



Australian  
National  
University

# **Student Guide**

## **How to access eForms from ISIS**



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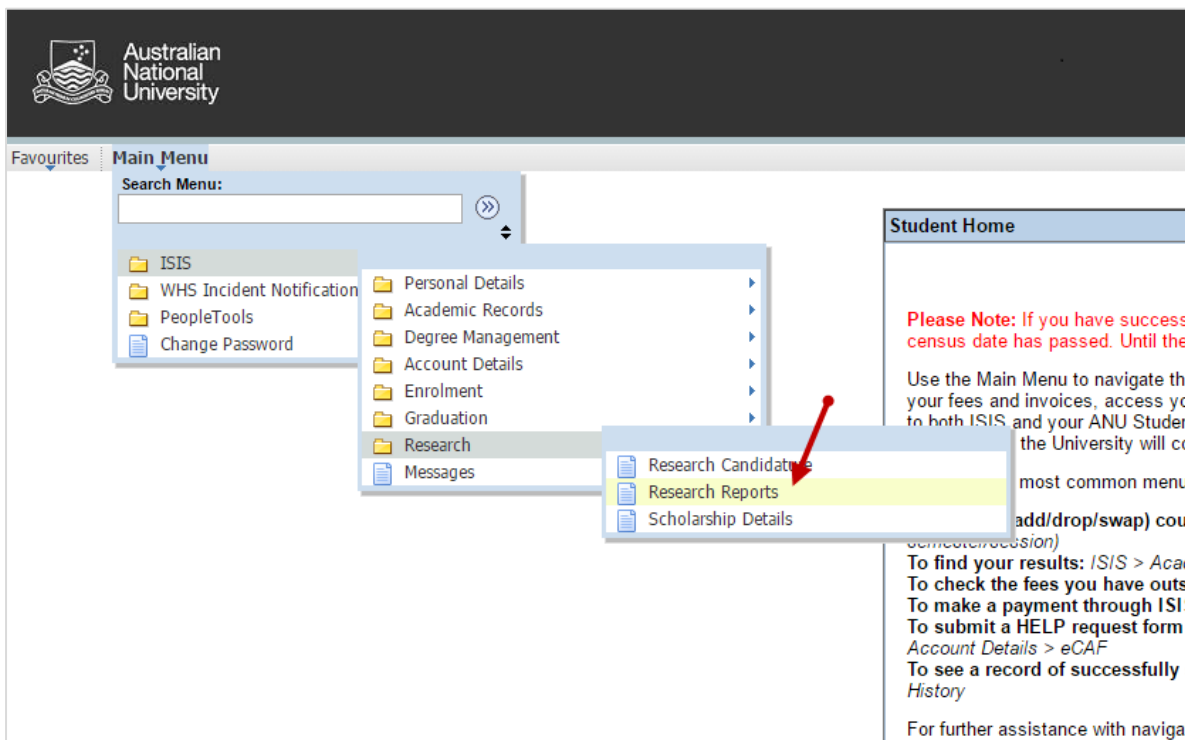
## 1 Student eForms

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.

**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.

Program	Report	Due Date	Status	Date Completed	eForm
9552 - PhD Arts & Social Sciences	Research Integrity Training	28/11/2018	Not Completed		<a href="#">Begin eForm</a>
9552 - PhD Arts & Social Sciences	Supplementary Review	27/11/2018	Not Completed		<a href="#">Begin eForm</a>
9552 - PhD Arts & Social Sciences	Annual Report and Plan	27/11/2018	Not Completed		<a href="#">Begin eForm</a>
9552 - PhD Arts & Social Sciences	Annual Report 5th Year (P/T)	28/11/2017	Not Completed		<a href="#">Begin eForm</a>
9552 - PhD Arts & Social Sciences	Annual Report 4th Year	27/11/2017	In Progress		<a href="#">Update</a>
9552 - PhD Arts & Social Sciences	Oral Presentation	18/07/2016	Not Completed		<a href="#">Begin eForm</a>
9552 - PhD Arts & Social Sciences	Supplementary Review	30/06/2016	Not Completed		<a href="#">Begin eForm</a>
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
9552 - PhD Arts & Social Sciences	Annual Plan	18/05/2013	Completed	05/12/2013	Complete

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

1. Navigate to [ISIS > Research > Research Reports](#).

**Main Menu**

Search Menu:

- ISIS
- WHS Incident Notification
- PeopleTools
- Change Password
- Personal Details
- Academic Records
- Degree Management
- Account Details
- Enrolment
- Graduation
- Research
- Messages
- Research Candidates
- Research Reports
- Scholarship Details

**Student Home**

**Please Note:** If you have success census date has passed. Until the

Use the Main Menu to navigate th your fees and invoices, access yo to both ISIS and your ANU Studer the University will co

most common menu

(add/drop/swap) cou

(semester/session)

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

History

For further assistance with navigat



2. Click the [Update](#) hyperlink to edit the eForm

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Favourites | [Main Menu](#) > [ISJS](#) > [Research](#) > [Research Reports](#)

## Research Report

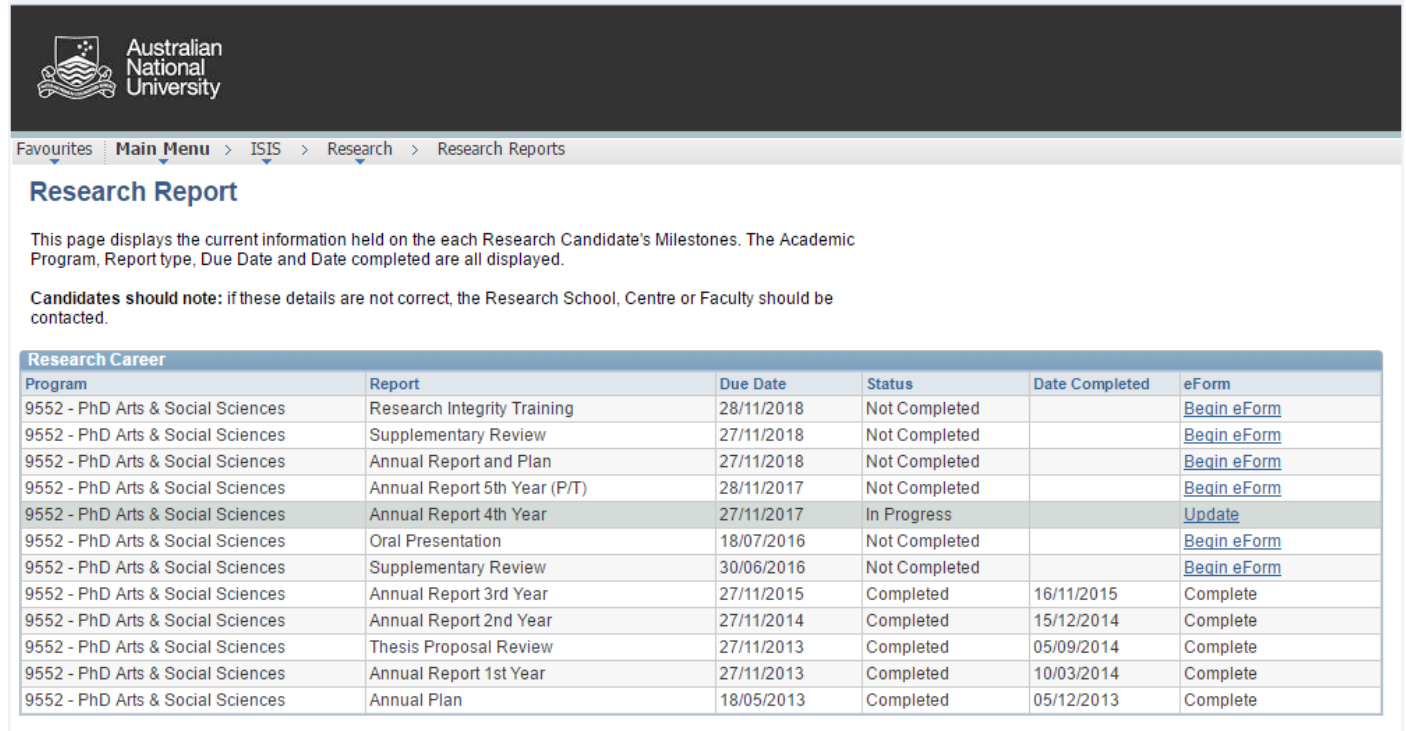
This page displays the current information held on the each Research Candidate's Milestones. The Academic Program, Report type, Due Date and Date completed are all displayed.

**Candidates should note:** if these details are not correct, the Research School, Centre or Faculty should be contacted.

Program	Report	Due Date	Status	Date Completed	eForm
9552 - PhD Arts & Social Sciences	Research Integrity Training	28/11/2018	Not Completed		<a href="#">Begin eForm</a>
9552 - PhD Arts & Social Sciences	Supplementary Review	27/11/2018	Not Completed		<a href="#">Begin eForm</a>
9552 - PhD Arts & Social Sciences	Annual Report and Plan	27/11/2018	Not Completed		<a href="#">Begin eForm</a>
9552 - PhD Arts & Social Sciences	Annual Report 5th Year (P/T)	28/11/2017	Not Completed		<a href="#">Begin eForm</a>
9552 - PhD Arts & Social Sciences	Annual Report 4th Year	27/11/2017	In Progress		<a href="#">Update</a>
9552 - PhD Arts & Social Sciences	Oral Presentation	18/07/2016	Not Completed		<a href="#">Begin eForm</a>
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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
9552 - PhD Arts & Social Sciences	Annual Plan	18/05/2013	Completed	05/12/2013	Complete

## 2.3 Tracking the status of your Milestone eform

You can track your eform in the [Status](#) column.



The screenshot shows the 'Research Report' page in the ANU system. It includes a navigation menu with 'Favourites', 'Main Menu', 'ISIS', 'Research', and 'Research Reports'. Below the navigation is a header for 'Research Report' and a brief description of the page's content. A note for candidates is provided, followed by a table of research milestones.

Research Career					
Program	Report	Due Date	Status	Date Completed	eForm
9552 - PhD Arts & Social Sciences	Research Integrity Training	28/11/2018	Not Completed		<a href="#">Begin eForm</a>
9552 - PhD Arts & Social Sciences	Supplementary Review	27/11/2018	Not Completed		<a href="#">Begin eForm</a>
9552 - PhD Arts & Social Sciences	Annual Report and Plan	27/11/2018	Not Completed		<a href="#">Begin eForm</a>
9552 - PhD Arts & Social Sciences	Annual Report 5th Year (P/T)	28/11/2017	Not Completed		<a href="#">Begin eForm</a>
9552 - PhD Arts & Social Sciences	Annual Report 4th Year	27/11/2017	In Progress		<a href="#">Update</a>
9552 - PhD Arts & Social Sciences	Oral Presentation	18/07/2016	Not Completed		<a href="#">Begin eForm</a>
9552 - PhD Arts & Social Sciences	Supplementary Review	30/06/2016	Not Completed		<a href="#">Begin eForm</a>
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
9552 - PhD Arts & Social Sciences	Annual Plan	18/05/2013	Completed	05/12/2013	Complete

Status will be displayed against each Milestone as follows:

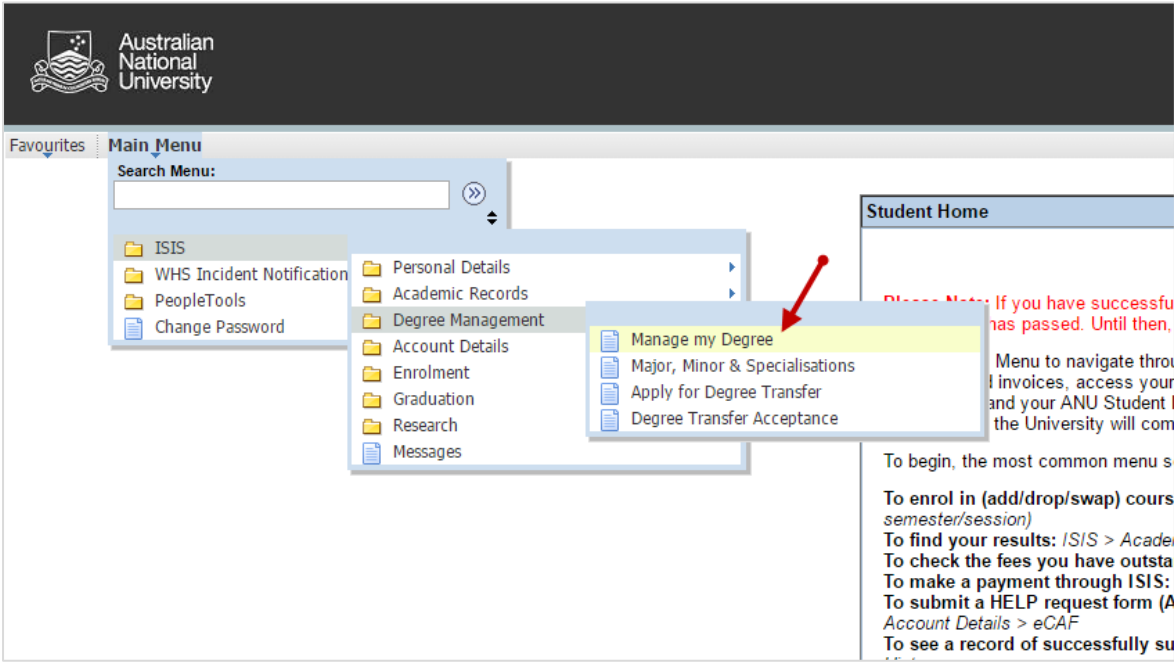
- Not Completed (Begin eForm) – Milestone is outstanding
- Not Completed (Update) – you have saved a Milestone, but have not yet submitted the eform
- In Progress – Milestone has been submitted and is with an approver
- In Progress (Update) – The Chair of Panel has returned the eForm to you for further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



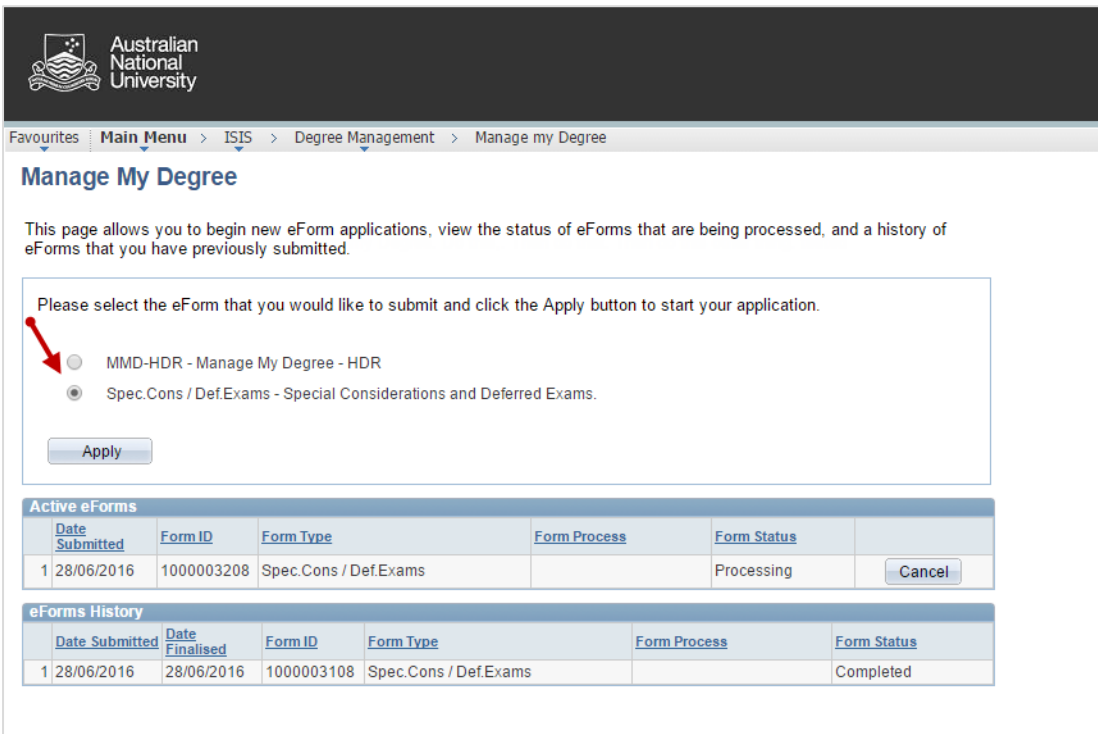
### 3 Manage My Degree (including Special Considerations and Deferred Exams)

#### 3.1 Begin a new MMD eForm

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




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





4. Click the [Apply](#) button

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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.



### Active eForms

Date Submitted	Form ID	Form Type	Form Process	Form Status	
1 28/06/2016	1000003208	Spec.Cons / Def.Exams		Processing	<input type="button" value="Cancel"/>

### eForms History

Date Submitted	Date Finalised	Form ID	Form Type	Form Process	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**.

The screenshot shows the 'Main Menu' with a search bar and a list of categories. The 'Degree Management' category is expanded, showing sub-items: 'Manage my Degree', 'Major, Minor & Specialisations', 'Apply for Degree Transfer', and 'Degree Transfer Acceptance'. A red arrow points to 'Manage my Degree'. To the right, a 'Student Home' section contains text: 'Please Note: If you have successfully passed. Until then, Menu to navigate through invoices, access your and your ANU Student the University will com To begin, the most common menu s To enrol in (add/drop/swap) cours semester/session) To find your results: ISIS > Acade To check the fees you have outsta To make a payment through ISIS: To submit a HELP request form (A Account Details > eCAF To see a record of successfully su

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

The screenshot shows the 'Manage My Degree' page. It includes a breadcrumb trail: 'Favourites | Main Menu > ISIS > Degree Management > Manage my Degree'. Below the title, there is a description: '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.' A box contains the instruction: 'Please select the eForm that you would like to submit and click the Apply button to start your application.' Below this are two radio buttons: 'MMD-HDR - Manage My Degree - HDR' and 'Spec.Cons / Def.Exams - Special Considerations and Deferred Exams.' An 'Apply' button is present. Below the instructions is a table titled '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

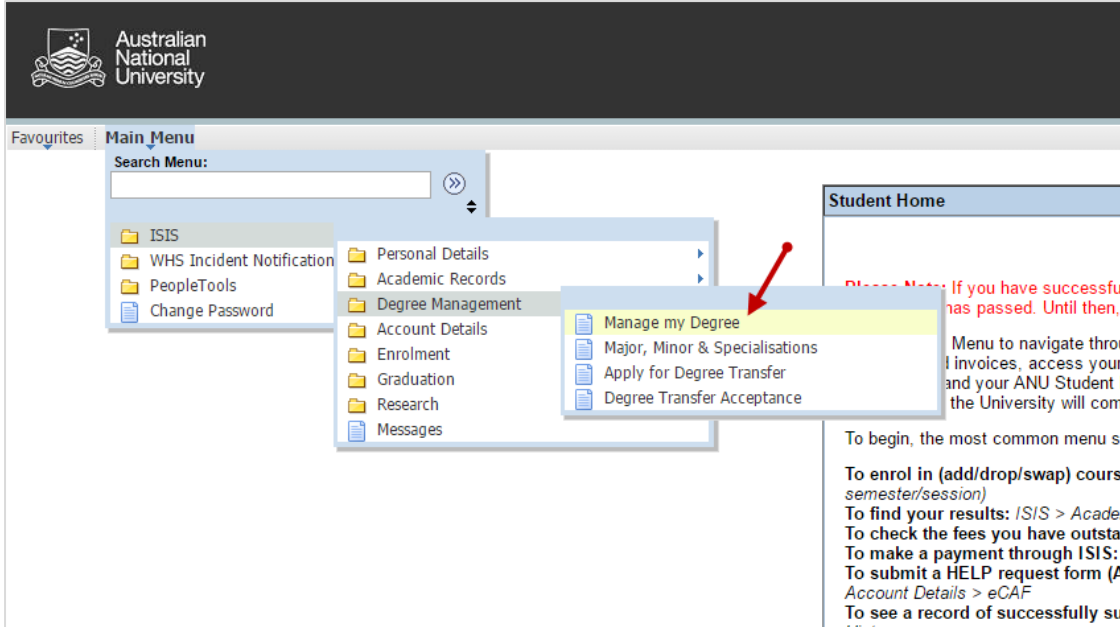
A red arrow points to the 'Update' button in the table. Below the table is an 'eForms History' table:

Date Submitted	Date Finalised	Form ID	Form Type	Form Process	Form Status
1 28/06/2016	28/06/2016	1000003108	Spec.Cons / Def.Exams		Completed

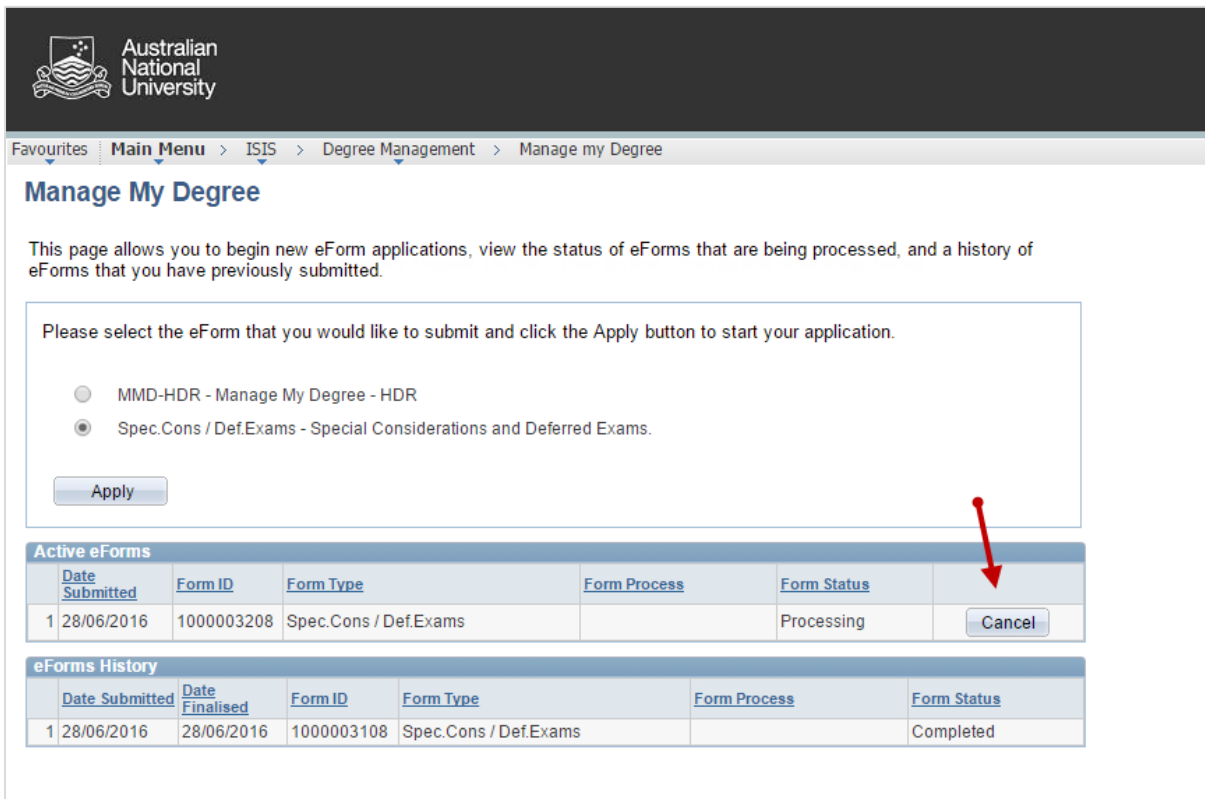


## 3.3 Cancel a submitted eForm

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](#).

**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.

Active eForms						
	<a href="#">Date Submitted</a>	<a href="#">Form ID</a>	<a href="#">Form Type</a>	<a href="#">Form Process</a>	<a href="#">Form Status</a>	
1	28/06/2016	1000003208	Spec.Cons / Def.Exams		Awaiting Input	<input type="button" value="Update"/> <input type="button" value="Cancel"/>

eForms History						
	<a href="#">Date Submitted</a>	<a href="#">Date Finalised</a>	<a href="#">Form ID</a>	<a href="#">Form Type</a>	<a href="#">Form Process</a>	<a href="#">Form Status</a>
1	28/06/2016	28/06/2016	1000003108	Spec.Cons / Def.Exams		Completed

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