Job Aid for Accessing IWS Archive forms

1) The *Interim Workflow Solutions* (IWS) Archive can be accessed from our *UTShare* web site by going to the *UTShare/PeopleSoft Resources* Dashboard page.

2) In the *Dashboard* page, click on the *Interim Workflow Solutions* web link.
3) You will be required to log into SharePoint Online by typing in your UTSA email address and hit Enter where you will be re-directed to a Sign In page.

4) You will be re-directed to a Sign In page to log into SharePoint Online/Office 365.
5) At the home page of the *PeopleSoft IWS* site, you will have access to the current IWS forms as well as the *IWS Archive* site links in the yellow column which now resides in SharePoint Online/Office 365.

6) Hover over one of the form links to access a particular archived form. Below is an example of retrieving a “Create a Position Requests” form. Click on the document type hyperlink.
7) Next, you will be directed to a list view page for the “Create Position Requests” list. This list contains all Create Position requests that you submitted (from May 1, 2014 to March 27, 2016). Example: Here, you can view one or more forms in this list by clicking on a hyperlink under the Form Name column.

The form begins to load:

8) Then, you will see the “Create Position” form that you selected from the list.
Note, if you see a popup warning message before the form appears, click the OK button to continue. You should then see the form submission. If you see an access denied message, contact SPOC at x7762 or submit a SPOC ticket.

9) After you are done viewing the form, click the Close button.

You will be sent back to the form list or in some cases, to the home page of the IWS archive site.