

# **SPD eForm**

## **Instructions for Supervisors to Review and Sign Proposals**

1. Go to <http://eforms.broward.edu/>
2. Enter your Novell user name and password.
3. Click on your “Inbox” tab to access incoming SPD proposals.
4. Click the SPD proposal in the subject field (the SPD proposal will open in a separate window).
5. Read and review the proposal and any attachments.
6. To view attachments return to inbox and click on the blue paperclip icon beside the SPD proposal. Click on each attachment to view.
7. After reviewing attachments, return to the proposal and select your priority level for this proposal and add any comments in comment box.
8. Click on the signature button, a pop up box will ask you to affirm your signature; then click ok.
9. Scroll to the bottom of the form; select either “Submit” to forward the proposal to the next level supervisor or select "Reject" to return the proposal to the originator.
10. Click the "Go" button. After submitting close window. It will now be sent to the next level supervisor.
11. After the highest level supervisor (must be a President’s cabinet member) signs and submits the proposal, it is electronically sent to the SPD office to be reviewed.
12. The SPD Office reviews the proposal; if any information or attachments are missing, the SPD Office will return the proposal electronically to the originator who must supply that information only to the SPD Office.