Quick Start Guide

NAVIGATING FORMS

In-House Forms



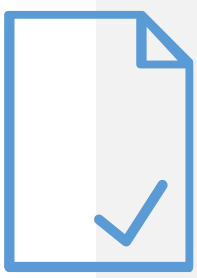
Hover over Forms in the left navigation bar to view available forms (ACH, Accounting, Monarch, Signature access, etc.), providing quick access without going through CORE.

Select Desired Form

From the populated list, click on your desired form's title to open.



Complete Form



After selecting your desired form, please complete the dynamic form in its entirety. The form will be automatically sent to the corresponding department.

Reminder

These are internal forms for tasks like research, access requests, sign-ups, badge requests, transfers, and agreements. **They are not client web forms.**

