Using Cabrillo College eForms
Welcome

• Welcome to Cabrillo College eForms!
Activate Your eForms Account

- You must first access WebAdvisor, when you first log in to WebAdvisor, your eForms account is activated automatically.
- If you have already activated a WebAdvisor account using your seven-digit Cabrillo ID, you are ready to log in to eforms.
Log In to Web Advisor

- Use your seven digit Cabrillo student ID number and password
Access Your eForms

- eForms are accessible from your WebAdvisor Students menu and the My Documents page.

- Make sure you allow ‘Pop-up’s’ before accessing eForms.
Logging in to eForms

- Log in using your Web Advisor username (Cabrillo seven-digit student ID) and password
Overview

Two main areas

- Flow
  - Inbox
  - Activity

- Forms
  - Forms
  - Drafts
Forms

- This is will usually be your first stop in eForms
- Forms are broken into form groups by department and are listed alphabetically

- AR – Admissions & Records
- CO – Counseling
- FA – Financial Aid
- SS – Student Services
Find the form you need

- You can scroll through the list of forms
- OR
- Just start typing in the search bar to narrow the list of forms
Complete an eForm

- To complete an eForm, click on the name of the form.
- 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.
- When complete click “Submit”
Inbox

- Contains all eForms that have been returned for your review or sent to you as a follow-up document.
Activity

- Activity shows all the forms you have submitted.
- Open any of your submitted forms and you can view the history for that form (department approvals, comments, etc.).
History

- Open the form and click the history button.
- Staff leave notes that you can read in this area.
History

- Open the form and click the history button.
- You can see what has happened to your form, where it is in the work flow, and any comments left for you.
- eForms will be autosaved to drafts; there is no save button
- Drafts will show all forms you have accessed or viewed without submitting
- You may delete drafts or submit them
Delete Drafts

- Click on Drafts
- Then edit
- Then select & delete draft(s)
Reference Only & Parent PDF Forms

- Some forms – such as Dual Enrollment forms must be printed, signed, and submitted in person or via email, or regular mail.

- Submit additional documents by:
  - Emailing as an attachment to webreg@cabrillo.edu for Admissions and Records or financial.aid@cabrillo.edu for Financial Aid.
  - Bringing to our front counter in the Welcome Center on the Aptos Campus or to the Watsonville Center Student Services area.
  - Mailing to Admissions and Records or Financial Aid as appropriate

- Some forms are reference only – you cannot submit these forms