

## Overview

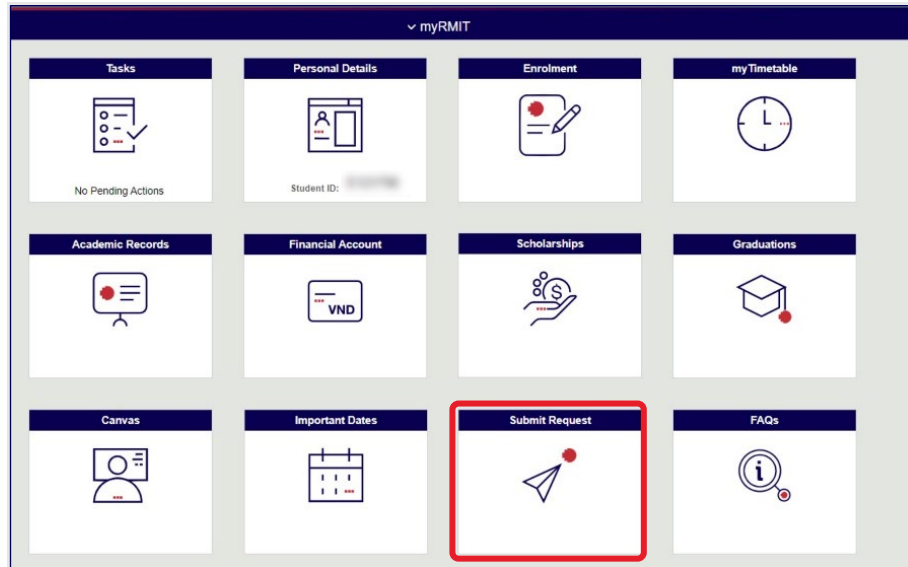
In myRMIT, you can submit requests online and review the history of all submitted requests, including its approval statuses and date stamps.

## Before you begin

- Refer to the **myRMIT Login and Navigation** Quick Reference Guide for login instruction.

## Navigation

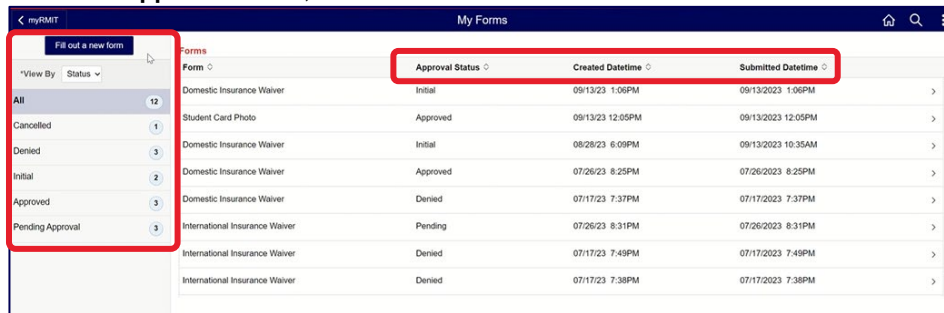
From **myRMIT Home Page**, Click the **Submit Request** tile.



## My Forms

**My Forms** page displays. The **side menu** on the left provides options to:

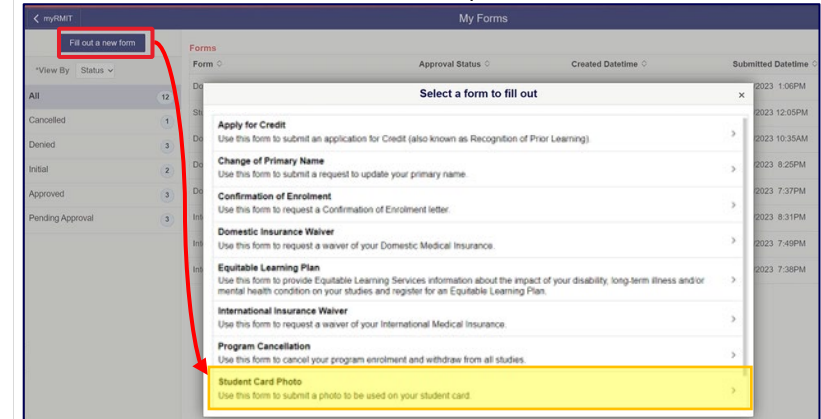
- Fill out a new form
- View all existing forms or view groups of forms by status. The **Forms** area displays the list of forms with **Approval status**, **Created** and **Submitted datetime**.



## Fill out a new form

### Step 1.

Click **Fill out a new form** button. The pop-up screen displays. Select the relevant form to start. For example, click **Student Card Photo** form.



### Step 2.

The **Student Card Photo** form displays with your personal details pre-populated. You are required to:

- Click the **submission instructions** link which has specific instructions relevant to each form and read carefully before completing the form
- Complete any additional questions on the form
- If supporting documentation is required, click **Save** and then the **Add Attachment** button to upload
- Click the **Submit** button (top right corner) to complete submitting your request.

