

Student Guide How to access eForms from ISIS



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1 Student eForms

All Student eForms are accessed via ISIS, your Uni ID will be used to automatically access and populate the selected form. For additional information on navigating a particular eForm please refer to the eForm guides available from http://www.anu.edu.au/students/program-administration/program-management/student-administration-eforms

2 HDR Milestones

2.1 Begin a new HDR Milestone Report eForm

1. Navigate to ISIS > Research > Research Reports.

Australian National University Favourites Main Menu Search Menu:	⊗ ◆		Student Home
 □ ISIS □ WHS Incident Notification □ PeopleTools □ Change Password 	 Personal Details Academic Records Degree Management Account Details Enrolment Graduation Research Messages 	Research Candidature Research Reports Scholarship Details	Please Note: If you have success census date has passed. Until the Use the Main Menu to navigate the your fees and invoices, access yo to both ISIS and your ANU Studer the University will cc most common menu add/drop/swap) cou concentent solutions: ISIS > Acad To check the fees you have outs To make a payment through ISIS To submit a HELP request form Account Details > eCAF To see a record of successfully s History



2. Click the Begin eForm hyperlink to start your application.

Australian National University										
Favourites Main Menu > ISIS >	Research > Research Reports									
Research Report										
This page displays the current information held on the each Research Candidate's Milestones. The Academic Program, Report type, Due Date and Date completed are all displayed. Candidates should note: if these details are not correct, the Research School, Centre or Faculty should be contacted.										
Research Career										
Program	Report	Due Date	Status	Date Completed	eForm					
Program 9552 - PhD Arts & Social Sciences	Report Research Integrity Training	Due Date 28/11/2018	Status Not Completed	Date Completed	eForm Begin eForm					
Program 9552 - PhD Arts & Social Sciences 9552 - PhD Arts & Social Sciences	Report Research Integrity Training Supplementary Review	Due Date 28/11/2018 27/11/2018	Status Not Completed Not Completed	Date Completed	eForm Begin eForm Begin eForm					
Program 9552 - PhD Arts & Social Sciences 9552 - PhD Arts & Social Sciences 9552 - PhD Arts & Social Sciences	Report Research Integrity Training Supplementary Review Annual Report and Plan	Due Date 28/11/2018 27/11/2018 27/11/2018	Status Not Completed Not Completed Not Completed	Date Completed	eForm Begin eForm Begin eForm Begin eForm					
Program 9552 - PhD Arts & Social Sciences 9552 - PhD Arts & Social Sciences 9552 - PhD Arts & Social Sciences 9552 - PhD Arts & Social Sciences	Report Research Integrity Training Supplementary Review Annual Report and Plan Annual Report 5th Year (P/T)	Due Date 28/11/2018 27/11/2018 27/11/2018 28/11/2017	Status Not Completed Not Completed Not Completed Not Completed Not Completed	Date Completed	eForm Begin eForm Begin eForm Begin eForm Begin eForm					
Program 9552 - PhD Arts & Social Sciences 9552 - PhD Arts & Social Sciences 9552 - PhD Arts & Social Sciences 9552 - PhD Arts & Social Sciences	Report Research Integrity Training Supplementary Review Annual Report and Plan Annual Report 5th Year (P/T) Annual Report 4th Year	Due Date 28/11/2018 27/11/2018 27/11/2018 28/11/2017 28/11/2017	Status Not Completed Not Completed Not Completed Not Completed Not Completed In Progress	Date Completed	eForm Begin eForm Begin eForm Begin eForm Begin eForm Update					
Program 9552 - PhD Arts & Social Sciences 9552 - PhD Arts & Social Sciences	Report Research Integrity Training Supplementary Review Annual Report and Plan Annual Report 5th Year (P/T) Annual Report 4th Year Oral Presentation	Due Date 28/11/2018 27/11/2018 27/11/2018 28/11/2017 27/11/2017 18/07/2016	Status Not Completed Not Completed Not Completed Not Completed In Progress Not Completed	Date Completed	eForm Begin eForm Begin eForm Begin eForm Update Begin eForm					
Program 9552 - PhD Arts & Social Sciences 9552 - PhD Arts & Social Sciences	Report Research Integrity Training Supplementary Review Annual Report and Plan Annual Report 5th Year (P/T) Annual Report 4th Year Oral Presentation Supplementary Review	Due Date 28/11/2018 27/11/2018 27/11/2018 28/11/2017 27/11/2017 18/07/2016 30/06/2016	Status Not Completed Not Completed Not Completed In Progress Not Completed Not Completed	Date Completed	eForm Begin eForm Begin eForm Begin eForm Update Begin eForm Begin eForm Begin eForm					
Program 9552 - PhD Arts & Social Sciences 9552 - PhD Arts & Social Sciences	Report Research Integrity Training Supplementary Review Annual Report and Plan Annual Report 5th Year (P/T) Annual Report 4th Year Oral Presentation Supplementary Review Annual Report 3d Year	Due Date 28/11/2018 27/11/2018 27/11/2018 28/11/2017 28/11/2017 18/07/2016 30/06/2016 27/11/2015	Status Not Completed Not Completed Not Completed In Progress Not Completed Not Completed Completed	Date Completed	eForm Beain eForm Beain eForm Beain eForm Update Beain eForm Beain eForm Complete					
Program 9552 - PhD Arts & Social Sciences	Report Research Integrity Training Supplementary Review Annual Report and Plan Annual Report 5th Year (P/T) Annual Report 4th Year Oral Presentation Supplementary Review Annual Report 3rd Year Annual Report 2rd Year	Due Date 28/11/2018 27/11/2018 27/11/2018 28/11/2017 28/11/2017 18/07/2016 30/06/2016 27/11/2015 27/11/2014	Status Not Completed Not Completed Not Completed Not Completed In Progress Not Completed Not Completed Completed Completed Completed	Date Completed	eForm Begin eForm Begin eForm Begin eForm Update Begin eForm Begin eForm Complete Complete					
Program 9552 - PhD Arts & Social Sciences	Report Research Integrity Training Supplementary Review Annual Report and Plan Annual Report 5th Year (P/T) Annual Report 4th Year Oral Presentation Supplementary Review Annual Report 3rd Year Annual Report 2nd Year Thesis Proposal Review	Due Date 28/11/2018 27/11/2018 27/11/2018 28/11/2017 27/11/2017 18/07/2016 30/06/2016 27/11/2015 27/11/2014 27/11/2013	Status Not Completed Not Completed Not Completed In Progress Not Completed Not Completed Completed Completed Completed Completed	Date Completed	eForm Begin eForm Begin eForm Begin eForm Update Begin eForm Begin eForm Begin eForm Complete Complete					
Program 9552 - PhD Arts & Social Sciences 9552 - PhD Arts & Social Sciences	Report Research Integrity Training Supplementary Review Annual Report and Plan Annual Report 5th Year (P/T) Annual Report 4th Year Oral Presentation Supplementary Review Annual Report 3rd Year Annual Report 3rd Year Thesis Proposal Review Annual Report 1st Year	Due Date 28/11/2018 27/11/2018 27/11/2018 28/11/2017 27/11/2017 18/07/2016 30/06/2016 27/11/2015 27/11/2015 27/11/2013 27/11/2013	Status Not Completed Not Completed Not Completed In Progress Not Completed Not Completed Completed Completed Completed Completed Completed	Date Completed	eForm Begin eForm Begin eForm Begin eForm Update Begin eForm Begin eForm Begin eForm Complete Complete Complete Complete					

2.2 Continue editing a saved eForm or to provide more information when it is requested

1. Navigate to ISIS > Research > Research Reports.

Australian National University			
	≫_		Student Home
 ☐ ISIS ☐ WHS Incident Notification ☐ PeopleTools ☐ Change Password 	 Personal Details Academic Records Degree Management Account Details Enrolment Graduation Research Messages 	Research Candidature Research Reports Scholarship Details	Please Note: If you have success census date has passed. Until the Use the Main Menu to navigate the your fees and invoices, access yo to both ISIS and your ANU Studer the University will comost common menu add/drop/swap) cou add/drop/swap) cou concertencesion) To find your results: ISIS > Acad To check the fees you have outs To make a payment through ISIS To submit a HELP request form Account Details > eCAF To see a record of successfully substance For further assistance with navigate



Australian National University

2. Click the Update hyperlink to edit the eForm

avourites Main Menu > ISIS >	Research > Research Reports									
Research Report										
This page displays the current information held on the each Research Candidate's Milestones. The Academic Program, Report type, Due Date and Date completed are all displayed. Candidates should note: if these details are not correct, the Research School, Centre or Faculty should be										
contacted. Research Career										
Program	Report	Due Date	Status	Date Completed	eForm					
9552 - PhD Arts & Social Sciences	Research Integrity Training	28/11/2018	Not Completed		Begin eForm					
9552 - PhD Arts & Social Sciences	Supplementary Review	27/11/2018	Not Completed		Begin eForm					
9552 - PhD Arts & Social Sciences	Annual Report and Plan	27/11/2018	Not Completed		Begin eForm					
9552 - PhD Arts & Social Sciences	Annual Report 5th Year (P/T)	28/11/2017	Not Completed		Begin eForp					
9552 - PhD Arts & Social Sciences	Annual Report 4th Year	27/11/2017	In Progress		Update					
9552 - PhD Arts & Social Sciences	Oral Presentation	18/07/2016	Not Completed		Begin eForm					
9552 - PhD Arts & Social Sciences	Supplementary Review	30/06/2016	Not Completed		Begin eForm					
9552 - PhD Arts & Social Sciences	Annual Report 3rd Year	27/11/2015	Completed	16/11/2015	Complete					
9552 - PhD Arts & Social Sciences	Annual Report 2nd Year	27/11/2014	Completed	15/12/2014	Complete					
9552 - PhD Arts & Social Sciences	Thesis Proposal Review	27/11/2013	Completed	05/09/2014	Complete					
9552 - PhD Arts & Social Sciences	Annual Report 1st Year	27/11/2013	Completed	10/03/2014	Complete					
18/05/2013 Complete 05/17/2013 Complete										



2.3 Tracking the status of your Milestone eform

You can track your eform in the Status column.

Australian National University									
Favourites Main Menu > 1515 > R	esearch > Research Reports								
Research Report									
This page displays the current informatio	n held on the each Research Candidate's	Milestones. The Acader	nic						
Trogram, Report type, Due Date and Dat	le completeu are an uisplayeu.								
Candidates should note: if these details contacted	are not correct, the Research School, Cer	ntre or Faculty should be							
contacted.									
Research Career									
Program	Report	Due Date	Status	Date Completed	eForm				
9552 - PhD Arts & Social Sciences	Research Integrity Training	28/11/2018	Not Completed		Begin eForm				
9552 - PhD Arts & Social Sciences	Supplementary Review	27/11/2018	Not Completed		Begin eForm				
9552 - PhD Arts & Social Sciences	Annual Report and Plan	27/11/2018	Not Completed		Begin eForm				
9552 - PhD Arts & Social Sciences	Annual Report 5th Year (P/T)	28/11/2017	Not Completed		Begin eForm				
9552 - PhD Arts & Social Sciences	Annual Report 4th Year	27/11/2017	In Progress		<u>Update</u>				
9552 - PhD Arts & Social Sciences	Oral Presentation	18/07/2016	Not Completed		Begin eForm				
9552 - PhD Arts & Social Sciences	Supplementary Review	30/06/2016	Not Completed		Begin eForm				
9552 - PhD Arts & Social Sciences	Annual Report 3rd Year	27/11/2015	Completed	16/11/2015	Complete				
9552 - PhD Arts & Social Sciences						_			
9552 - PhD Arts & Social Sciences Thesis Proposal Review 27/11/2013 Completed 05/09/2014 Complete									
9552 - PhD Arts & Social Sciences	Annual Report 2nd Year Thesis Proposal Review	27/11/2014 27/11/2013	Completed Completed	15/12/2014 05/09/2014	Complete Complete				
9552 - PhD Arts & Social Sciences 9552 - PhD Arts & Social Sciences	Annual Report 2nd Year Thesis Proposal Review Annual Report 1st Year	27/11/2014 27/11/2013 27/11/2013	Completed Completed Completed	15/12/2014 05/09/2014 10/03/2014	Complete Complete Complete	_			

Status will be displayed against each Milestone as follows:

- Not Completed (Begin eForm) Milestone is outstanding
- Not Completed (Update) you have saved a Milestone, but have not yet submitted the eform
- In Progress Milestone has been submitted and is with an approver
- In Progress (Update) The Chair of Panel has returned the eForm to you for further information
- Completed
- Abandoned



3 Manage My Degree (including Special Considerations and Deferred Exams)

3.1 Begin a new MMD eForm

1. Navigate to ISIS > Degree Management > Manage my Degree.

	Australian National University			
Favourites	Main Menu			
	Search Menu:			
		(>>		Student Home
	 ISIS WHS Incident Notification PeopleTools Change Password 	 Personal Details Academic Records Degree Management Account Details Enrolment Graduation Research 	Manage my Degree Major, Minor & Specialisations Apply for Degree Transfer Degree Transfer Acceptance	Disco Note: If you have successfu has passed. Until then, Menu to navigate throu l invoices, access your and your ANU Student l the University will com
		Messages		To begin, the most common menu s To enrol in (add/drop/swap) cours semester/session) To find your results: <i>ISIS > Acade</i> To check the fees you have outsta To make a payment through ISIS: To submit a HELP request form (A <i>Account Details > eCAF</i> To see a record of successfully su

3. Select the radio button next to the eForm you wish to begin.

Australian National University										
avourites	Main M	enu > ISIS	> Degree Ma	anagement > Manage	my Degree					
Mana	ge My	Degree								
This pa eForms	ge allows y that you h	you to begin r ave previous	new eForm app ly submitted.	olications, view the sta	tus of eForms	that are b	eing processed,	and a history of		
	MMD-H Spec.C	DR - Manage ons / Def.Exan	My Degree - HI ns - Special Col	DR nsiderations and Deferre	ed Exams.	in to start y	our appreation.			
Active	eForms									
Date Sub	<u>e</u> mitted	Form ID	Form Type		Form Process		Form Status			
1 28/0	06/2016	1000003208	Spec.Cons / D	ef.Exams			Processing	Cancel		
eForms	s History									
Date	e Submitted	Date Finalised	Form ID	Form Type		Form Proc	288	Form Status		
1 28/0	06/2016	28/06/2016	1000003108	Spec.Cons / Def.Exams	5			Completed		



4. Click the Apply button

Australian National University										
Favourites Main M	lenu > ISIS	> Degree M	anagement > Manage	e my Degree						
Manage My	Degree									
This page allows you to begin new eForm applications, view the status of eForms that are being processed, and a history of eForms that you have previously submitted.										
Please select th	e eForm that	you would like	to submit and click th	ne Apply butto	n to start y	our application.				
MMD-HSpec.C	IDR - Manage Cons / Def.Exan	My Degree - HI ns - Special Co	DR nsiderations and Deferre	ed Exams.						
Apply										
Active eForms										
Submitted	Form ID	Form Type		Form Process		Form Status				
1 28/06/2016	1000003208	Spec.Cons / D	ef.Exams			Processing	Cancel			
eForms History										
Date Submittee	Date Finalised	Form ID	Form Type		Form Proce	288	Form Status			
1 28/06/2016 28/06/2016 1000003108 Spec.Cons / Def.Exams Completed										



- 3.2 Update an eForm when more information is requested
- 1. Navigate to ISIS > Degree Management > Manage my Degree.

	Au Na Un	stralian tional iversity					
Favourites	Main	Menu					
	Sear	ch Menu:	⊗_			Student Home	e
		ISIS WHS Incident Notification PeopleTools Change Password	 Personal Details Academic Records Degree Management Account Details Enrolment Graduation Research Messages 	Manage my Der Major, Minor & Apply for Degre Degree Transfe	gree Specialisations ee Transfer r Acceptance	To begin, the To enrol in semester/se	 If you have successful has passed. Until then, Menu to navigate throut I invoices, access your and your ANU Student I the University will come e most common menu s (add/drop/swap) cours ission) results: /S/S > Acade
						To check th To make a p To submit a Account Det To see a rec	e fees you have outsta payment through ISIS: a HELP request form (A tails > eCAF cord of successfully su

2. Click the Update button next to the eForm to update.

Australian National University										
Favour	ites Main M	enu > ISIS	> Degree Mana	igement > Ma	anage my Degree					
Ма	nage My	Degree								
. This page allows you to begin new eForm applications, view the status of eForms that are being processed, and a history of eForms that you have previously submitted.										
PI	ease select th	e eForm that	you would like	to submit an	d click the Apply buttor	n to start your applica	tion.			
		DD Managa	My Degree III							
	Spec.C	ons / Def.Exan	ns - Special Co	nsiderations ar	nd Deferred Exams.					
	Apply									
Act	tive eForms									
	Date Submitted	Form ID	Form Type		Form Process	Form Status		×		
1	28/06/2016	1000003208	Spec.Cons / D	ef.Exams		Awaiting Input	Upd	late	Cancel	
eFo	orms History									
	Date Submitted	Date Finalised	Form ID	Form Type		Form Process	E	Form Sta	atus	
1	28/06/2016	28/06/2016	1000003108	Spec.Cons / E)ef.Exams		(Comple	ted	



3.3 Cancel a submitted eForm

1. Navigate to ISIS > Degree Management > Manage my Degree.

Favouritor	Australian National University					
Tuvo unces	Search Menu:					
					Student Home	e
	 ISIS WHS Incident Notification PeopleTools Change Password 	 Personal Details Academic Records Degree Management Account Details Enrolment Graduation Research 	Manage my Deg Major, Minor & Apply for Degre Degree Transfer	specialisations rear Transfer Acceptance	Disco Net	If you have successfu has passed. Until then, Menu to navigate throu l invoices, access your and your ANU Student I the University will com
		Messag es			To begin, the To enrol in semester/se To find you To check the To make a p To submit a Account Det To see a rec	e most common menu s (add/drop/swap) cours ssion) r results: /S/S > Acade e fees you have outsta payment through ISIS: HELP request form (A ails > eCAF cord of successfully su

2. Click the Cancel button next to the eForm you wish to cancel.

Australian National University												
Favourites Main Menu > 1515 > Degree Management > Manage my Degree												
Manage My Degree												
This page allows you to begin new eForm applications, view the status of eForms that are being processed, and a history of eForms that you have previously submitted. Please select the eForm that you would like to submit and click the Apply button to start your application. MMD-HDR - Manage My Degree - HDR Spec.Cons / Def.Exams - Special Considerations and Deferred Exams. Apply												
Ac	tive eForms											
	Date Submitted	Form ID	Form Type		Form Process		Form Status	*				
1	28/06/2016	100003208	Spec.Cons / D	ef.Exams			Processing	Cancel				
eF	orms History											
	Date Submitted	Date Finalised	Form ID	Form Type		Form Proc	288	Form Status				
1	28/06/2016	28/06/2016	1000003108	Spec.Cons / Def.Exams				Completed				



3.4 Tracking the status of your MMD eform

For MMD eForms you can see both Active eForm status and eForm History.

Australian National University													
Favourites Main Menu > ISIS > Degree Management > Manage my Degree													
Manage My Degree													
 This page allows you to begin new eForm applications, view the status of eForms that are being processed, and a history of eForms that you have previously submitted. Please select the eForm that you would like to submit and click the Apply button to start your application. MMD-HDR - Manage My Degree - HDR Spec.Cons / Def.Exams - Special Considerations and Deferred Exams. 													
Apply													
Active eForms													
Date Submitted	Form ID	Form Type		Form Process	Form Status								
1 28/06/2016	1000003208	Spec.Cons / Def.Exams			Awaiting Input	Update	Cancel						
eForms History													
Date Submittee	Date Finalised	Form ID	Form Type		Form Process	Form	Status						
1 28/06/2016	28/06/2016	1000003108	Spec.Cons / [Def.Exams		Com							

MMD Form Status will display as follows (not all Form status apply to each Form Process).

- Started
- Pending Approval
- Processing
- Awaiting Input (form has been sent back to you for further information)
- Completed
- Cancelled
- Declined