Welcome to Cabrillo College e-FORMS

Please submit ONLY forms that are 'Missing' or were requested.

Not sure which forms are 'Missing'? Check 'My Documents' in WebAdvisor.

New terms:

Archived – means it has been sent to your file. Most forms go directly here. All forms from the Financial Aid 'General' group go directly here. These forms can be seen by clicking on the "Completed" icon.

Approved – means we have received the form. It does not mean the form has been reviewed.

Denied – means the form is being returned to you for the reason specified in the comments section.

- Library: Document Library. This will take you to the Library of forms. To complete a e-FORM click on the name of the form. Forms are organized in groups.

- Drafts: Saved Drafts. This is where your drafts are stored if you save a form before submitting it.

- Inbox: Inbox/Received Documents. This is where you will find forms that have been returned to you or sent to you directly from a staff member.

- Submitted: Submitted Documents. This is where you will find forms submitted from these form groups: Follow-up Forms, Appeal Forms, Loan Forms

- Completed: Completed Documents. This is where you will find forms that have been "Archived" (see above) or submitted from the General Forms group.

- Print: Click here to print.


- Settings, Reports: These icons are for staff use only.

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Important! Help us to serve you better! Check that we have your correct address, phone, and email by clicking on "Verify/Change My Contact Information" below. Why is this important?

eFORMS is accessible from your WebAdvisor Students menu and the My Documents page.

Make sure you allow ‘Pop-up’s’ before accessing eFORMS.
Enter your WebAdvisor ID and Password.

**Note:** First time users must activate their account and set their password **BEFORE** they can log in. Follow the link in the blue box to activate your account.

This will take you to the eFORMS Login Activation page.
Enter information requested.

Your password can be anything you choose.

**Note:** This password is not connected to and will not affect your WebAdvisor password however we recommend you make it the same as your WebAdvisor password so you only have one to remember.
You will see this once you have successfully activated your password. You may now go back to the eFORMS login page and login to access your forms. Close this window or tab to get back to the eFORMS login page.

**Note:** If you cannot activate your account you will see either of these error pages. Click on the eforms assistance link and complete the eFORMS help web form. You will receive an email response within two business days.
Enter your username *(shown on activation page)* and password you set on the eFORMS Login activation page.

Scroll down for links to eFORMS FAQs/help form and WebAdvisor.

**Note**: If you get a *Username Incorrect* message and cannot log in. Click on the eFORMS help link in the blue box (you will have to scroll down) and complete the eFORMS help web form.

You will receive an email response within two business days.
When this screen appears, you have logged into your eFORMS account.

Doc-e-Fill is the software provider of eFORMS.
To access the Library of Forms, click on the “Book Shelf Icon.”

When you click on the “Book Shelf Icon” the Library of Forms is listed on the left.

Financial Aid forms are broken into form groups. Forms requested under the ‘My Documents’ page in your WebAdvisor account are found in the ‘General’ forms group.

To complete an eFORM, click on the name of the form.

Note: Please submit ONLY forms that are “Missing” or were requested. If you are not sure which forms those are check under the ‘My Documents’ page in your WebAdvisor account.
The form you selected appears on the right side of the screen.
Certain fields are pre-filled on the form such as your name, ID, major and academic program.

Complete the form by following the directions on each form and providing the requested information.
There is a COMMENTS box provided on each eFORM.

Use this area to share any additional Information that is relevant to evaluating your request or processing the form.
On the bottom of certain forms, there may be a routing box. Choose destination based on your LAST name or, if no other option, the default location.

This form routes from the Student to the Advisor.
If you wish to submit additional documentation, you may do so by clicking on the Attachment button at the bottom of the eFORM (must be a PDF file).

You may also submit additional documents by:

⇒ Emailing as an attachment to financial.aid@cabrillo.edu

**Attachments must be a Word document or PDF file.**

⇒ Bringing to our front counter or leaving in the Drop Box located outside of the 100 bldg. on the Aptos Campus.

⇒ Faxing to 831-479-5016

⇒ Mailing to Cabrillo College Financial Aid & Scholarships Office
Save Draft – Saves a form as a draft document to complete later.

“Draft Icon”
Click to view any form saved as a Draft.
“Inbox/Received Documents Icon”
Contains all eFORMS that have been returned for your review or sent to you as a follow-up document.
The "Submitted Icon"

Displays forms previously submitted from the Financial Aid-Adjustments and Appeal form groups. Once these forms have been reviewed you will be notified by email and they are then moved to your "Completed" folder.
The “Completed Icon”

Saves a copy of every eFORM you submitted that has been archived.

All forms from the Financial Aid-General form group are automatically archived when you submit them.
Let’s complete an Electronic Consent form.

Click on the form.
Your name and ID are automatically filled in, you just need to sign the form by typing in your full name and checking the “I accept” box.

When you are done, click Submit and the form will be sent to our office.
WHAT IS AN eFORM?
eFORMS are electronic forms available for student use. The eFORM is linked to the student's WebAdvisor account and because the student logs-in to activate the eFORM, the eFORM is pre-filled with the student's information.

DOES THE STUDENT PRINT THE eFORM?
No. eFORMS are electronic forms and designed to be completed and routed electronically. There is a print option if you would like to keep a paper copy for your records but you do not need to print the form for our office.

HOW IS THE eFORM APPROVED BY THE DEPARTMENT?
Once the student completes the eFORM, the student clicks the 'SUBMIT' or 'SEND' button. Once the Financial Aid office receives ALL of your requested forms, your file will be reviewed.

IS ANY SPACE PROVIDED ON THE eFORM FOR COMMENTS?
Yes. eFORMS provides an area that allows the student and the department to comment, ask questions, or provide additional clarification.

IS THE eFORM THE SAME AS A PAPER FORM?
No. eFORMS are designed to be used on a computer and utilize series of skip logic, drop-down boxes, radio buttons, and forced-fill areas to guide the student through the form and help simplify completing the form.

CAN STUDENTS STILL USE THE PAPER FORMS?
Once a form has been redesigned to an eFORM, the 'paper' form is eliminated and students use the eFORM.

HOW DOES A DEPARTMENT LOOK AT THE eFORMS?
The department receives an exact copy of what you completed.

HOW IS THE eFORM FILED?
Once the eFORM is completed, it is routed to the student's file. There is a nightly batch job run that moves all completed eFORMS into the student's file.

See our FAQs page for more answers to specific questions.