

How to use E-Forms

Students can submit digital forms to their instructor, advisor or other departments of Wilkes Community College, such as a Student Drop Form.

To sign into E-Forms, go to <http://www.wilkescc.edu/wccprowler>
From the WCC Prowler Page, select the **E-Forms** icon.



Step 1: Log in

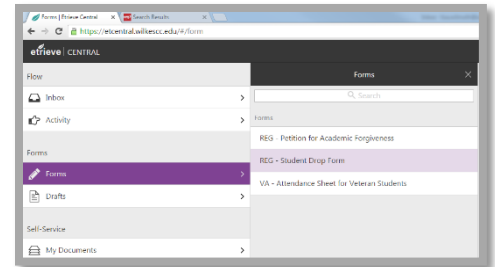


Log in using your WebAdvisor **User Name** and **Password**, then click **Submit**.

Example: *jdstudent123*

Step 2: Select Proper Form

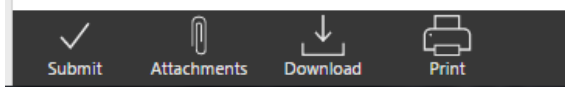
From the **Central** page, select **Forms**, then **Student Drop Form**.



Step 3: Complete Form

Complete the form using the drop down menus and entering any additional information as prompted.

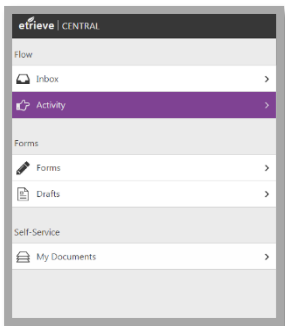
After completing the form, select **Submit** from the bottom menu bar.

A screenshot of the "Student Drop Form" form. It includes fields for "Student Name" (Adilton J. Absher), "Student ID" (0909700), and "Are you a High School Student?" (No). There are also fields for "Semester" (Fall), "Year" (2016), "Date" (08/26/2016), and "Are you receiving financial aid this semester?" (No). A "Choose Course" dropdown menu is set to "CTL-110-WB01 | Web, Pgrn, & Db Foundation | WB01". There is a "Withdraw Course" field and a "STUDENT AUTHORIZATION" section at the bottom.

Step 4: Track Status

Forms submitted will be listed under **Activity**.

Forms created, but not submitted will show under **Drafts**.



Step 5: Log Out



When done, expand the settings icon in the upper right corner for the User Menu, then select **Sign out**.

