

Office of Graduate Studies

## **ELECTRONIC DECISION FORM MANUAL**

## **Graduate Coordinator**

### WORKFLOW DIAGRAM



### **Sample Email Notification**

From: <u>DoNotReply@csusb.edu</u> <<u>DoNotReply@csusb.edu</u>> 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 <a href="https://horizon.csusb.edu/portal/webclient/index.html#/">https://horizon.csusb.edu/portal/webclient/index.html#/</a>

- 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 <u>https://horizon.csusb.edu/portal/webclient/index.html#/</u>

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



### Step 3: Select Graduate Advising

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

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# **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

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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

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**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** 

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

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**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

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**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.

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**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.

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

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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):

