

Laserfiche Forms™

**Please Note: You must be logged in to a computer on campus.
If off-campus, log in to VPN – link below.**

INSTRUCTIONS FOR INITIATORS

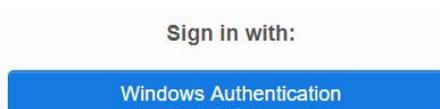
1. Click on the link for the LF form you need to create.
2. Select 'Windows Authentication'. Ignore typing in username and password.



3. Complete the form and submit.
4. Routing of Laserfiche forms is automatic once submitted. Emails to the next approver are also automatic and include a link directly to the form.

APPROVER INSTRUCTIONS

1. Click on the link in the email that was sent to you to access the Laserfiche form requesting your approval.
2. Select 'Windows Authentication'. Ignore typing in username and password.



3. If more than one person can be an approver on a form, please assign the form to yourself.



4. Review form details. Options to approve or reject are available.
5. Routing of Laserfiche forms is automatic once submitted. Emails to the next approver are also automatic and include a link directly to the form.

HELPFUL LINKS

- [VPN](#)
- [Laserfiche forms](#)
- [Human Resources](#)