Update an Acad Plan (CPP eForm)

This Job Aid covers the process for updating a CPP eForm. For Job Aids on adding, evaluating, and viewing CPP eForms, see sis.berkeley.edu/training.

1. Navigate to the eWorkflow from CalCentral My Academics

From your CalCentral My Dashboard, under Advising Resources, click eForms Work Center.

In the Student section, click Update an Acad Plan eForm.
2. Search for the eForm

Enter all known criteria or you can view all eForms that you have submitted by entering your **UID** in **Original Operator** and clicking **Search**.

If you know the **eForm ID**, you can locate the exact form easily. This is why, when adding eForms, you should always make note of the eForm ID (listed in the top right corner of the eForm).

Notice that all forms have a status of either “**Pending**” or “**On Hold**”. You cannot update an eForm once it has been approved and executed.

**Select** the eForm you wish to update.

You will see the eForm instructions that correspond to the student’s academic program. Click **Next**.
3. Update the eForm

You will be taken to the eForm. Make the desired changes and then click **Resubmit** or **Withdraw**:

- If you select **Withdraw**, the form will be removed from the approval process and will not execute. You can still view the form, but it will no longer be available to the approvers to evaluate.
- When you **Resubmit** a form, with the appropriate changes, the form will need to go through the routing and approval process again. The form may have a new approval process based on the changes you made.
4. Review Approval Status/Routing Process

Your update will be listed in the **Transaction/Signature Log**. The status will be “Pending”. Under **Additional Routing** you will see the path of approval that the eForm must take before the action is executed. In this example, the form must go through two sets of approvers.

To see the list of who can approve the form, click **Multiple Approvers**. One of the listed approvers must approve the form at each step in the routing path, in order for it to execute.

**Reminder:** Note the **eForm ID**, which is an easy way to locate the form at a future date.

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**Support:**
For questions or assistance, please contact the SIS Project.

- Call **510-664-9000** (press option 6 to reach SIS support)
- Email: sishelp@berkeley.edu
- Submit a ticket: https://shared-services-help.berkeley.edu/new_ticket/it