

# FORMS APPROVAL CONFIGURATION SUPPORT GUIDE

This document outlines the process involved in adding Active Directory (AD) groups in the Student Administration System (SAS), and is intended for Student Business Solutions (SBS) staff and College-based administrators.

Version 2

Created by the Intelledox Digital Transformation Centre (IDTC)

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# 1 Making changes in the System Administration System

## 1.1 Searching for Forms Approval Configuration page

Forms Approval Configuration page can be accessed following the route outlined in Figure 1.

In SAS, Navigator -> Records and Enrolment -> Career and Program Information -> Forms Approval Configuration

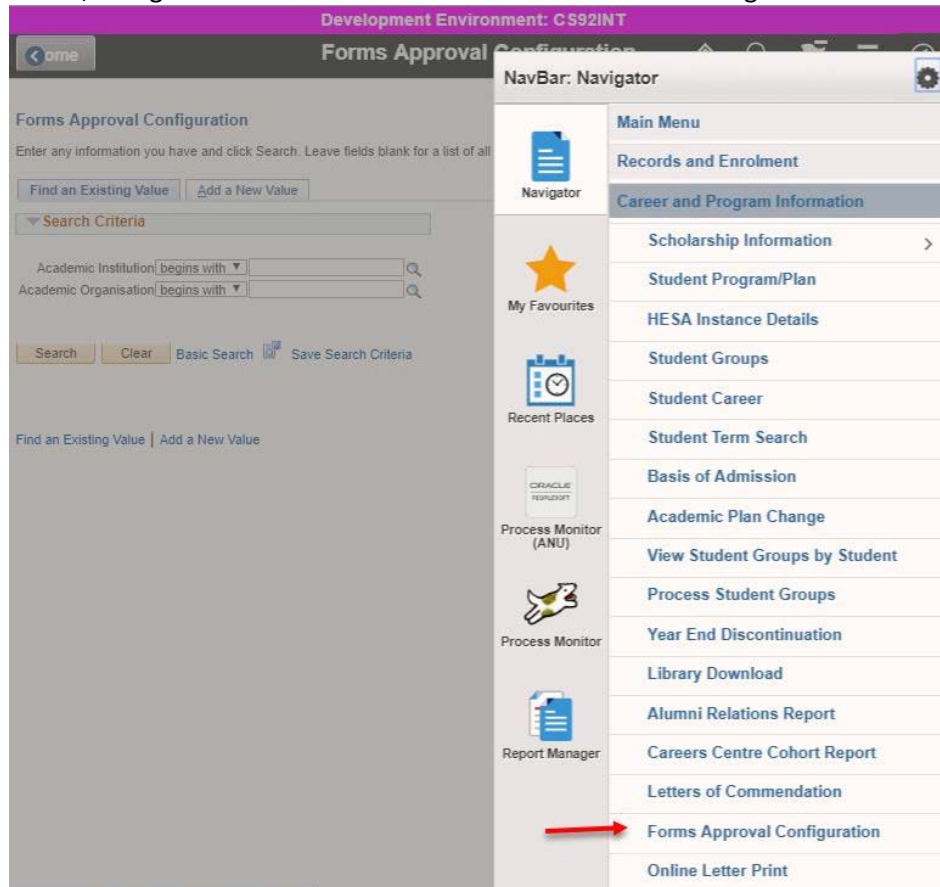


Figure 1 Route for Forms Approval Configuration page

## 1.2 Forms Approval Configuration page

The Forms Approval Configuration page allows the user to search for and access Academic Organisation information.

In the Forms Approval Configuration page, search for “ANUID” in the field for Academic Institution. This will generate a list of available Academic Organisation.

**Forms Approval Configuration**  
 Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value   Add a New Value

**Search Criteria**

Academic Institution: begins with ANUID

Academic Organisation: begins with

Search   Clear   Basic Search   Save Search Criteria

**Search Results**

View All   First   1-22 of 22   Last

Academic Institution	Academic Organisation
ANUID	00
ANUID	06030
ANUID	09
ANUID	45
ANUID	51
ANUID	52
ANUID	53
ANUID	57
ANUID	58
ANUID	60
ANUID	65
ANUID	68
ANUID	78271
ANUID	ANU
ANUID	CAP
ANUID	CASS
ANUID	CBE
ANUID	CECS
ANUID	CMBE
ANUID	CMBE CPS
ANUID	COL
ANUID	CPS

Figure 2 Forms Approval Configuration Page

### 1.3 Academic Organisation page


CECS is used as an example academic organisation in this case (Figure 3).

Forms Approval Configuration


Academic Institution: ANUID

Academic Organisation: CECS College Engineering & Comp Sci

Academic Career	Academic Plan	Description	Research Acad Org	Description	*Role	Empl ID	Name	AD Group	AD Group Name	*Email ID		
1 PGRD					Administrative Area					studentadmin.cecs@anu.edu.au	+	-
2 RSCH					Associate Dean			CECS Associate	CECS Associate Dean	assoc.dean.hdr.cecs@anu.edu.au	+	-
3 RSCH	8070XMPHIL	MPhil Eng & Comp Sci	07345	Rsch School of Computer Sci	Deigtd Auth - HDR			CECS Delegated	CECS Delegated Auth	da.hdr.rscs@anu.edu.au	+	-
4 RSCH	8070XMPHIL	MPhil Eng & Comp Sci	07346	Research School of Engineering	Deigtd Auth - HDR			CECS Delegated	CECS Delegated Auth	da.hdr.rseng@anu.edu.au	+	-
5 RSCH	9070XPHD	PhD Eng & Comp Sci	07345	Rsch School of Computer Sci	Deigtd Auth - HDR			CECS Delegated	CECS Delegated Auth	da.hdr.rscs@anu.edu.au	+	-
6 RSCH	9070XPHD	PhD Eng & Comp Sci	07346	Research School of Engineering	Deigtd Auth - HDR			CECS Delegated	CECS Delegated Auth	da.hdr.rseng@anu.edu.au	+	-
7 UGRD					Administrative Area					studentadmin.cecs@anu.edu.au	+	-



1



2

Figure 3 CECS Academic Organisation page

**Note:** The Role 'Associate Dean' is specific to *Manage my degree* forms. The AD Education roles are for the Teaching unavailability forms.

#### 1.4 How to add a HDR Delegated Authority functional group role in Academic Organisation page

To add a **HDR Delegated Authority for research students**, the following steps need to be followed:

1. Press “+” button as indicated by the arrow labelled 1 in Figure 3.
2. Enter “RSCH” in Academic Career field
3. Search for Academic Plan and select the appropriate item from the results e.g. 8070MXPIL. This should populate the Description field with the appropriate description of the plan.
4. Search for Research Acad Org and select the appropriate item from the results e.g. 07345. This will populate the Description field with the appropriate description of the research acad org.
5. Select the appropriate Role from the drop-down list e.g. Delegetd Auth – HDR.
6. Enter the correct name of the functional AD group in the field for AD group and AD group name as set up by the college.
7. Enter the correct email address for the functional group as set up by the college.
8. Step 8: Save the changes made using the “Save” button indicated by the arrow labelled 2 in Figure 3.

**Note:** In some cases, the fields for ‘Academic Plan’ and ‘Research Acad Org’ are optional and can be left blank. These are more general cases where ‘Academic Career’ is applied throughout the college.

**Note:** The Role ‘Associate Dean’ is specific to *Manage my degree* forms. The AD Education roles are for the Teaching unavailability forms. They must be set up separately.

#### 1.5 How to add a College or Local Associate Dean Education functional group role in Academic Organisation page

To add a **College or Local Associate Dean Education for the Teaching Unavailability eform**, the following steps need to be followed:

1. Press ‘+’ button as indicated by the arrow labelled 1 in Figure 3.
2. Enter ‘NAWD’ in Academic Career field. Leave Academic plan blank.
3. Select the appropriate Role from the drop-down list e.g. AD Education – College or AD Education - Local
4. Enter the correct name of the functional AD group in the field for AD group and AD group name as set up by the college.
5. Enter the correct email address for the functional group as set up by the college.
6. Save the changes made using the ‘Save’ button indicated by the arrow labelled 2 in Figure 3.

**Note:** The Role ‘Associate Dean’ is specific to *Manage my degree* forms. The AD Education roles are for the Teaching unavailability forms. They must be set up separately.



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## 2 Updating eForm website with changes made in SAS

The staff at the Intelledox Digital Transformation Centre will be able to update/setup a new AD group. This should be requested through a ServiceNow ticket.

### 2.1 How to check if the functional account exists – SBS Use only

You can check if the functional account exists by searching for the AD group name in the Active Directory Users and Computers. Right Click on the Windows icon and select “Run” from the available options. Open “dsa.msc” and click OK to open the Active Directory.

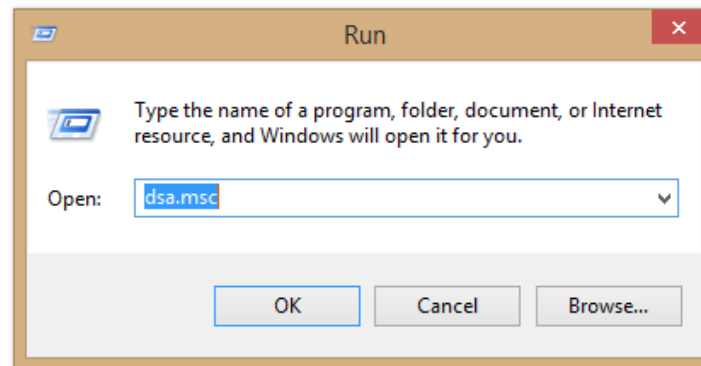


Figure 4 Run window



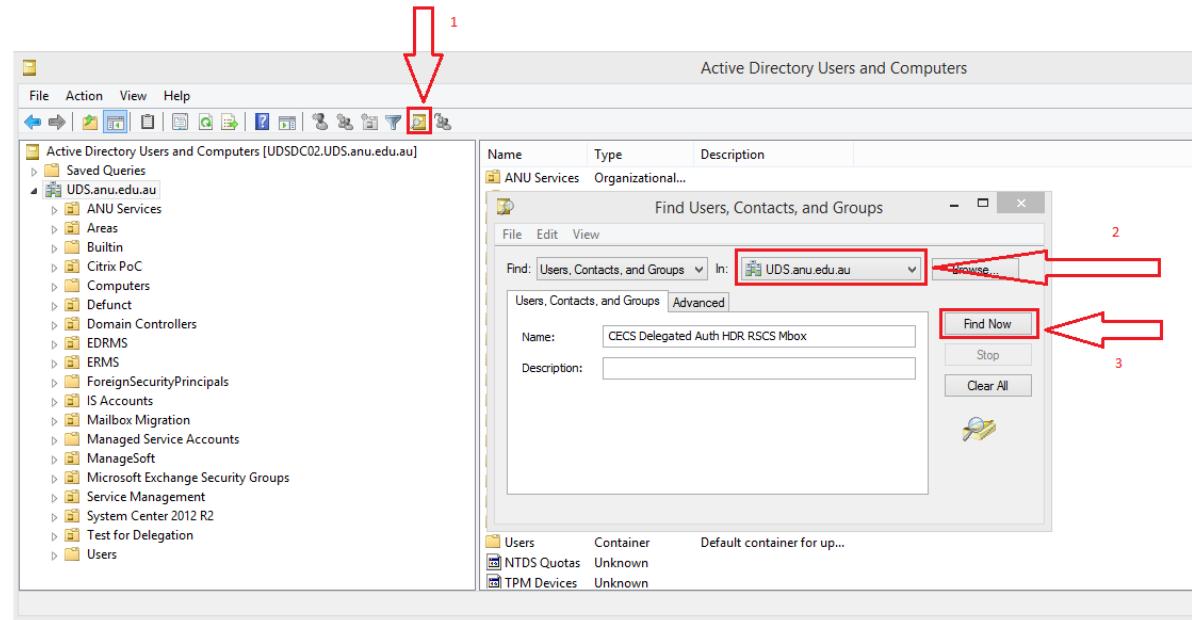
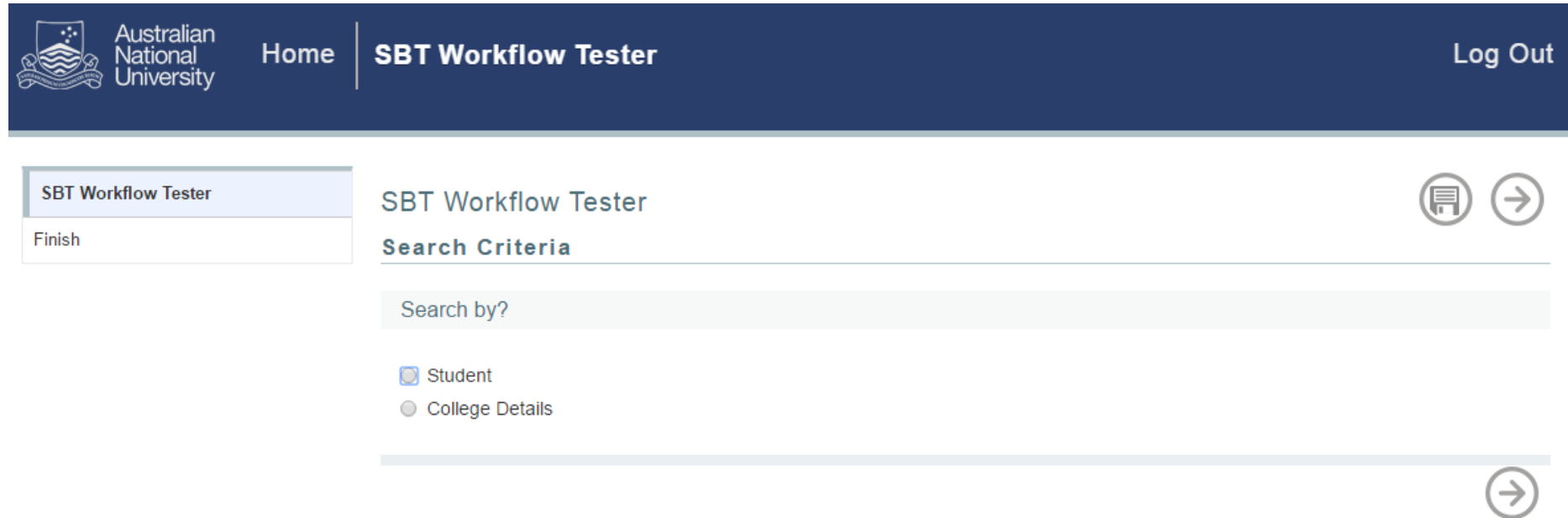


Figure 5 Active Directory Users and Computers

As illustrated in Figure 5, click “Find” button shown by arrow 1 and search for a functional mailbox in UDS.anu.edu.au (arrow 2) and click “Find Now” button to find the appropriate mailbox if it exists.

### 3 SBT Workflow Tester form – SBS Use only

In the eForms website, search for the form named “SBT Workflow Tester” in the Student Business Transformation folder.



The screenshot shows the user interface for the SBT Workflow Tester form. At the top, there is a dark blue navigation bar with the Australian National University logo on the left, the text "Home" and "SBT Workflow Tester" in the center, and "Log Out" on the right. Below the navigation bar, on the left, is a sidebar with a button labeled "SBT Workflow Tester" and a "Finish" button below it. The main content area has the title "SBT Workflow Tester" and "Search Criteria" below it. There are two circular icons to the right of the title: one with a document icon and one with a right-pointing arrow. Below the title is a search bar labeled "Search by?". Underneath the search bar are two radio button options: "Student" (which is selected) and "College Details". At the bottom right of the main content area, there is a circular icon with a right-pointing arrow.

Figure 6 SBT Workflow Tester

### 3.1 Search by Student

Choose “Student” to search for active role details based on student credentials.

Step 1: Add a Student ID e.g. UXXXXXXX

Step 2: Select a program from the drop down in “Select Program” e.g. PhD Business & Economics

Step 3: Select a plan from the drop down list in “Select Plan” e.g. 9040XPHD. This would display the Student Details and Supervisor Details.

Step 4: Select an appropriate role from “Select Role” section

#### Search Criteria

Search by?

- Student
- College Details

Student University No. (include "U")

Select Program

Select Plan

Select Role

- Administrative Area
- Associate Dean
- Delegated Authority
- Head of School
- HDR Milestone Delegate Authority

list



Figure 7 Search by Student

### Student Details

Student Name	[REDACTED]	Program	[REDACTED]
Career	[REDACTED]	Plan	[REDACTED]
Career Number	[REDACTED]	Acad Org	[REDACTED]
Research Org	[REDACTED]		

### Supervisor Details

EMPLID	Name	Email Address	Role
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Figure 8 Student and Supervisor Details

## 3.2 Search by College Details

Choose “College Details” to search for active role details based on the credentials for a college.

Step 1: Add Academic Organisation details e.g. CBE

Step 2: Add a value in “Academic Career” e.g. RSCH.

At this point, appropriate role descriptions can be displayed by clicking respective roles in the “Role” section. This is **ONLY** for roles that are generally associated throughout the college and are not specified to any Academic Plan and Research Organisation.

For roles associated with academic plan and research organisations:

Step 3: Add a value in “Research Organisation” e.g. 01406.

Step 4: Add a value in “Research Organisation” e.g. 9552XPHD

Search by?\*

Student

College Details

Academic Organization \*

CBE

Academic Career \*

RSCH

Research Organization

01406

Academic Plan

9552XPHD

Role\*

Administrative Area

Associate Dean

Delegated Authority

Head of School

Figure 9 Search by College

#### AD Group Details

AD Group [REDACTED] Email ID [REDACTED]@anu.edu.au  
AD Group Name [REDACTED]

#### AD Group Members

Name	Email Address
[REDACTED]	[REDACTED]@uds.anu.edu.au
[REDACTED]	[REDACTED]@uds.anu.edu.au

Figure 10 AD Group Details