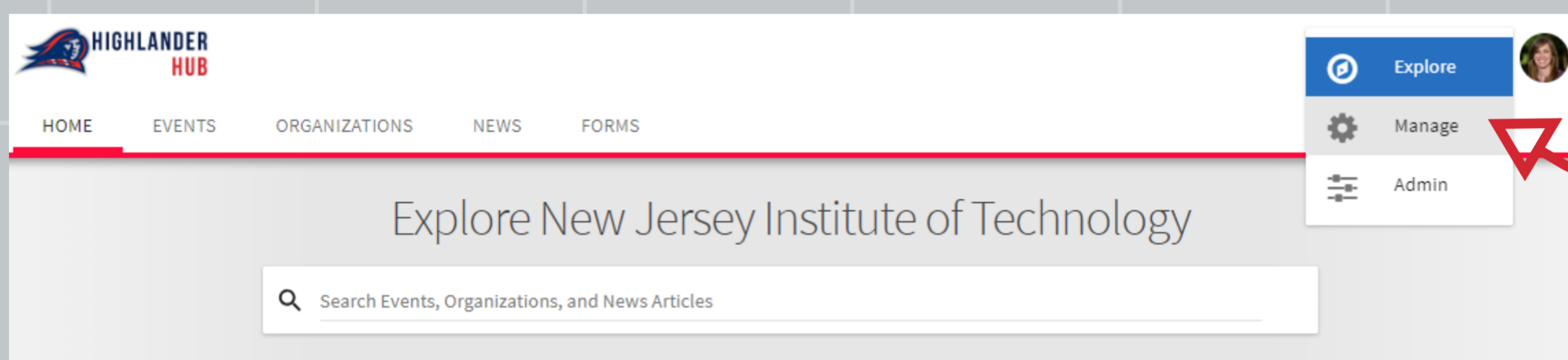


HUB FORMS: SMARTER THAN GOOGLE FORMS!

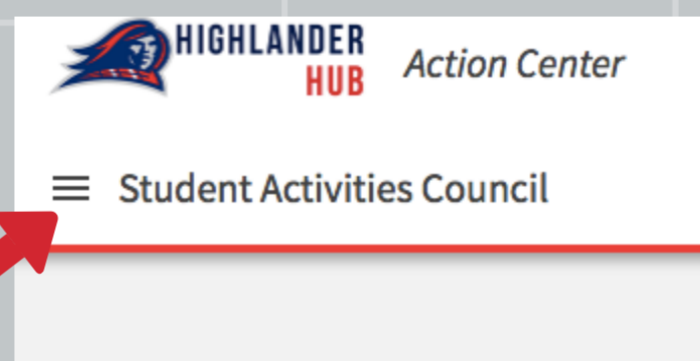


CREATING FORMS IN YOUR ORG SITE

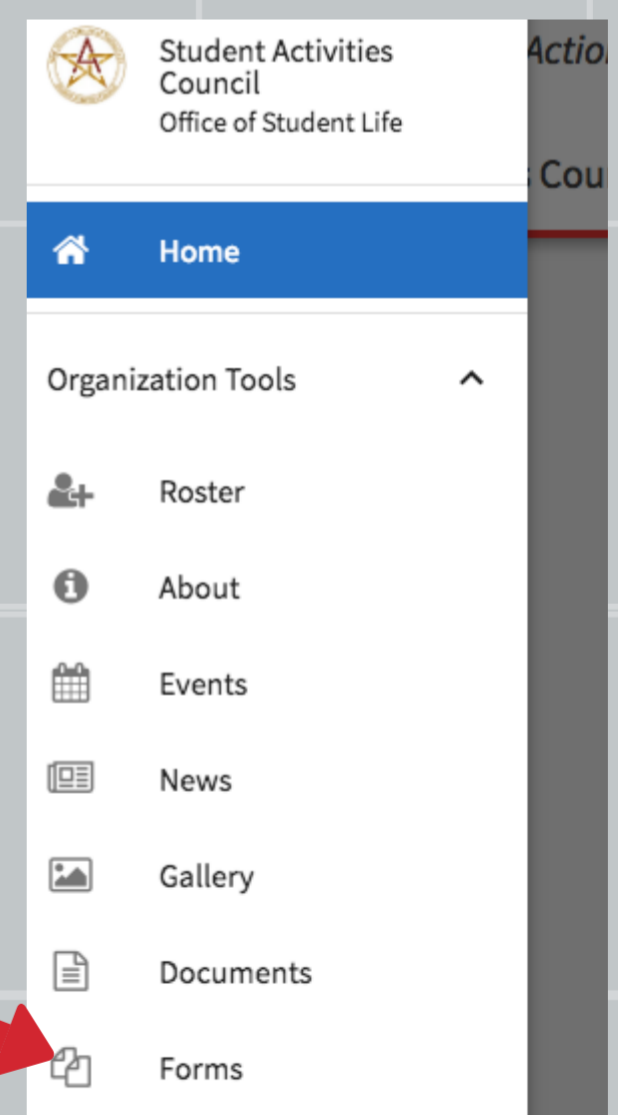
1. Login to HighlanderHub at www.njit.edu/highlanderhub with your NJIT credentials
2. Select the "Manage" view by your profile to create forms and manage your organization(s)
*you must have certain access levels to create forms - make sure your Roster and Position Templates are up-to-date



3. Under "Memberships" choose the organization you'd like to manage
4. Select the left navigation icon for the Organization Tools you have access to in your org

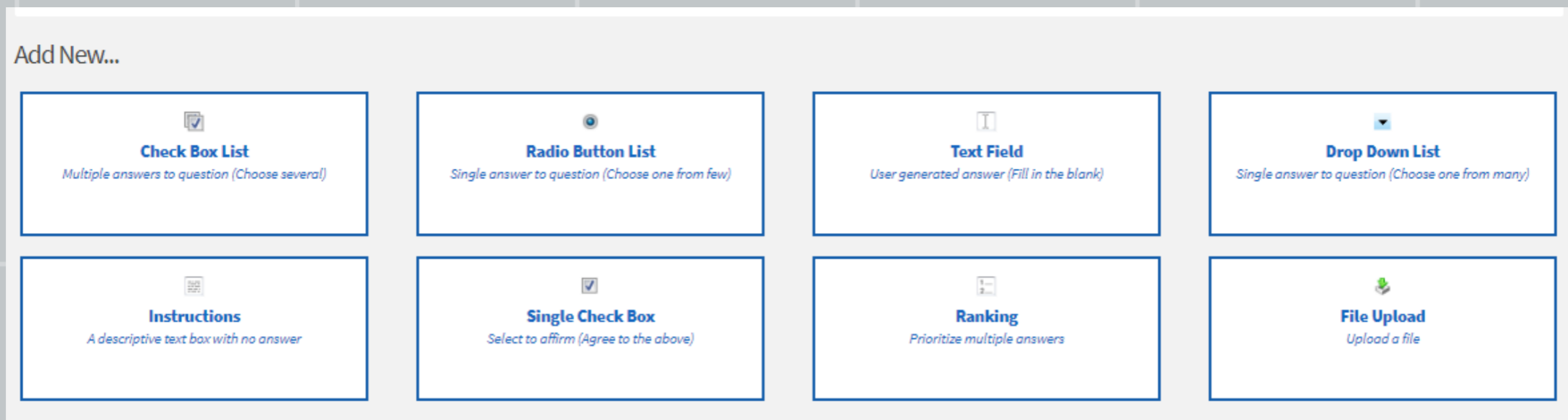


5. Select "Create Form" and begin to build your form, beginning with the Form Properties:

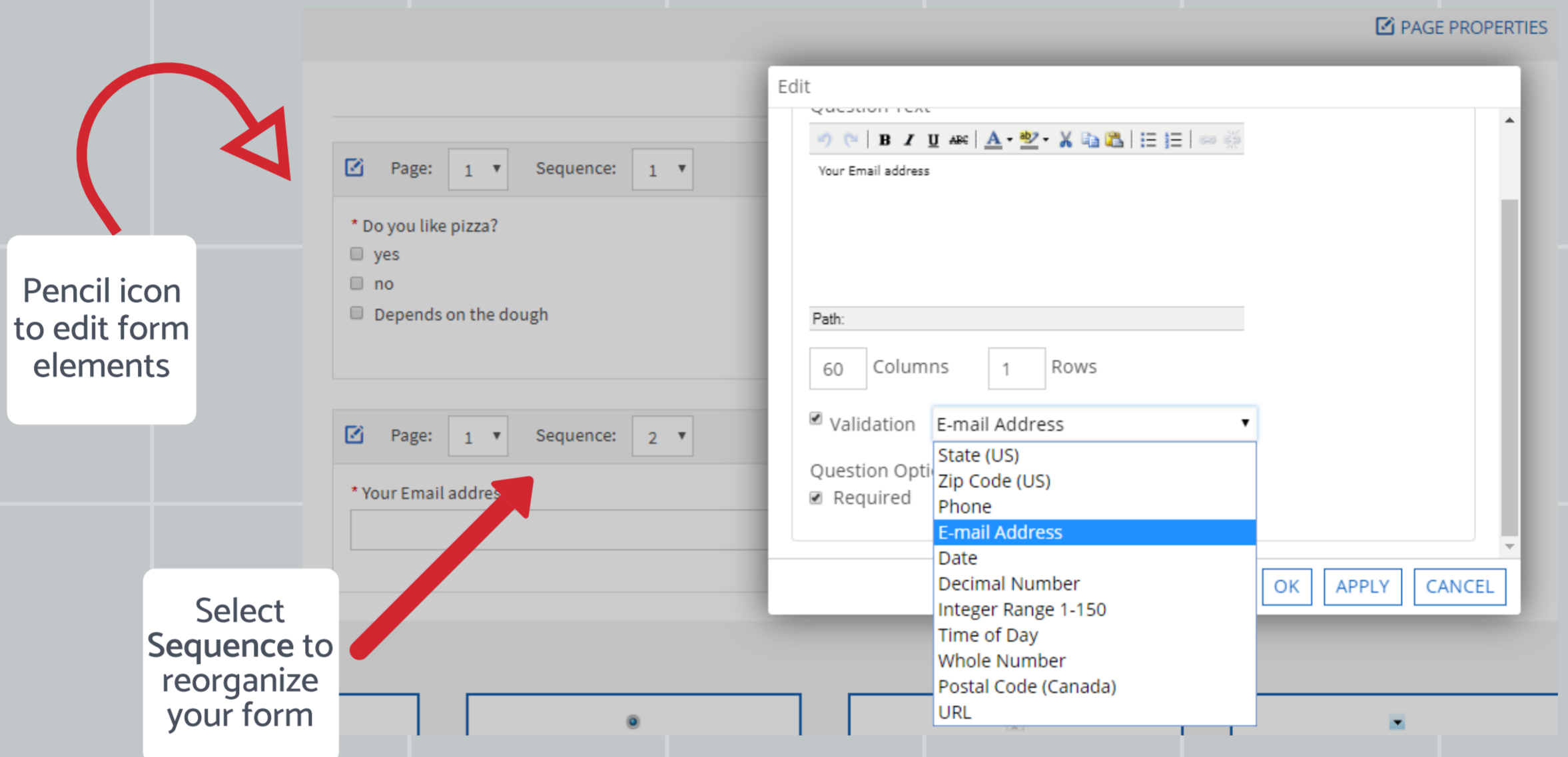


- Name of Form
- Submission dates and times if you would like to restrict submissions (example for an application with certain deadlines)
- Allow multiple submissions
- Allow anonymous submission (for public forms so folks do not need to login through Pipeline)
- Restrict access to the form - you can make the form available to only certain people in your organization, or if left unchecked, anyone can complete the form in Highlander Hub
- Make it ACTIVE - you must select this box when the form is complete (otherwise no one will be able to find it!)

6. Select "save and add questions" to build your form with the elements provided



- To make edits to elements, select the Pencil Icon
- Text Fields can be validated - if you require a phone number, email address or other specific data, you can choose that once you create the text field and select the pencil icon to edit
- You can reorder the elements by selecting "sequence"
- NOTE: All elements are auto-required when you create them; you will need to edit them to not require them



7. Once your 1st page is built, you can add additional pages by selecting "Page List"

- You can add Skip Logic to direct the user to additional pages based on the responses they provide by selecting "Page Properties" and then the "Conditions" tab

8. You can add "Reviewers" by selecting "Form Properties"

- Reviewers will receive notifications when forms are submitted and can approve, deny, or comment on the submission that is then received by the user.

9. Finally, you can share the URL externally for users to complete the form.

- You must go to the organization's list of FORMS, find the form, and select PUBLISH
- You will then see a URL to share externally
- You cannot cut and paste with URL in your browser
- Ensure the form is ACTIVE

