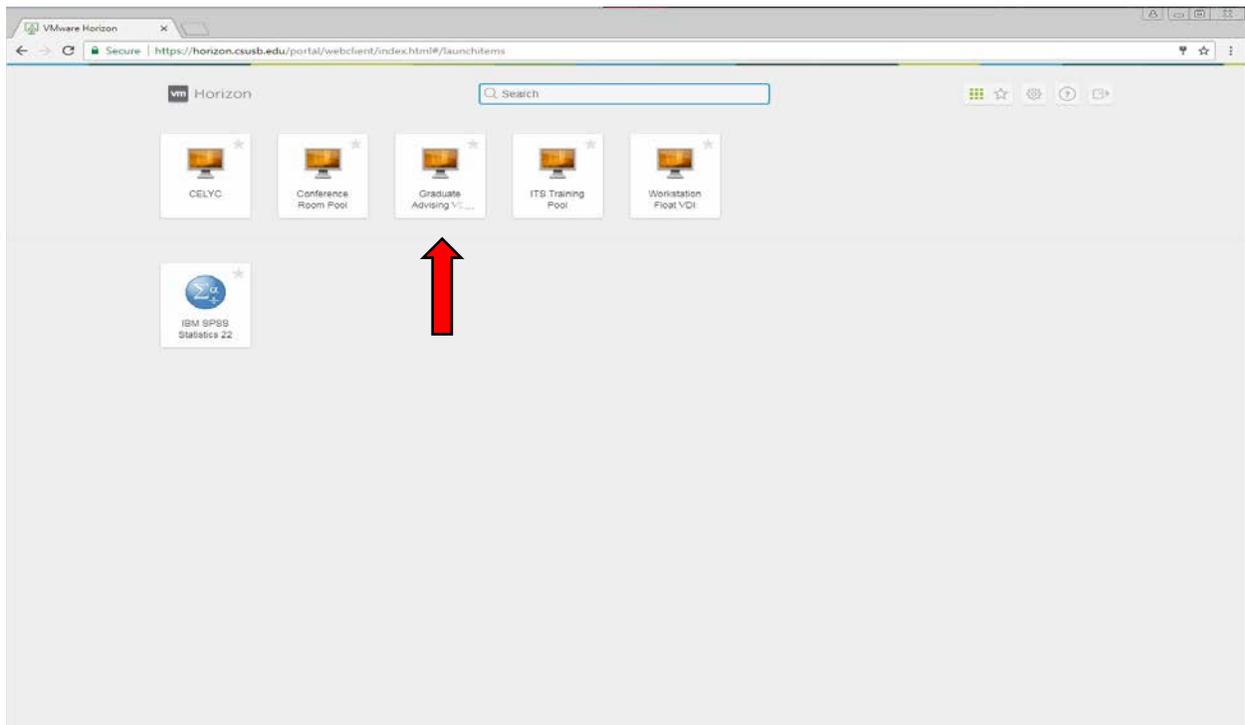
In order to access the Electronic Decision Form system, all parties must log in through the Horizon HTML system.

**Step 1:** Go to <https://horizon.csusb.edu/portal/webclient/index.html#/>

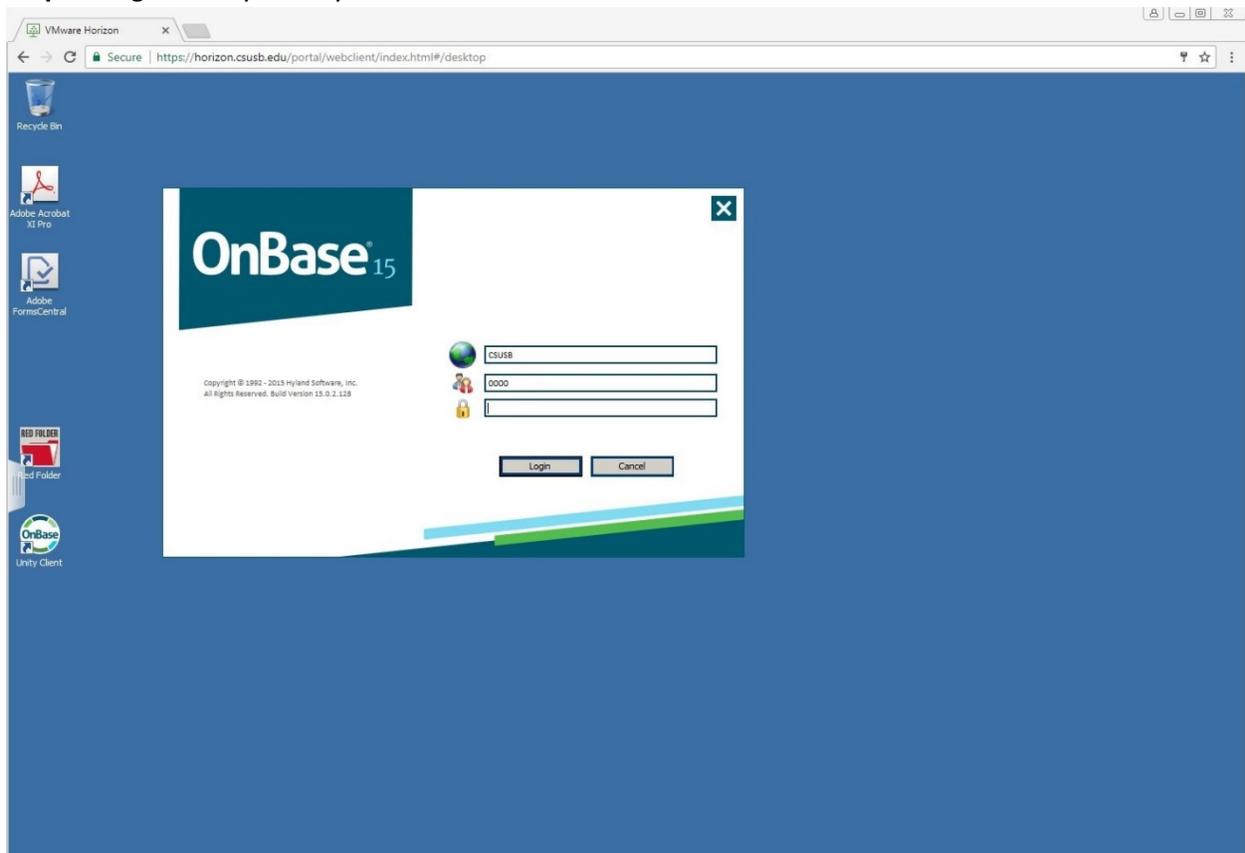
**Step 2:** Log-in with your Coyote ID number and Password



### Step 3: Select Graduate Advising

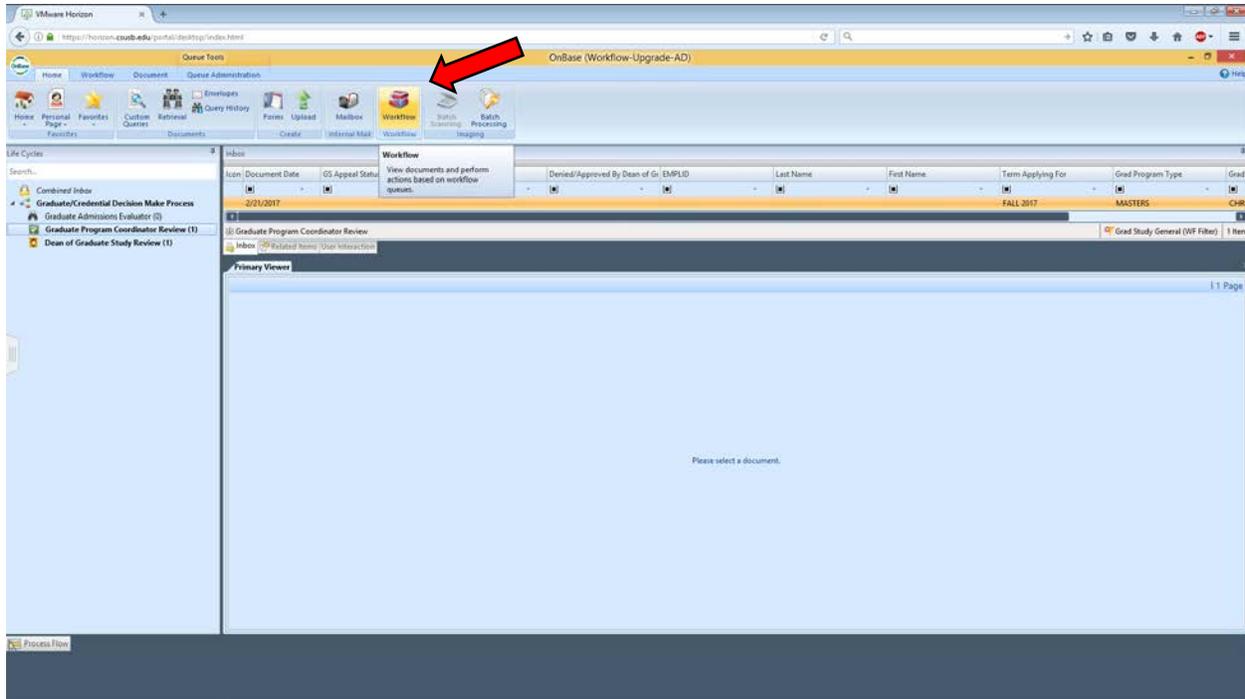


### Step 4: Log-in with your Coyote ID number and Password

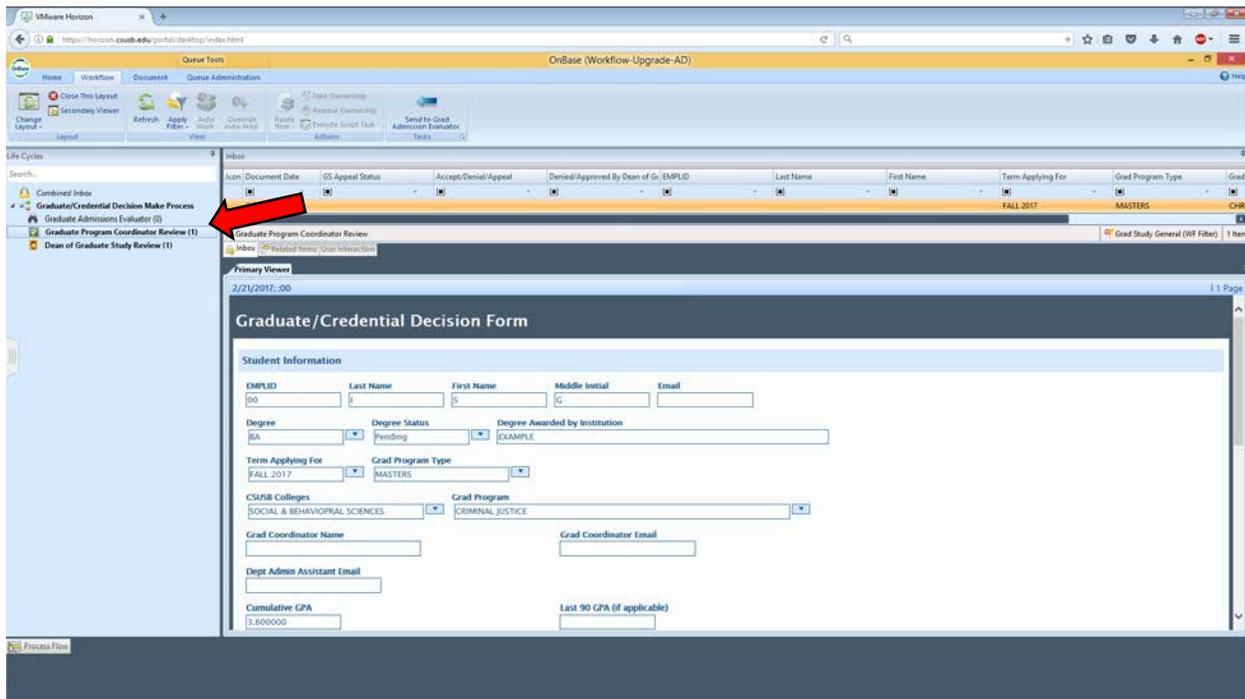


# Navigating OnBase

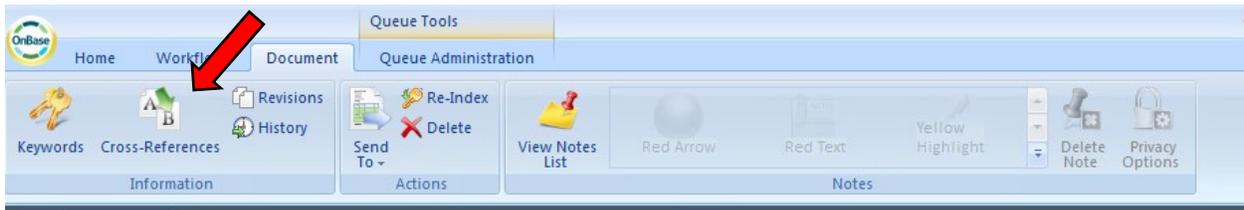
**Step 1:** Select **Workflow** on the Home tab to review Decision Forms



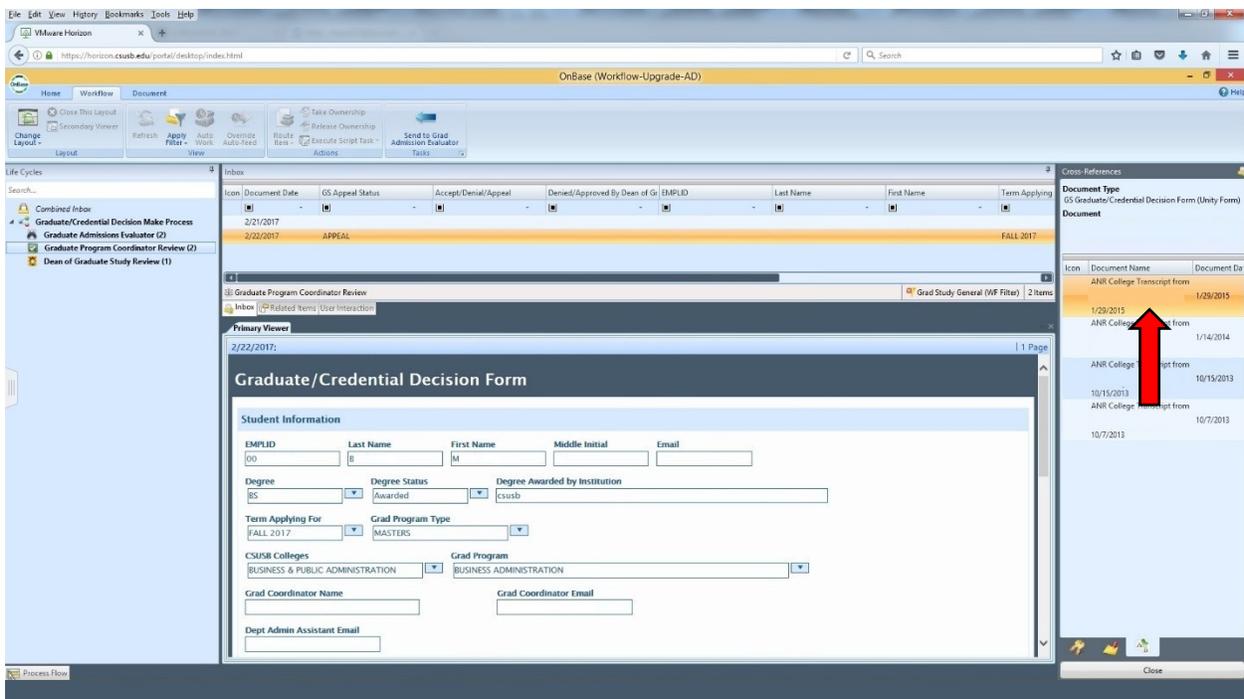
**Step 2:** Select **Graduate Program Coordinator Review** from the left side list to access your forms



**Step 3:** Select **Cross-References** on Document tab to view a student's supporting documents



**Step 4:** To view a document, double click on the document in the Cross-Reference list on the right



**Step 5:** If a student is recommended on **Appeal**, you will be required to enter an **Appeal Statement**; a text box will appear for your statement when you select **Accept**

<b>Cumulative GPA</b> 2.860000	<b>Last 90 GPA (if applicable)</b> 2.800000
<input checked="" type="checkbox"/> <b>APPEAL</b>	<input checked="" type="checkbox"/> <b>Add Comments In Coordinator Section</b>
<input type="checkbox"/> <b>Statement of Purpose sent directly to department</b>	

**Program Coordinator Accept / Denial / Appeal**

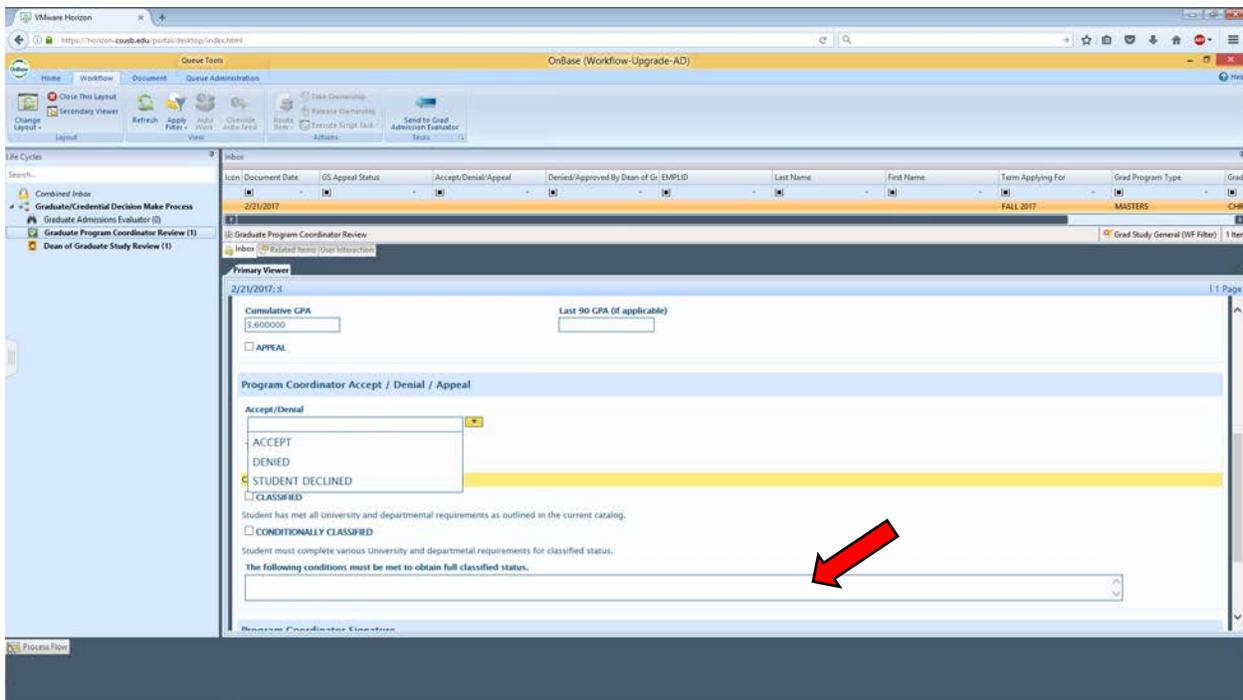
APPEAL Student requested to change program from Psy to MBA

This student is applying for  
MASTERS

Accept / Denial  
 ▼



**Step 6:** Select the appropriate box for Categories of Admissions; if a student will be admitted as **Conditionally Classified**, enter the conditions that are to be met



OnBase (Workflow-Upgrade-AD)

Life Cycles

Search...

Combined Inbox

Graduate/Credential Decision Make Process

Graduate Admissions Evaluator (0)

Graduate Program Coordinator Review (1)

Dean of Graduate Study Review (1)

Inbox

Icon	Document Date	OS Appeal Status	Accept/Denial/Appeal	Denied/Approved By Dean of Gr.EMPLID	Last Name	First Name	Term Applying For	Grad Program Type	Grad
	2/21/2017						FALL 2017	MASTERS	CHRI

Primary Viewer

2/21/2017: 1

Cumulative GPA  
2.860000

Last 90 GPA (if applicable)  
2.800000

**APPEAL**

**Program Coordinator Accept / Denial / Appeal**

Accept/Denial

ACCEPT

DENIED

**STUDENT DECLINED**

**CLASSIFIED**

Student has met all University and departmental requirements as outlined in the current catalog.

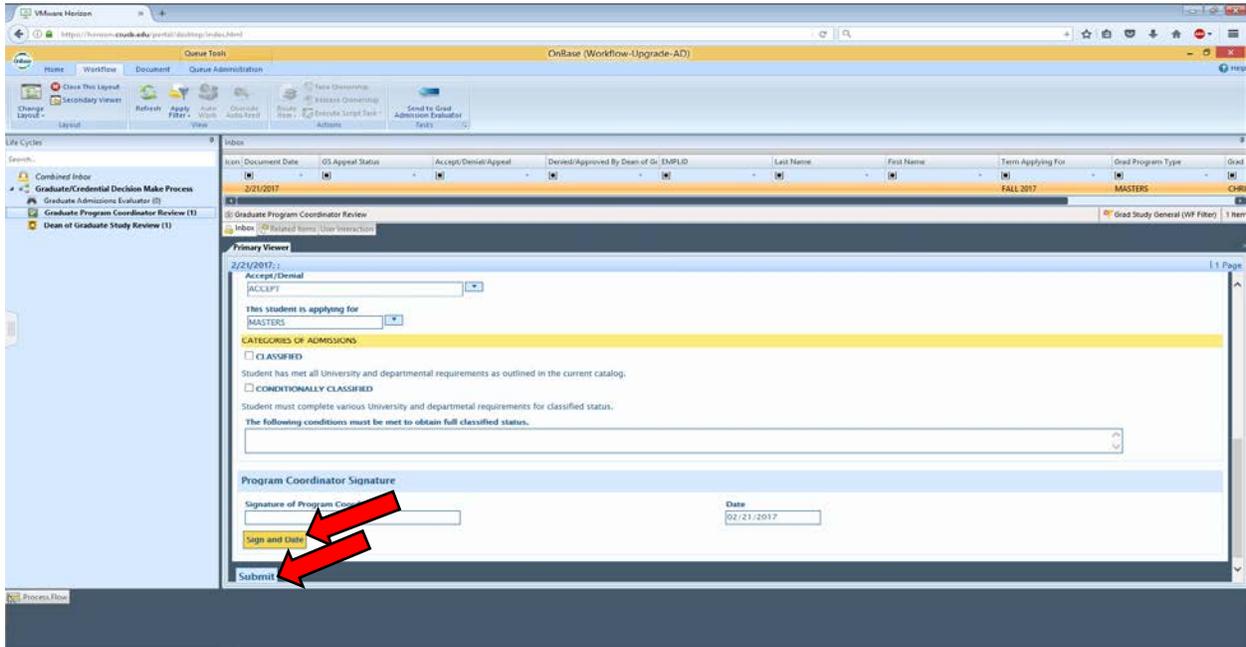
**CONDITIONALLY CLASSIFIED**

Student must complete various University and departmental requirements for classified status.

The following conditions must be met to obtain full classified status.

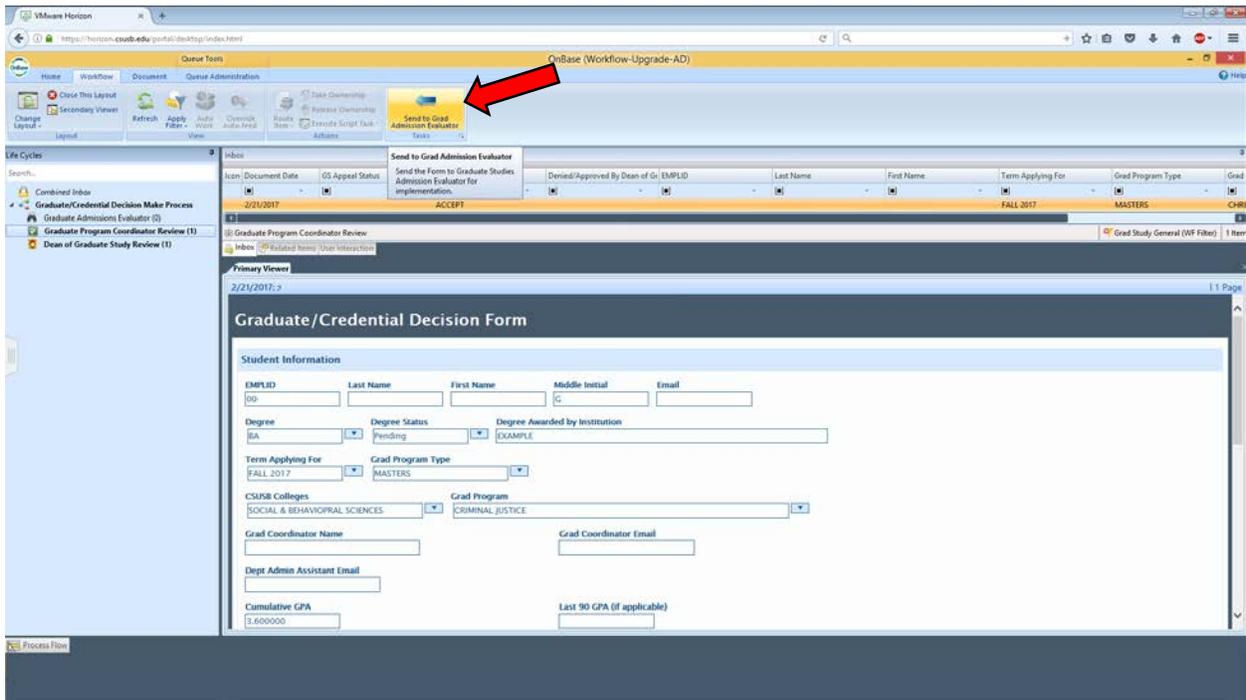


**Step 7:** Select **Sign and Date** at the bottom of the page, which will generate your electronic Coyote Identification signature, then select the **Submit** button



**IMPORTANT LAST STEP:** “Submitting” the form only saves the information you have entered.

**Step 8:** You must select **Send to Grad Admissions Evaluator** to actually return the signed form to the Evaluator, otherwise the form will remain in your queue.



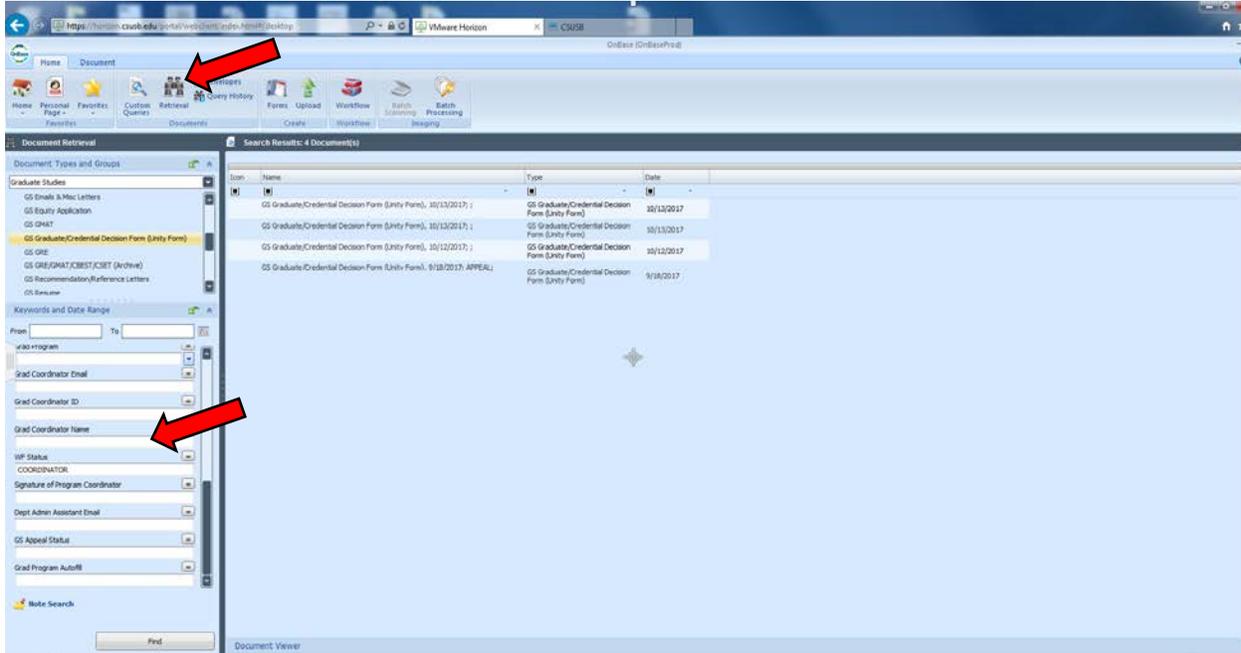
**Finished!** The Electronic Decision Form will be sent to the Evaluator to officially admit in PeopleSoft. A copy of the approved form will be automatically saved with the students' OnBase records.

**i** To retrieve a list of E-Decision Forms for your program, search by your EMPID through the Retrieval link:

The screenshot shows the OnBase Document Retrieval interface. The top navigation bar includes a 'Home' link circled in red. Below it, the 'Documents' section contains a 'Retrieval' icon circled in red. The 'Document Types and Groups' list on the left includes 'GS Graduate/Credential Decision Form (Unity Form)', which is highlighted with a red oval. Below this, the 'Keywords and Date Range' section contains several search criteria, with 'Grad Coordinator ID' circled in red. At the bottom of the search criteria, the 'Find' button is circled in red. The 'Search Results' area on the right is currently empty.

**NOTE: For coordinator's administrative assistants that have been granted access to OnBase, the Decision Forms can be accessed through the Retrieval link (since the Decision Forms are technically assigned to the coordinators).**

Access can be done either by searching the coordinator's name to view his/her queue:



Or, by searching the EMPLID (i.e. student's identification number):

