

# MONMOUTH UNIVERSITY

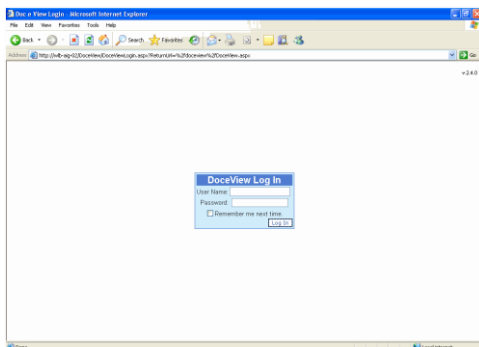
## DOC – e - VIEW

DOC-e-VIEW allows Monmouth University faculty to access the electronic file folder (e-FOLDER) for each student. Each student has a virtual e-FOLDER consisting of eight sub-folders. Important forms and documents are electronically filed in each of the eight sub-folders. The MAPPING CHART indicates how the documents are arranged for your ease in viewing.

### DOCUMENT MAPPING CHART:

<b>ACADEMIC ADVISING</b>	DEPT – Advising Notes DEPT – Correspondence DEPT - Miscellaneous FYE – First Year Documents
<b>ASRC as of 2007</b>	ASRC (Academic Standards & Review) Correspondence
<b>REGISTRATION DETAILS</b>	Add / Drop / Withdraw Credit by Exam Student Schedule Portfolio Assessment ExEd / Independent Study / Internships / Thesis Leave of Absence Application CRDL Letter
<b>ENROLLMENT INFORMATION</b>	Application / Test Scores / HS Transcript
<b>FERPA</b>	FERPA forms
<b>GRADES</b>	Midterm and Final Grade Reports Change of Grade Requests Dean's List Recognition
<b>GRADUATION</b>	Academic Audit Application for Graduation Substitutions / Waivers Change of Curriculum / Major / Minor
<b>NON-MONMOUTH COURSEWORK</b>	Permission to Take Courses at Another Institution Study Abroad Other College Transcripts / Transcript Evaluation PRAXIS test scores

**To access a student's e-FOLDER and view the documents contained within, select your WEBfaculty menu and click on e-FOLDER for the DOC-e-VIEW log in screen:**



#### LOG IN

- Enter your User Name and Password:
  - For users who already had DOC-e-SCAN access, it's the same login/password
  - For *NEW* users, it was provided in the email announcement
- Click Log In

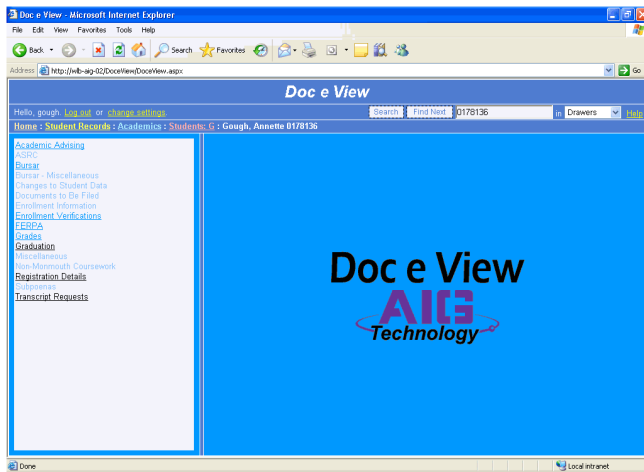
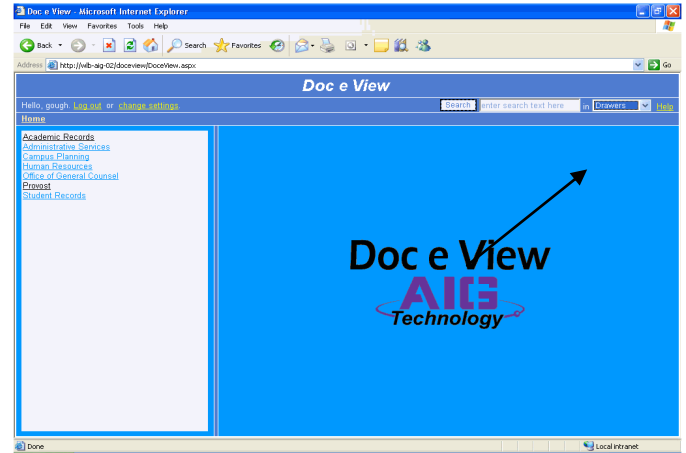
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## DOC – e - VIEW

To Change PASSWORD,  
click  
'Change Settings'  
(must be at least 4 characters)

### Search for a Student's e-FOLDER

- Select dropdown box to **Drawers**
- Enter student name (last, first)  
OR Student ID
- Hit Enter



### VIEW A DOCUMENT

- The left side of the screen displays folder names.
- Highlighted folders indicate the folder contains documents.
- Shaded folders are empty.
- Click on the folder you want to view.

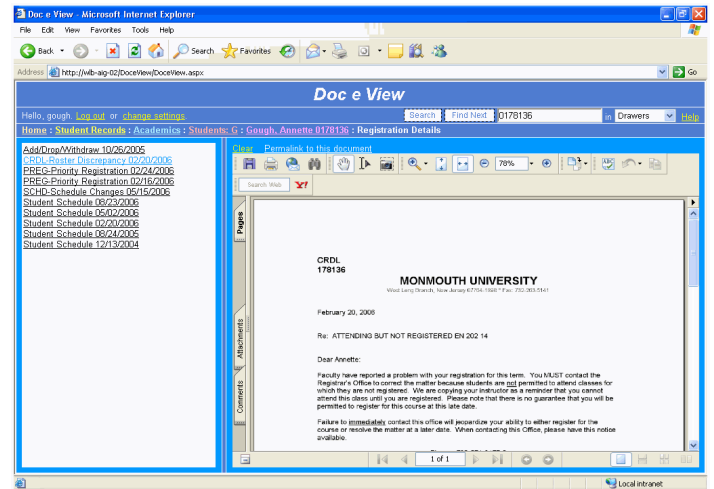
### See FILING SYSTEM for MAPPING

By selecting a folder, the list of documents is displayed.

Click on the desired document and it will open using Adobe on the right side of the screen.

### NOTES:

- To enlarge the document, you can use the adobe toolbar to increase or decrease the size.
- To **PRINT** a document, use the Adobe print icon.



### LOG OUT

Click on the LOG-OUT link in the toolbar.

### NEED HELP?

Laura Babbin (x-3533) or Lynn Reynolds (x-3531).  
AFTER HOURS e-MAIL to: [regol@monmouth.edu](mailto:regol@monmouth.edu).

