SUMMIT UNIVERSITY®

How to Complete Forms in the SU Student Portal

SU Tech Support

Video script text (12-15-16)

Occasionally, you will need to fill out a form for a specific class or program. This video will show you where to find forms in the SU Student Portal in Orbund and how to complete them.

Login to the SU Student Portal in Orbund at **http://online.summituniversity.org**. **Enter your username and password**, and **make sure that Student is selected for the Role**; then click **Login**. This will take you to your Dashboard in the student portal.

Click on **Reference** to open the Reference menu. **First, check to see if the form that you have been asked to fill out is listed in this menu.** If it is, **click on this link** and you will be taken to the area for this specific form. If you have not filled out this form before, this area will be empty. If you have completed this form in the past, you will see a list of previous forms that you have submitted.

If you don't see your form listed in the left-hand menu, click on Forms, which will take you to the general forms area, where you may see a list of past forms that you have submitted.

Regardless of how you access the Forms area, you always start a new form the same way. **To start a new form, click on the appropriate form title link in the right-hand menu under Student Forms and a new blank form will appear. Fill out this form** with the necessary information and then **scroll to the bottom of the page**. Here you will see an option to send a notification of the completed form to specific individuals. It is recommended that you **check the notification boxes listed, such as for the Registrar and for yourself,** as this will ensure that the correct individuals are notified of your completed form and that you will also receive an email copy for your records. After checking the boxes, click **Submit Form**. You should now see your form listed in the forms area.

To update an existing form, click on its title. Update any needed information, then scroll to the bottom, **check the notification boxes**, and then click **Update Form**.