

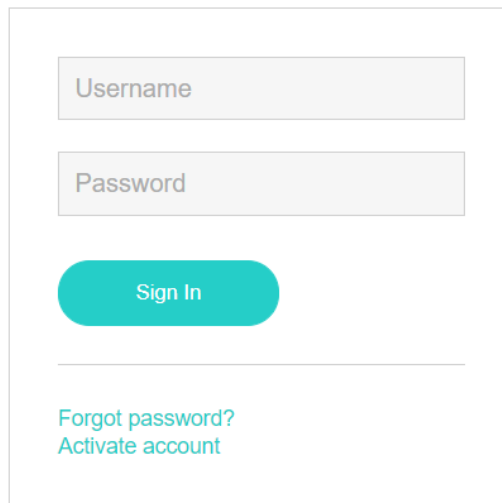
Enrollment Services

E-forms Instructions

- Go to inside.artcenter.edu using the preferred browser, **Firefox**.
- Type in your Username and Password, then click “Sign In”

Access all things ArtCenter.

Sign in to continue.

A screenshot of a login form. It features two input fields: 'Username' and 'Password'. Below these fields is a teal 'Sign In' button. At the bottom of the form, there are two links: 'Forgot password?' and 'Activate account'.

Need help? Contact the Technology Help Desk at helpdesk@artcenter.edu or 626.396.2390.

- After logging in you will be brought to the Inside ArtCenter homepage.
- Search for Enrollment Services from the Inside search field.



[My Account](#) [Academics](#) [Student Services & Resources](#) [Campus Information](#)

Welcome, Reg

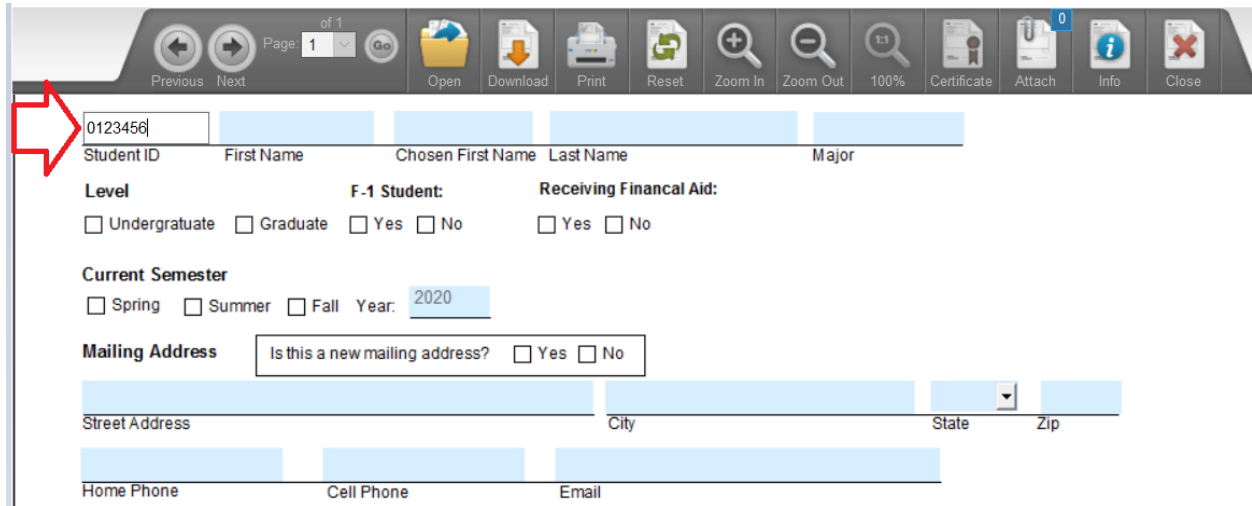
Enrollment Services



- Click on “**view**” Enrollment Services to be directed to the Enrollment Services webpage.

Enrollment Services

- Scroll to the bottom of the Enrollment Services webpage and select the appropriate e-form from the Forms section.
- Enter the ArtCenter student ID number starting with the leading zero in the Student ID field. Click the Tab key on the computer keyboard.

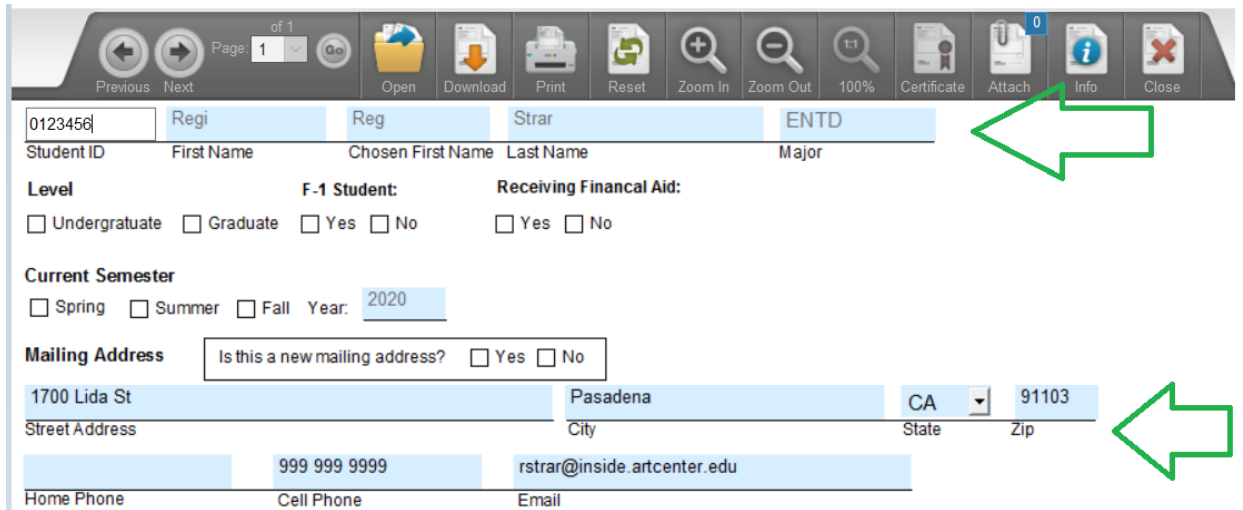


A screenshot of a web form for enrollment services. At the top, there is a toolbar with icons for navigation (Previous, Next), page control (Page 1 of 1, Go), and document actions (Open, Download, Print, Reset, Zoom In, Zoom Out, 100%, Certificate, Attach, Info, Close). The form fields are as follows:

0123456				
Student ID	First Name	Chosen First Name	Last Name	Major
Level		F-1 Student:		Receiving Financial Aid:
<input type="checkbox"/> Undergraduate	<input type="checkbox"/> Graduate	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Current Semester				
<input type="checkbox"/> Spring	<input type="checkbox"/> Summer	<input type="checkbox"/> Fall	Year: 2020	
Mailing Address Is this a new mailing address? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Street Address		City	State	Zip
Home Phone	Cell Phone	Email		

A red arrow points to the Student ID field containing the value '0123456'.

- The e-form will pre-populate with basic personal information (name, major, address, ArtCenter email, and telephone information).
- Confirm that the information is correct and update if needed.



A screenshot of the same web form, now pre-populated with data. The fields are filled as follows:

0123456	Regi	Reg	Star	ENTD
Student ID	First Name	Chosen First Name	Last Name	Major
Level		F-1 Student:		Receiving Financial Aid:
<input type="checkbox"/> Undergraduate	<input type="checkbox"/> Graduate	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Current Semester				
<input type="checkbox"/> Spring	<input type="checkbox"/> Summer	<input type="checkbox"/> Fall	Year: 2020	
Mailing Address Is this a new mailing address? <input type="checkbox"/> Yes <input type="checkbox"/> No				
1700 Lida St		Pasadena	CA	91103
Street Address		City	State	Zip
Home Phone	999 999 9999	rstrar@inside.artcenter.edu		
	Cell Phone	Email		

Green arrows point to the Major field (ENTD) and the Email field (rstrar@inside.artcenter.edu).

Enrollment Services

- Complete the remainder of the e-form. Form elements such as text boxes, drop-down boxes, and forced-fill fields are used to simplify and guide students through each form completion process.
- Confirm that select required fields and boxes have been filled out.
- Electronically sign and submit the e-form by clicking on **“Student Sign/Submit”**

Student Signature

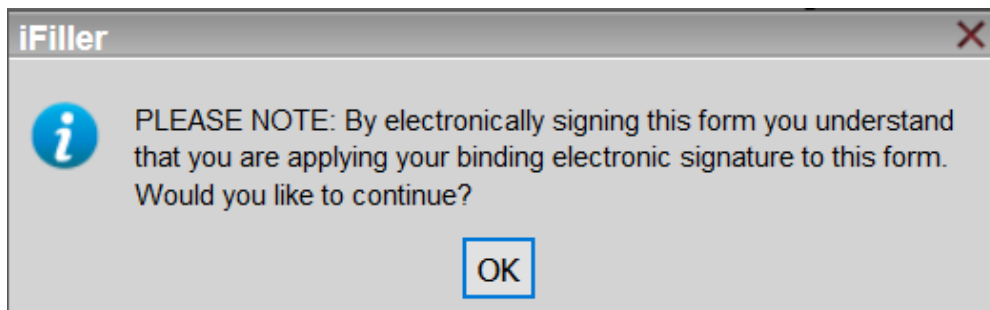
Student Signature

Date

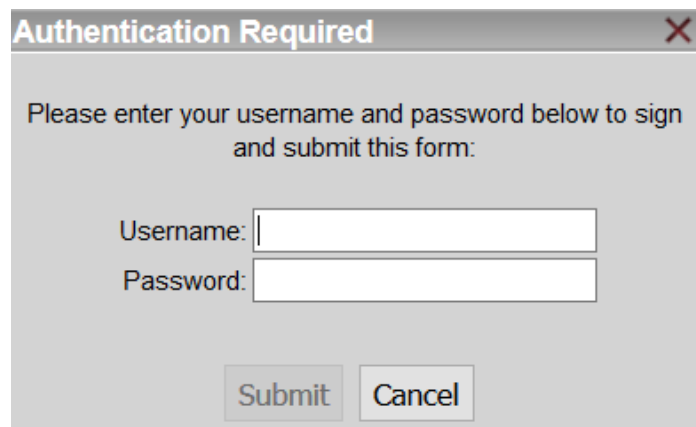
Student Sign/Submit



- Click **“OK”** to confirm consent of electronic signature.



- Enter ArtCenter credentials and click **“Submit”**



Enrollment Services

- The timestamp of your signature will appear on the e-form.

Student Signature

Strar, Regi

Student Signature

03/26/2020 16:00:38 PDT

Date

Student Sign/Submit

- The e-form is automatically routed to the appropriate department for review.