Instructions for Managing Machform Online Forms

Below are instructions for Chairs and Program Directors who will be approving forms through Machform.

Navigating Machform

1. You will receive notification of student request via email
   - Click “View Entry” to view the online form in Machform.
   - If you do not see “View Entry” use the following link to login to Machform:
     https://forms.sju.edu/advsupport/index.php

2. Log into MachForm with your Username and Password
   - Username: Your SJU Email
   - Password: For those who have not logged into Machform previously, your temporary password was sent to you via email (Machform was the sender). Contact casadvising@sju.edu if you have problems with login.

3. Review the student’s request. To take action on the form, click “Edit” in the top right corner.
4. Enter all information requested in the Chair/Program Director Approver section, add any additional comments, and then click “Save Changes” at the bottom of the form.

5. At the top of the form, you can enter notes in the “Add Note” box, if needed (see picture below).

6. Click “Approve” to send the form to the next person in the workflow.
   - Please Note: For the Major and Minor forms, please click “approve” even if you are not recommending the major or minor for the student. This will forward it to the next person in the workflow.
   - If you are not recommending the major or minor for the student, you are asked to inform the student of this decision.
   - Please remember that notes you might make in the Machform are viewable to the student.
7. When your form is complete, your name will highlight in green with a checkmark on the workflow list.