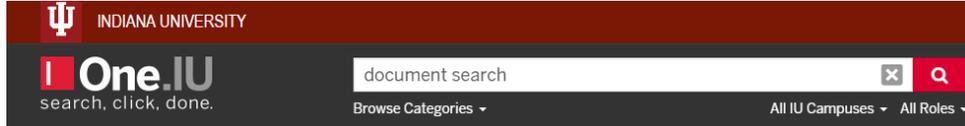
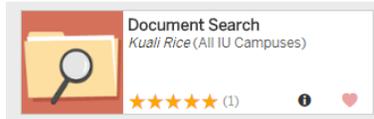


SEARCHING FOR EDOCS

1. Go to One.IU
 - a. Search for the “Document Search” task.



- b. Click on the icon. **Add this task to your Favorites for future use.**



2. Use the Basic Search features. When searching for graduate eDocs, you must always type in **sis.adm.nonugrdapp** into the “Document Type” field. Allow a few seconds for the remaining identifiers to load.

Basic Search (Advanced)

Document Id	<input type="text"/>
Document Type	<input type="text" value="sis.adm.nonugrdapp"/> <input type="button" value="Q"/>
Initiator	<input type="text"/> <input type="button" value="Q"/>
Created Date	<input type="text" value="mm/dd/yyyy"/> to <input type="text" value="mm/dd/yyyy"/>
Institution	<input type="text" value="Campus ..."/>
Academic Group	<input type="text" value="School ..."/>
Career	<input type="text" value="Career ..."/>
Application Center	<input type="text" value="Application Center ..."/>
Program	<input type="text" value="Program..."/>
Plan	<input type="text" value="Plan..."/>
Admit Term	<input type="text"/>
App Number	<input type="text"/>
UID	<input type="text"/>
<input type="button" value="Search"/> <input type="button" value="Clear"/>	

- a. You can search for eDocs by application number, document number, or by UID.
 - i. **Application Number:** Find at the top of the eApp.



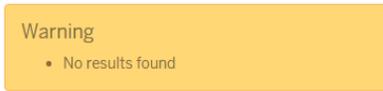
Application Number: IU + 9-digit number

1. ***Note:** Keep “IU” in front of the number in your search.
 - ii. **Document Number:** Located on the top right of the eDoc

Doc Nbr: 8-digit number	Status: ENROUTE
Initiator: sise	Created: 11:13 PM 12/28/2016

- iii. **UID:** Locate in SIS or the eDoc (referred to as Employee ID)

- b. *For best results, only fill in one of these identifiers.
 - i. It is not necessary to fill in the Institution, Career, Program, Plan, etc. Filling these in often results in an empty search.



- 3. Perform your search. (We used the UID in this case.)
 - a. The results should return information at the bottom of the page.

Basic Search (Advanced)

Document Id:

Document Type:

Initiator:

Created Date: to

Institution:

Academic Group:

Career:

Application Center:

Program:

Plan:

Admit Term:

App Number:

UID:

Recent Searches

- Doc Type=sis.adm.nonugrdapp:

Favorite Searches

- IU ID:

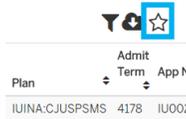
2 documents match your criteria.

Document Id	Document Type	Title	Status	Initiator	Date Created	Approvers	Institution	Academic Group	Career	Application Center	Program	Plan	Admit Term	App N
██████████	Graduate Admissions Application	Graduate Admissions Application - Franklin, ██████████	ENROUTE	SISE	12/26/2016 8:53 AM		IUINA	IUINA:SPEA	IUINA:GRAD	IUINA:GRAD	IUINA:SPEA5	IUINA:CJUSPSMS	4178	IU002

- b. Click on the **Document ID** link to open the eDoc.

Document Id	Document Type	Title	Status
LINK	Graduate Admissions Application	Graduate Admissions Application - Franklin, ██████████	ENROUTE

- 4. **Tip:** Click on the star icon in the lower right-hand corner to save your search for next time.



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