

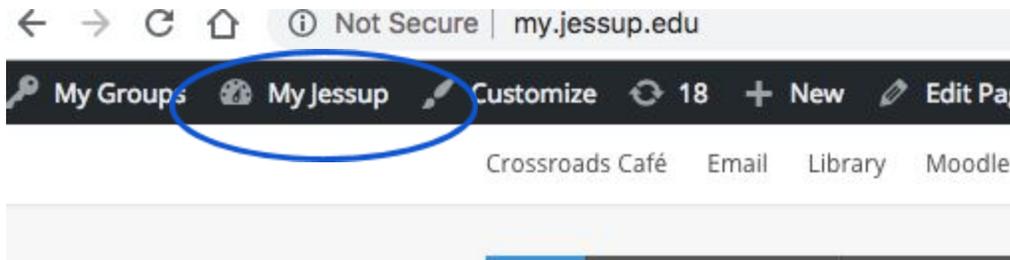
## How to: Create and Post a Form

IT recommends using gravity forms on my.jessup.edu for requesting information. Examples of when these forms are used:

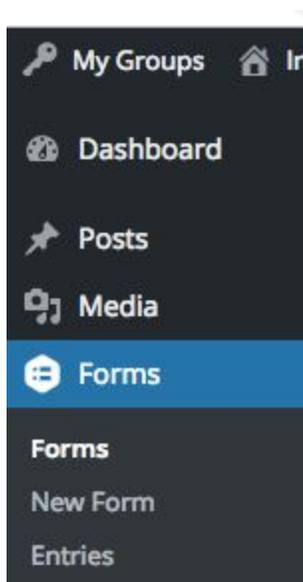
- Ticket Systems
- Student Care Reports
- Petitions / Forms
- Parking Permit Requests
- Commuter Locker Requests

### Create a Form:

1. Navigate to my.jessup.edu and sign in with employee credentials
2. Browse to the specific page that the form will be hosted on (if you have a department page, this would be recommended)
3. When signed into my.jessup.edu on the top left side of the webpage, a black bar with the name of the site will show up. Click on it to go to the *Dashboard*



4. Go to the Dashboard
5. Hover over "forms" on the left vertical menu



- 6.
7. Click "New Form"

8. Give the form a title and description (use the description as an opportunity for clear and concise communication between users who might share the form)
9. Continue in creating the form:
10. The “Standard Fields” listed above are all question options. Feel free to try different types of questions and set them to what your department needs.
11. To save the form, select “update form”

The screenshot displays a 'Form Editor' interface. At the top, it shows 'ID: 18' and 'Form Name: Test Form'. Below this are navigation tabs for 'Form Editor', 'Form Settings', 'Entries', and 'Preview'. The main area is titled 'First Question' and features a dropdown menu currently set to 'First Choice'. Underneath, there are three checkboxes labeled 'First Choice', 'Second Choice', and 'Third Choice'. A large text area labeled 'Please Explain:' is positioned below the checkboxes. On the right side, a 'Standard Fields' panel is visible, containing buttons for 'Single Line Text', 'Paragraph Text', 'Drop Down', 'Multi Select', 'Number', 'Checkboxes', 'Radio Buttons', 'Hidden', 'HTML', 'Section', and 'Page'. Below this panel are sections for 'Advanced Fields', 'Post Fields', and 'Pricing Fields'. At the bottom right, there are two buttons: 'Move to Trash' and 'Update Form'. A blue circle highlights the 'Standard Fields' panel and the 'Update Form' button.

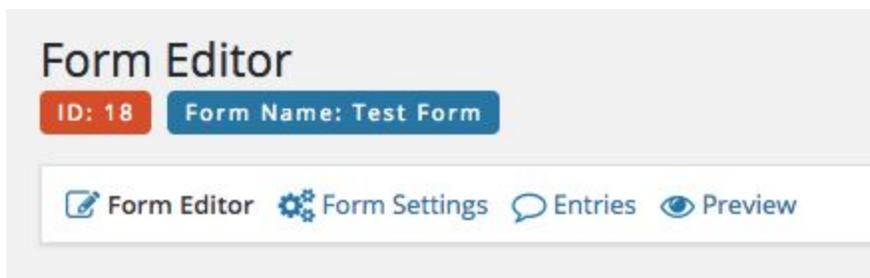
## Posting a Form:

Now that the form has been created, it is housed behind the scenes (the dashboard) of your my.jessup.ed page. In order for people access it, the form needs to be posted on either a Page, or a Post.

1. Be sure you are signed into my.jessup.edu
2. Find the page that you want the form to show up on. For example, for student life the student care report will show up on the main student care page.
3. Go to the Dashboard
4. Find the Page
5. Click “edit”
6. Click “add form”



7. In a new tab, go back to the form created earlier (my.jessup.edu → Dashboard → Forms)



8. Grab the Form name, and ID (pictured above) and insert them into the Page

### **Finding Form Results / Entries:**

1. Go to [my.jessup.edu/](http://my.jessup.edu/)(page that hosts form)
2. Sign into [my.jessup.edu](http://my.jessup.edu/)
3. Go to the Dashboard
4. Click on "Forms"
5. Find the specific form
6. Click "entries"

## Setting up Email Notifications for Form Entries:

1. Sign into my.jessup.edu
2. Go to the specific form
3. Click on “form settings” → “notifications”
4. Fill out information to set up notification (you can follow the attached image for guidance)

5.

The screenshot displays the 'Form Settings' interface, specifically the 'Notifications' tab. On the left, a sidebar menu includes 'Form Settings', 'Confirmations', and 'Notifications'. The main content area is titled 'Admin Notification' and contains the following fields:

- Name:** Admin Notification
- Event:** Form is submitted
- Send To \*:** Enter Email (selected), Select a Field, Configure Routing
- Send to Email:** cmptitions@jessup.edu
- From Name:** Alternate Chapel Petition
- From Email:** {Email:5}
- Reply To:** (empty)
- BCC:** (empty)
- Subject \*:** {form\_title} submitted for {Name (First):3.3} {Name (Last):3.6}, {Student ID Number:4}
- Message \*:** {all\_fields}

The 'Message' field includes a rich text editor toolbar with options for bold, italic, text color, background color, bulleted list, numbered list, quote, indent, outdent, link, unlink, table, and insert image. The 'Visual' and 'Text' tabs are visible at the top right of the editor.