

Drop Form

Registration Process

- 1.) Go to the e-forms website. Either navigate to the www.robesson.edu website and use the quick links menu to click on e-forms, or just go to the address bar and type in info.robesson.edu.
- 2.) The first time you do a drop you will need to register as an instructor.

Username

Password

[Forgot your Password?](#)

Use Windows Authentication

LOGIN

Don't have an account yet?



Student Registration

[Register as Student](#)



Instructor Registration

[Register as Instructor](#)

Registration is a 2-part process. In the first part you will enter the info requested below. The second part of the registration process will need your 7-digit student or employee number. Your last name capitalized as needed, Date of Birth, and last 4 of your SSN. Make sure you click the save button on this second page. If for some reason you do not see a save button for each page, contact the IT Helpdesk!

Register

First Name

Last Name

Email Address

Username

Password

Colleague ID

Last Name

Date of Birth

Last 4 SSN

✓ SAVE

Instructions

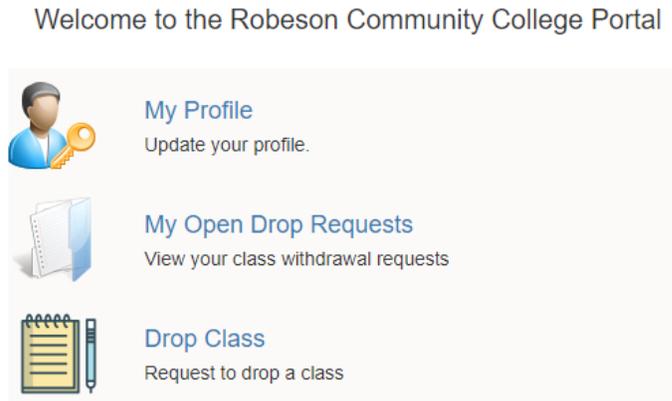
Please use your Robeson username and password above to register your account. Enter your username as Domain\Username for example win\johndoe. You will be required to enter information to validate your account.

✓ SAVE

- 3.) If you have previously registered you can login with your username. Please be sure to use win\USERNAME format for the username and then use your campus network password. If you are the user logged into the PC, you can also use the checkbox and click the login button.

Drop Class Process

1. When you log in, if your account registered properly you should currently have 3 options on the portal page when you log in.



My Profile – is to update your account profile info if you need to

My Open Drop Requests – will show any drop forms that you have initiated

Drop Class – This is the option as an instructor or student to actually initiate a Drop Form

2. It will ask for a Student ID number (Please note this has to have all 7 digits) and is the Student ID, not your instructor ID. It will also, ask for the semester (it should default to the current semester) then it will pull back the course info for the student on that semester.

Student ID

Term 2019FA ▼

✓ SAVE

3. Highlight the course you would like to drop and click on the continue button.
This will take you to the drop form itself, and allow you to choose the reason for the drop, pass/fail, grade at time of drop, official drop date, last date attended class, and sign the bottom of the form. The Instructor form does not need a student signature, but does require an instructor/advisor signature.
4. Click save at the bottom of the form. This will move it to the next step in the process. Students -> Instructors -> Records and Registration. If you initiated the drop you will be able to see where it is in the process with the My Open Drop Requests section of the portal.