

WEB BASED COMMON FORMS

http://www.nicholls.edu/ir/db/CF_test/flogin.php

Assessment and Institutional Research

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BASIC INSTRUCTIONS TO ENTER DATA INTO COMMON FORMS:

- "Web based Common form Entry System" is **better accessed in Internet Explorer.**
- Click on "**Site map**" on Nicholls home page. Click on "**Assessment & Institutional Research**" link. Click on "**Common Forms**" option. Click on "**WEB BASED COMMON FORMS ENTRY SYSTEM**" to login.
- The user name is your login name at the group wise web access. For example ABCD-EF. The password is "nsu2008" for the first time login.
- After logging in, Click on "Profile" which is on the top most line. You can check your details, change them and click on update. There is a "Change password" option where you can give the old password which is "air231" and set a new password.
- If you forget your password, click on "Forgotten your password?". Enter your username. An email will be sent to the email address on your profile with the system generated new password. This process might take few minutes. (THIS OPTION IS IN THE LOGIN SCREEN)
- There are 3 major options in Common Forms. Teaching, Research/Creative work, Service. Click the options under that.
- To add a record, click on "Add" and a window pops up. Fill the data and click "SAVE" button. Please enter data in one window at a time. Do not open Multiple "Add" windows as it might not save the data properly in the database. (***IF YOU HAVE A POPUP BLOCKER THEN THE ADD WINDOW MIGHT NOT POP UP. HOLD THE CTRL KEY ON YOUR KEY BOARD AND CLICK ON THE ADD BUTTON IF YOU FACE THIS SITUATION***)
- Check the check box (last option) and click the "when selected delete" button to DELETE that record. A new screen appears to confirm the delete. Click on "Delete" option to delete the record or click on "Cancel" option to cancel the deletion. DATA ONCE DELETED WILL BE PERMANANTLY REMOVED FROM THE DATABASE.
- Click on "Logout" button located on the top right side of the screen.