



## How to Submit a Softdocs Form: Information Technology – Request for Student Laptop

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- This document guides you through the process on how to complete and submit the Student Computer Equipment Request and Checkout Form.
  - Advisors & *Faculty* Advisors are authorized to complete the form on the behalf of the student.
1. Navigate to <https://www.dinecollege.edu/>
  2. Click on *MyDCPortal*.



3. Login with your DC username and password. Once done, click *Sign In*.

**DINÉ COLLEGE**  
The Nation's College

jtkirk

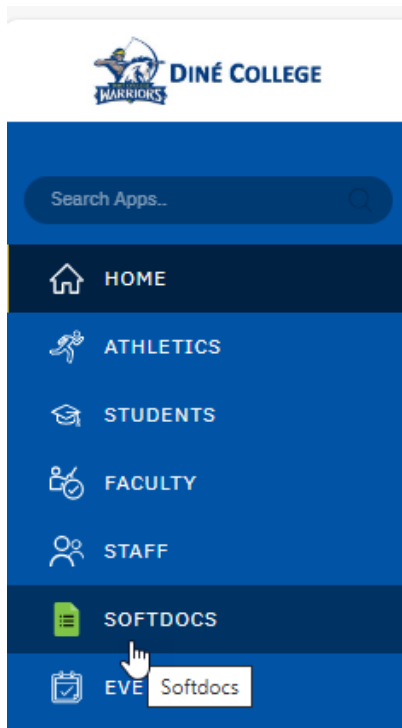
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Sign In

[First Time User](#) | [Reset Password](#) | [Forgot Username?](#)



4. Click on the green Softdocs icon from your left side bar menu:



5. Upon successful login, you will see the following page.


Softdocs


Softdocs is accessible for Diné College Staff & Faculty via our single sign on Quicklaunch page, MYDCPORTAL. L  
\*External users, such as students, can also access forms via a secure web link.

### Etrieve Central - Electronic Forms

#### Electronic Forms with Digital Workflows and Automatic Email Notifications

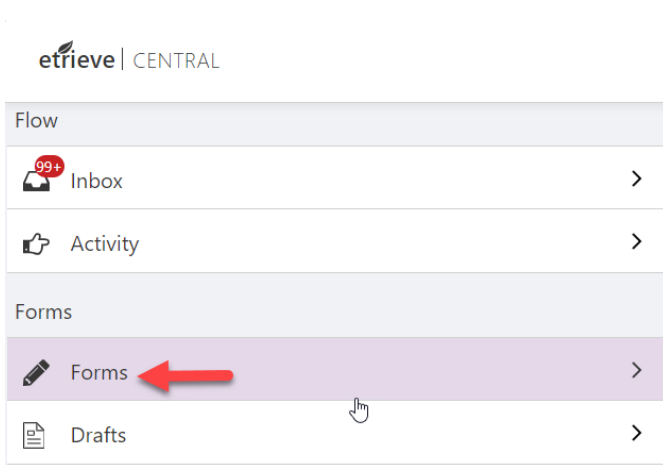
Diné College utilizes SoftDocs to help track paperless processes in the areas of Admissions, Registration, Student Services, Financia Aid, Finance & Accounting, Department of Human Resources, Research Department, and more!

Click on the purple icon on the right to access SoftDocs Electronic Forms 

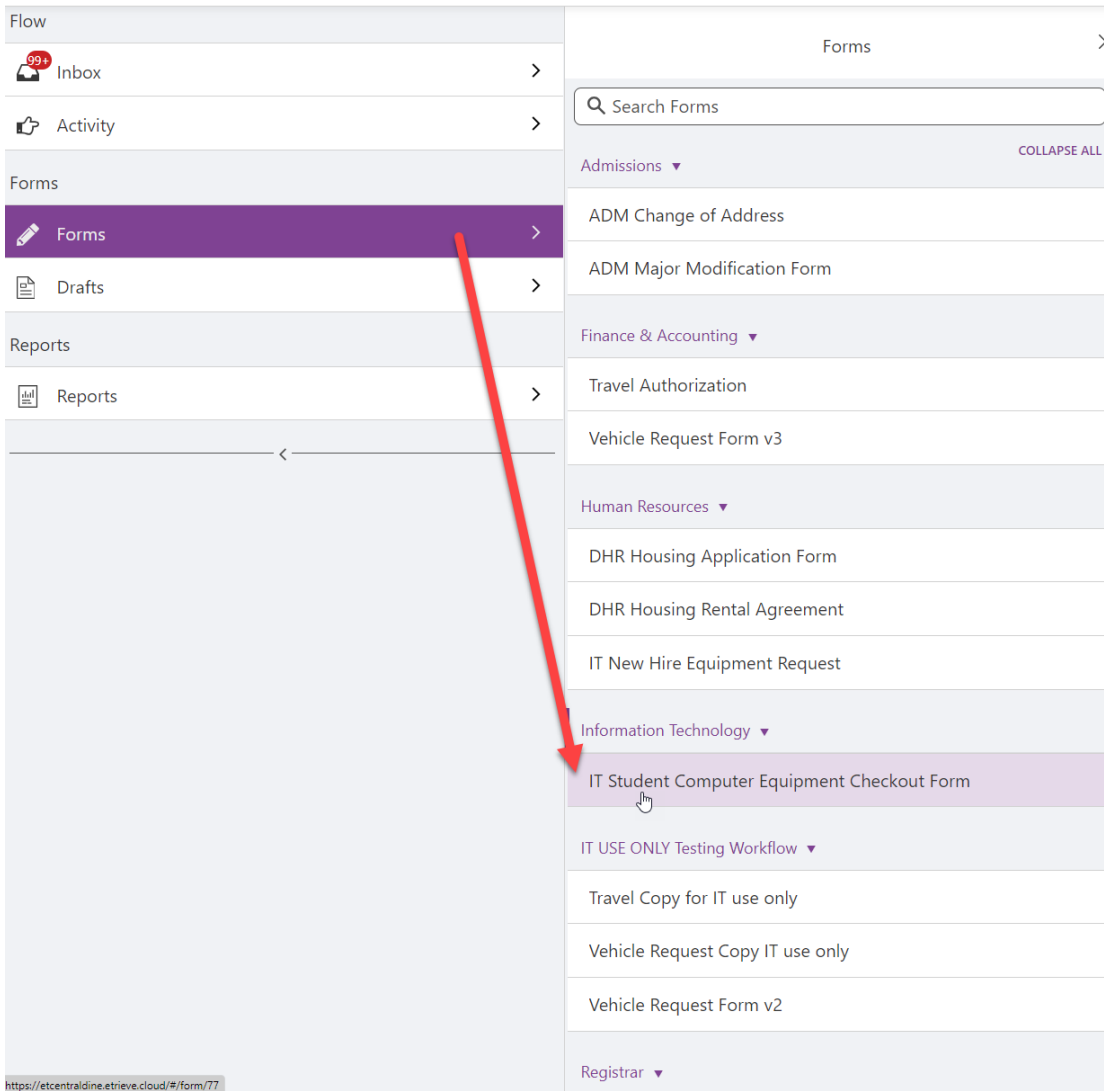
[Click here](#) 



## 6. Select Forms



## 7. Select the IT Student Computer Equipment Checkout Form





8. Submitter/Advisor must complete section 1 & 2 of the form.

**Section 1: Submitter/Referral Information**

Advisor, Faculty or Coordinator's Name:  Office Phone Number:

Equipment Requested by Student

Laptop?  Date of Request

**Section 2: Student Information**

Student Name  Student ID  Email

Address  City  State

Zip Code  Phone no.  Pickup Campus Center

Tell the student to check their school email account to E-sign the form.

**Section 3: IT Equipment Information**

Computer Name  Computer ID

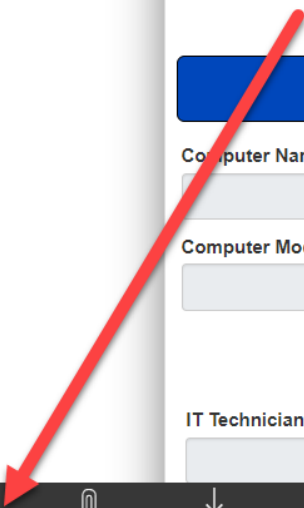
Computer Model #  Serial no.

The student must login to their email to E-sign the form upon pick-up.

IT Technician  Technician Review Date

Submit Attachments Download Print

must be accurate for student to Esign form





9. Red errors indicates that required fields are not populated:

**Section 2: Student Information**

Student Name: Type in full name  
Student ID: [Empty field]  
Email: Verify the correct email address  
Address: [Empty field]  
City: [Empty field]  
State: -- Select State --  
Zip Code: [Empty field]  
Phone no.: [Empty field]  
Pickup Campus Center: [Empty dropdown]  
Tell the student to check their school email account to E-sign the form.  
2nd IT Technician: [Empty field]  
2nd Technician Review Date: [Empty field]  
**Form is not submittable**  
Missing required fields  
Download Print

10. Form is routed to IT for equipment assignment and issue.

11. The student will receive an emailed notification from **Softdocs Etrieve** advising them to sign a document. The student must log into their school email account to electronically sign the form for audit tracking and acknowledgment.

12. Student signs form upon or before pick up at the designated campus.

13. Notification email goes to submitter/advisor for confirmation of completion.

14. Form is filed in Etrieve Content document repository.

15. End of process.

For 24/7 Help Desk Support for Staff, Faculty, and Students. Please call the IT Blackbelt 24/7 Help Desk Support at (877) 211-3097, (928) 724-6644 from outside the college, or ext. 6644 within the campus at any time – including holidays to assist you with any IT-related applications and IT-related services.

[Live chat](#)

[Submit an IT Help Desk Ticket](#)