

Electronic Forms FAQ's

What is an electronic form?

Currently electronic forms refer to all forms that were previously kept and filled out through Informed Filler.

Do the electronic forms have the same names as the Informed Filler forms?

Yes.

How do I access Electronic Forms?

Log into the My Fresno State portal and click on the Electronic Forms link located under the "My Menu" on the left of the screen. You can also reference the link "Accessing Electronic Forms".

What if I don't see the form I am looking for?

If you don't see the particular form you are looking for, click on the "Customize Selections" link at the top or bottom of the screen. Next click on "Check All" and then "Save". You should now be able to see the form on the list.

After I submit the form, does it get sent for approval automatically?

No. At this time we don't have the forms that were previously housed in Informed Filler being sent electronically for approvals. You will need to print the PDF that pops up after you click the "Submit and Print" button and have approvals signed by hand as you have in the past.

Once I have filled out an electronic form and selected save/print can I access the form again?

Yes. When you go to the Forms Portfolio, if you click on either "My Forms" or "My Worklist" you can access any electronic forms that you have previously filled out.

Am I still able to duplicate a form that I use often so I don't have to start from scratch every time?

Yes. Go to "My Forms" and find the form you would like to duplicate. Click on the icon of the two pieces of paper stacked on top of each other  under the Copy column. This will open an identical copy of the form that can be revised.

Am I able to get rid of old forms from "My Forms" or "My Worklist"?

Yes. Open the form that you would like to delete and click on the Cancel Button that is located on the last tab or at the bottom of the page. This will remove it from your My Forms and My Worklist.

If I need to send a form to another person for additional information am I able to?

Yes. Go to "My Forms" and find the form you would like to share. Click on the icon of the hand holding a piece of paper  under the Share column. This will open a search box. Search by the intended recipient's Name, Employee ID, or email address. Click on the square check box to the left of the name and then click on "Share with User" at the bottom of the Search box.

Why am I getting an error when I try to submit an electronic form?

There are many possibilities but most commonly it is a log in error. The first thing you should try is to log out of My Fresno State and log back in making sure that you are using all LOWER CASE letters in your username (i.e. usual log in – Hkitty, "new" log in – hkitty).

Who do I contact if I am having an issue with an electronic form?

Contact the help desk.