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

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

1. Navigate to **ISIS > Research > Research Reports**.
2. Click the **Update** hyperlink to edit the eForm.
2.3 Tracking the status of your Milestone eform

You can track your eform in the Status column.

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.

3. Select the radio button next to the eForm you wish to begin.
4. Click the **Apply** button
3.2 Update an eForm when more information is requested

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

2. Click the **Update** button next to the eForm to update.
3.3 Cancel a submitted eForm

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

2. Click the Cancel button next to the eForm you wish to cancel.
3.4 Tracking the status of your MMD eform

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

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