Using ProcessMaker

After following the link that you have been supplied to access a workflow you will receive the login screen shown below. Using your LionLink account (what is used for accessing EMail and logging into your on campus computer) fill out the form and click “Log In”.

Once logged in, you will see your inbox. This is where any assignments currently waiting for you to take action can be found.
There are 5 icons located in the top left of the screen. From left to right they allow access to your inbox (assignments waiting for action from you), drafts/statuses (submissions that have been started but not completed as well as workflows to view submission statuses), unassigned items (currently not used), Search (currently not used), and create new submission. To create a new submission click on the create new icon and select the appropriate type from the “New” drop down menu. You will receive a prompt verifying that you would like to start a new submission of the selected type. After selecting yes the form will be presented and you will be guided through the process of filling in the appropriate fields.

After completing a submission you may use the search tab to see previous submissions and monitor where they are in the process.
When you are done using ProcessMaker you can log out of your session by accessing the account menu in the top right corner of the screen. Simply click on your username to reveal the drop down menu and select “Sign Out”.

![Sign Out Menu](image-url)