We recommend using Mozilla Firefox, Safari, or Google Chrome for optimum functionality.

How to Get to the Forms Application

You can get to the Forms Application in two ways.

Option 1

- 1. Go to my.fresnostate.edu to sign in
- 2. Click on the Forms Portfolio link



3. Click on Electronic Forms link

Main Menu >	
Forms Portfolio	
Electronically Delivered Forms and Processes for the University Replaces the Informed Filler application.	
Listing of all Electronic Forms available for your use.	This page shows all the Bizflow Electronic Forms and Processes that you have started. You can see the form itself and in some cases print and copy those forms.
Shared Forms This page shows all the Bizflow Electronic Forms and Processes that are shared with you by other users.	This page shows all the Bizflow Electronic Forms and Processes that you are sharing with others.

4. Go to the **University** section and click the **Key Request** link. If the Key Request link does not appear on your menu, click on the Customize Selections link.

	Main Menu > Forms Portfolio > Electronic F	orms		
an's	B Page Workflow			
Ð	Forms Portfolio			
a I rem	ink below to view the selected item. Or click the link nove items from your start page.	labeled Customize Sel	ections to	
Re	commended			
isto	omize Selections			
elc	Documentation			
k	User Guide for Forms Portfolio	PDF Form	This is a how-to guide for working with the electronic forms available in the Forms Portfolio in My Fresno State.	Details
mp	bloyee			
mp M	Noyee Business Traveler Account	Electronic Form	The Business Traveler Account Action Request is used to activiate or terminate Business Traveler Account enrollment. The enrollment can either be for an employee as a Traveler, or for an employee as a Travel Arranger.	Details
mp A	loyee Business Traveler Account nce	Electronic Form	The Business Traveler Account Action Request is used to activiate or terminate Business Traveler Account enrollment. The enrollment can either be for an employee as a Traveler, or for an employee as a Travel Arranger.	<u>Details</u>
mp ★ ina	loyee Business Traveler Account nce Adjusting Budget Journal (ABJ)	Electronic Form	The Business Traveler Account Action Request is used to activiate or terminate Business Traveler Account enrollment. The enrollment can either be for an employee as a Traveler, or for an employee as a Travel Arranger.	Details Details
mp k ina k	aloyee Business Traveler Account Ince Adjusting Budget Journal (ABJ) Inan Resources	Electronic Form	The Business Traveler Account Action Request is used to activiate or terminate Business Traveler Account enrollment. The enrollment can either be for an employee as a Traveler, or for an employee as a Travel Arranger.	Details
ina k	Business Traveler Account Business Traveler Account Adjusting Budget Journal (ABJ) The Resources Employee Performance Appraisal & Skill Enhancement Plan - Athletics Corporation	Electronic Form Electronic Form Electronic Form	The Business Traveler Account Action Request is used to activiate or terminate Business Traveler Account enrollment. The enrollment can either be for an employee as a Traveler, or for an employee as a Travel Arranger. The Adjusting Budget Journal is used to transfer budget funds from PeopleSoft accounting chartfield location to another.	Details Details Details
ina k lun	Ince Adjusting Budget Journal (ABJ) Adjusting Budget Journal (ABJ) Ana Resources Employee Performance Appraisal & Skill Enhancement Plan - Athletics Corporation Persity	Electronic Form Electronic Form Electronic Form	The Business Traveler Account Action Request is used to activiate or terminate Business Traveler Account enrollment. The enrollment can either be for an employee as a Traveler, or for an employee as a Travel Arranger.	Details Details Details

Option 2

- 1. Go to https://forms.fresnostate.edu/
- 2. Click on the Login link.
- 3. If you are already signed into a Fresno State application then you will be automatically logged in after clicking Login. If you are not signed into any Fresno State application, then sign in with your Fresno State credentials using your username and password. Click **Login**.



How to Approve or Deny a Request

- 1. Go to My WorkItems.
- 2. Select **Key Request** from the **Document Type** list. Under **My WorkItems**, it will give you a list of all of the requests that you need to take action on.
- 3. Click on the Doc.ID of the request you want to process. The request form will open up for you to review and approve/deny.

FRESN@STATE Discovery. Diversity. Distinction.				Logged in as: TEST02			
			Home	My Workitems	My Forms	e-Forms	C Logout
Document Type: Key Request Show 10 Hentries Search:							
Doc.IDomitted By	Date Submitted	Document Type	Descr	ription			φ.
3935907 Student2 Tester2	2019-03-08	Key Request		KEY REQUEST	FOR STUDEN	NT1 TESTER	1
Showing 1 to 1 of 1 entries Previous 1 Next							

- 4. After reviewing the request you can approve or deny the form.
 - ✓ To Approve click on the Approve button at the bottom-left of the form. The below Task Success! message will appear and click on the Close Window button.

Task Status	×
Task Success!	
rush Guodos:	
	Close Window

- ✓ To Deny click on the **Deny** button.
 - When you click Deny, you will be required to enter the reason you denied the request. Then click **Save Changes**. The requestor will have the ability to view your notes for the denied request.

Task Status	×
250 characters remaining	6
	Close Save changes

Once you approve or deny the request, the process will no longer be listed under your My WorkItems.

FRESN@STATE Discovery. Diversity. Distinction.							
Key Request							
Access is being requested for emplo	yee or student/studen	t employee					
 Contact Information 							
Employee/Student ID*	Name*						
10000001	Stud	ent1 Tester1					
E		Dhama					
ihowell@mail fresnostate edu		Phone					
Department* 11111 - Department Test 1							
 Keys Requested * 							
Key Type* Metal Key	Replacement?	Building* INDUSTRIAL TECHNOLOGY (GROSSE INDUSTRIAL TECH)	Access Level Door Key	Room* TECH SERVICES KEY (IT 156, NG 118 IDF)	Lockbox?	Ê	
+ Add Row							
✓ Purpose							
(Justification required for master	level key or student)						
						le	
Approve Deny						View Notes	