SEARCHING FOR EDOCS
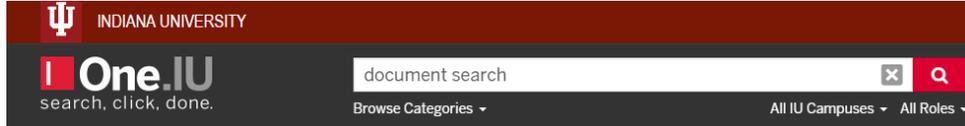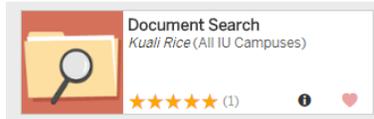
1. Go to One.IU
   a. Search for the "Document Search" task.

   b. Click on the icon. **Add this task to your Favorites for future use.**

2. Use the Basic Search features. When searching for graduate eDocs, you must always type in **sis.adm.nonugrdapp** into the "Document Type" field. Allow a few seconds for the remaining identifiers to load.

   a. You can search for eDocs by application number, document number, or by UID.
   i. **Application Number:** Find at the top of the eApp.

         1. ***Note: Keep "IU" in front of the number in your search.
      ii. **Document Number:** Located on the top right of the eDoc

      iii. **UID:** Locate in SIS or the eDoc (referred to as Employee ID)

b. *For best results, only fill in <u>one</u> of these identifiers.

    i. It is not necessary to fill in the Institution, Career, Program, Plan, etc. Filling these in often results in an empty search.

> **Warning**
> - No results found
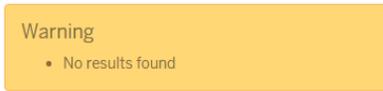
3. Perform your search. (We used the UID in this case.)

    a. The results should return information at the bottom of the page.

    b. Click on the **Document ID** link to open the eDoc.

4. **Tip:** Click on the star icon in the lower right-hand corner to save your search for next time.
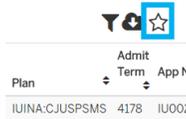
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