

WEB BASED COMMON FORMS
http://www.nicholls.edu/ir/db/CF_test/flogin.php
Assessment and Institutional Research
(985) 448-4006

Renee G. Hicks
Director

Renee.Hicks@nicholls.edu

Kiran Gangeyula
Research Assistant

Kiran.Gangeyula@nicholls.edu

BASIC INSTRUCTIONS TO VIEW DATA IN COMMON FORMS:

- The 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 DH (means department head) followed by your login name at the group wise web access. For example DHABCD-EF. This need not be in upper case because user names are not case sensitive. The password is "air231" for the first time login.
- Click on the "Edit Profile" option from the top menu and enter your information and click on “Update”. The system will update your details after you logout. You cannot see the changes you made immediately. Email address given should be a genuine, working address. New passwords (in case you lose yours) will be sent to the email address you mention in the email column.
- Click on the "Change Password" option from the top menu and enter your old password (air231) and your new password. Click on "Update" button to update your 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.
- Department head login is not for data entry. You can view your department’s faculty’s records. Click on Teaching to see all your faculty’s teaching records. Click on other options to see the respective records.
- The print option opens a window with all the records. The print window will appear automatically. You can either click on “Print” or click on cancel and view the page. Use “Save or Save as” options on the menu bar to save these records as html pages.
- Click on “Select all” and copy and paste the data in MS-WORD or MS-EXCEL. You can then save it in either format.
- Click on "Logout" button located on the top right side of the screen. Once you have completed verifying your department’s entries, please notify Phyllis Daigle at 4006. The system will be locked for 2005 once we receive notification from all departments. New 2006 entries may be made all year.