

The red boxes in the Figures are visual aids to the written explanations.

## Access forms (Figure 1)

The forms are available in your *Portail étudiant*. You can access it via :

<https://www.usherbrooke.ca/res/accueil-portail>

Click on « Me connecter »

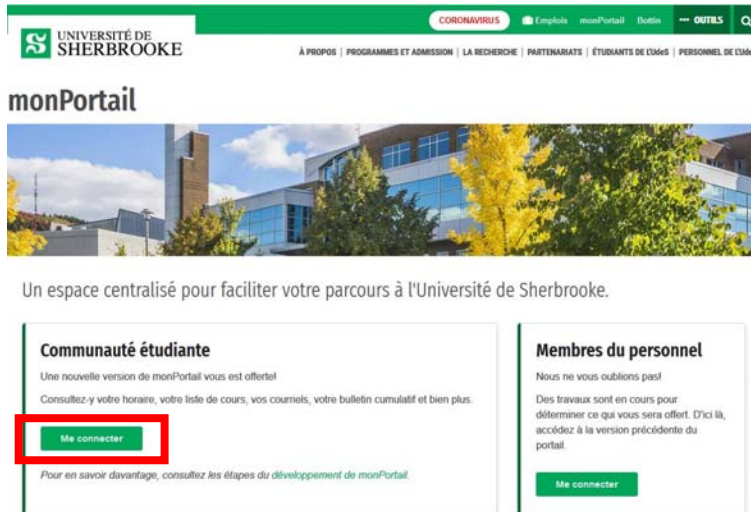


Figure 1. monPortail

In the left menu, click on « Gestform » (Figure 2).

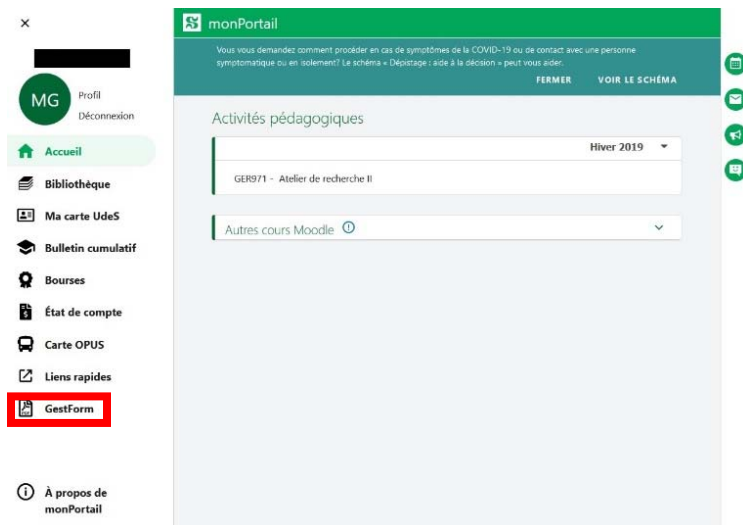


Figure 2. Where to find Gestform

## Complete a form (Figure 3)

To fill in a form you must download and save it on your computer.

Be sure to have the most recent version of Adobe Reader. If it is not installed on your computer, you can download it without cost: <http://get.adobe.com/fr/reader/otherversions/>

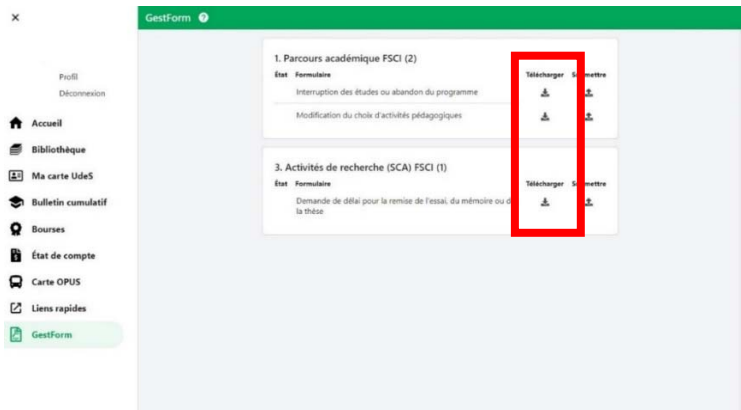


Figure 3. List of available forms

## Submit a form (Figure 4)

You must click on « Soumettre » to make the right panel appear.

Submit the form and the items to be attached if necessary and click « Soumettre ».

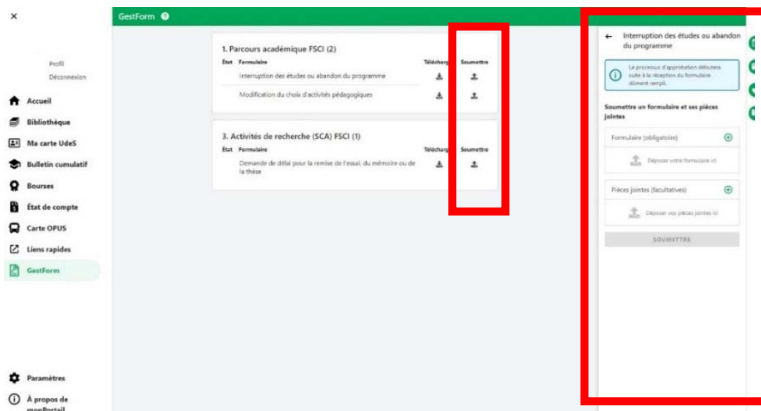


Figure 4. Submit a form

## Follow-up and consultation of forms (Figure 5)

You can consult your requests by selecting the form.

You can consult the level of approval in the right panel by clicking on the tab « Détails ».

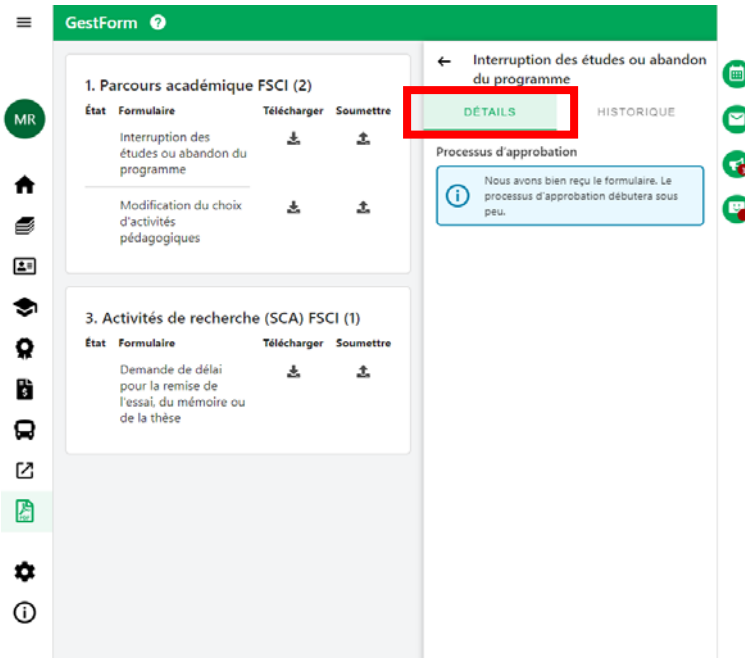


Figure 5. Consulting form details

You can consult all your previous requests on the right panel by clicking on the tab « Historique » (Figure 6).

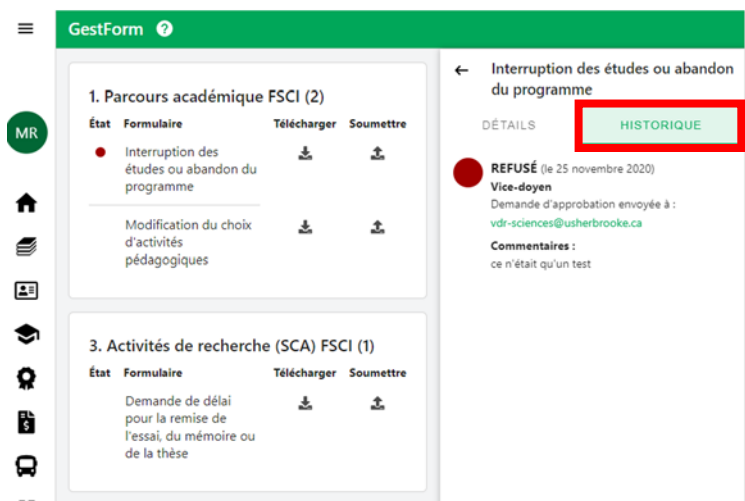


Figure 6. Consulting previous requests

If an endorser left a comment, you will see it under the approval or refusal. (Figure 7)

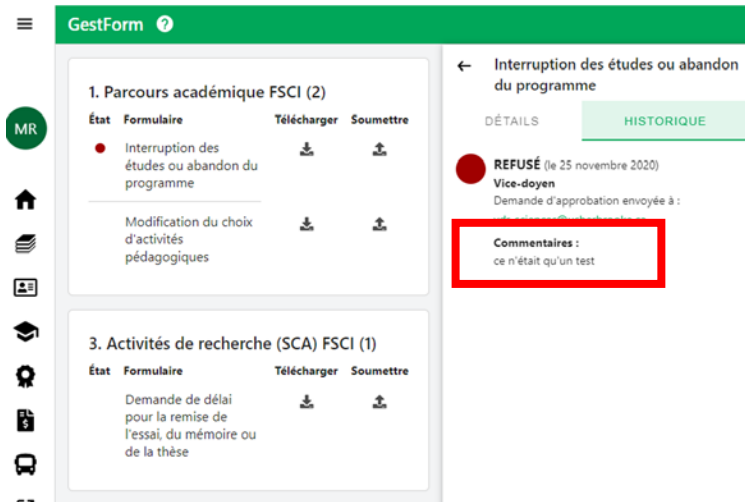


Figure 7. Comments

Legend :

- The request has received all approvals
- The request is in the process of being approved
- The request has been refused