



User Manual

SchoolStream Forms Manager

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Table of Content

Public Users	4
Logging Into the Public Access District Forms Manager	4
Forms Tab.....	4
Filtering the available forms by form category	4
Submitting a form.....	4
Frequently Asked Questions (FAQs).....	4
User: How do I view the forms that I submitted after they have been approved/denied?	4
When I try to access the application, why do I get a web page with the error message: “Caution: There has been an error!”?	5

Public Users

Logging Into the Public Access District Forms Manager

- 1) Simply visit https://www.astihosted.com/<abbrev>/Forms/public/pub_selectform.asp where <abbrev> should be replaced with your district's abbreviation.

Forms Tab

Filtering the available forms by form category

- 1) To filter the available forms by *Form Category*, select the name of the form category that you would like to view from the *Form Categories* dropdown box.
- 2) A list of forms that match your search criteria is displayed.

Submitting a form

- 1) Under the *Form Name* column, click on the name of the form that you would like to submit.
- 2) Fill out the required information on form.
- 3) Enter your name in the *Your Name* text box (the administrator may turn off this box).
- 4) Enter your e-mail address in the *Your E-mail* text box (the administrator may turn off this box).
- 5) Enter your e-mail address again in the *Confirm E-mail* text box. The address must be the same with what you entered in the *Your E-mail* text box (case insensitive) to avoid mistyping.
- 6) Select the approver that you would like to route the form to from the *Send to Approver* combo box. A list of the available approvers for the next routing level is automatically displayed in this box.
 - a) If there are many approvers, submitter can click the search icon to search approver in the pop-up "Search this level's approver" panel. In the search approver panel, submitter can type approver's name to search an approver, and then select an approver by checking the radio button after approver's name. Click "OK" button, return the submit form page, the approver will be selected in the Send to Approver drop down list box.
- 7) Click Submit.
- 8) A message window may appear, asking if you would like to print the form.
 - a) Click **Yes** to print the form.
 - i) The print window will appear.
 - ii) Configure your printer to print the form.
 - iii) Click **Print**.
 - b) Otherwise, click **No**.
- 9) The form is submitted and an e-mail is sent to the specified approver.

Frequently Asked Questions (FAQs)

User: How do I view the forms that I submitted after they have been approved/denied?

If you entered your e-mail address when submitting the form, you will receive an e-mail, which includes a link to the read-only information page of the form you submitted. The administrator may turn off the e-mail address text

box, and in this case you will not be able to access the submitted forms.

When I try to access the application, why do I get a web page with the error message: “Caution: There has been an error!”?

If you receive this error, try restarting your browser. If the error persists, your browser’s cookie security level is set too high, blocking access to the application.

To configure Internet Explorer to allow access to the application:

- 1) Click the Start Button.
- 2) Click *Settings*.
- 3) Click *Control Panel*.
- 4) Double-click on “Internet Options”.
- 5) Select the *Privacy* tab
- 6) Set the *Settings* slider to no higher than Medium. If there is no slider, click the **Default** button, and it should appear.
- 7) Click **Apply**.

To configure Netscape 7 and above to allow access to the application:

- 1) Open Netscape
- 2) Click *Edit*.
- 3) Click *Preferences*.
- 4) Under the "Privacy & Security" tab, click "Cookies"
- 5) Select "Enable all cookies".
- 6) Click **OK**.