How to Access and Submit the Schedule Build Perfect Form / Schedule Build Template
(Initiator)

Step 1:
- **Go to the Office of the Registrar website**
- **Go to Faculty and Staff Tab**
- **Select Schedule Build Resources**

The Perfect Form is listed under Schedule Build PerfectForm

Schedule Build Resources

Schedule Build PerfectForm   −

Schedule Build PerfectForm ➡

How-To Guides
- Initiator How-To Guide
- Approver How-To Guide

Standard Class Meeting Times (Main Campus)   +

Large Lecture Hall Guidelines   +

Step 2:

- **Open the Schedule Build Perfect Form**

Step 3:

- **Fill-out each required area**

1. Semester (Which will prompt the corresponding Excel Template for that term to appear)
2. Year of the Schedule Build
3. Your First Name
4. Your Last Name
5. Your Sam ID – please include all zeros (ex: 000XXXXXX)
   a. After entering your Sam ID, you will receive a popup message stating to **not** press the back button. Please allow the popup loading screen to complete before proceeding.
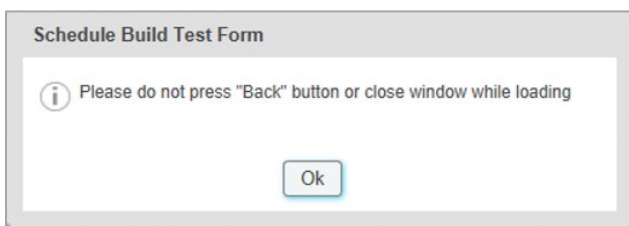
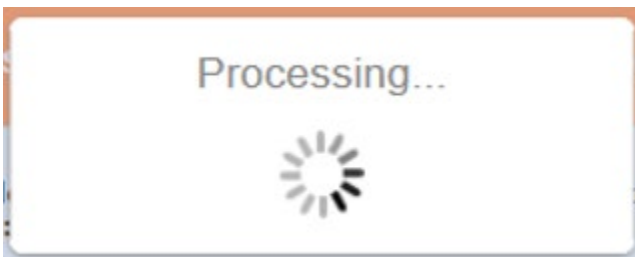   Press OK after reading the message (You will receive a Processing message)
   b. Please allow the popup loading screen to complete before proceeding

6. Date
7. College – please select your academic college
8. Department – please provide your full department name (Ex: "Mass Communications")

Step 4:

After *Semester* is selected, the appropriate Schedule Build Excel Template will appear. Click on the template to download the Schedule Build Excel file template. This Excel file can be saved to your desktop in case you need to complete it over a period of time.

The template might appear at the bottom left corner of your screen, depending on browser and download settings.
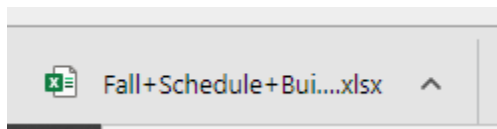
Fill-out the Schedule Build Excel template for the semester you plan to submit the schedule. Once you have completed your department's full schedule for the semester, proceed to attach the Excel file in the next step.

Note: The Excel file must contain your department's **full schedule** for the semester before attaching the Excel file to the PerfectForm. Partial submissions will not be processed.

| Fall Schedule	Subject	Course #	Section #	Part of Term (See next tab in workbook)
Department:	AMST	3311	01	1: Full term
English	ENGL	1430	01	1: Full term
	ENGL	3330	01	1: Full term
Prepared by:				
Rhonda Owens				
Term:				
Fall 2021				

Step 5:

- **Attach the Schedule Build Excel Template**

Once you have completed filling out the Schedule Build Excel Template, click on Attach
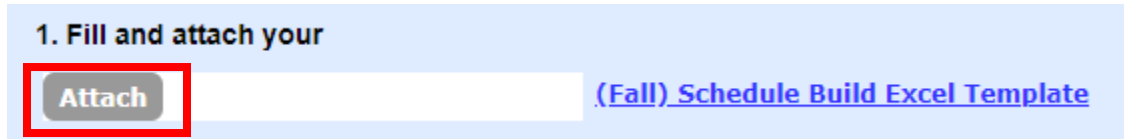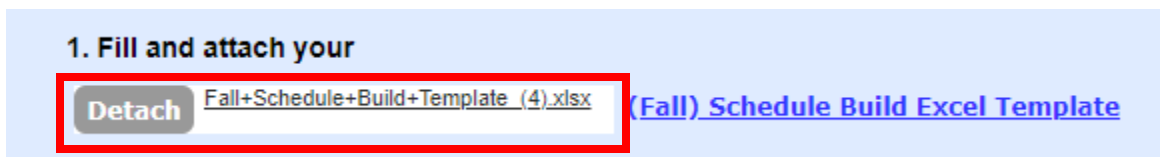

In the popup window, select the file you wish to upload.
Note: Please make sure "**All files (*)**" is selected in the bottom-right corner of the popup window.
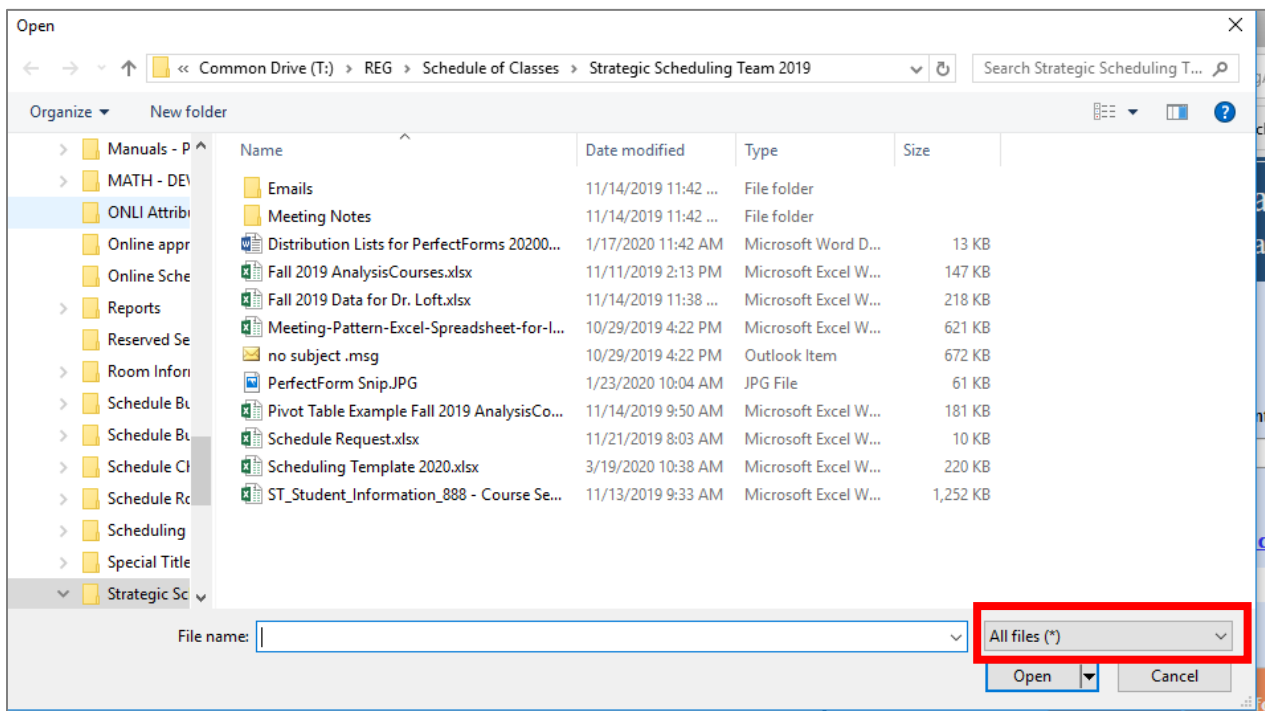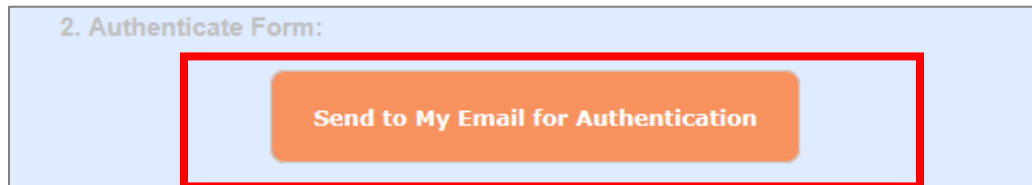

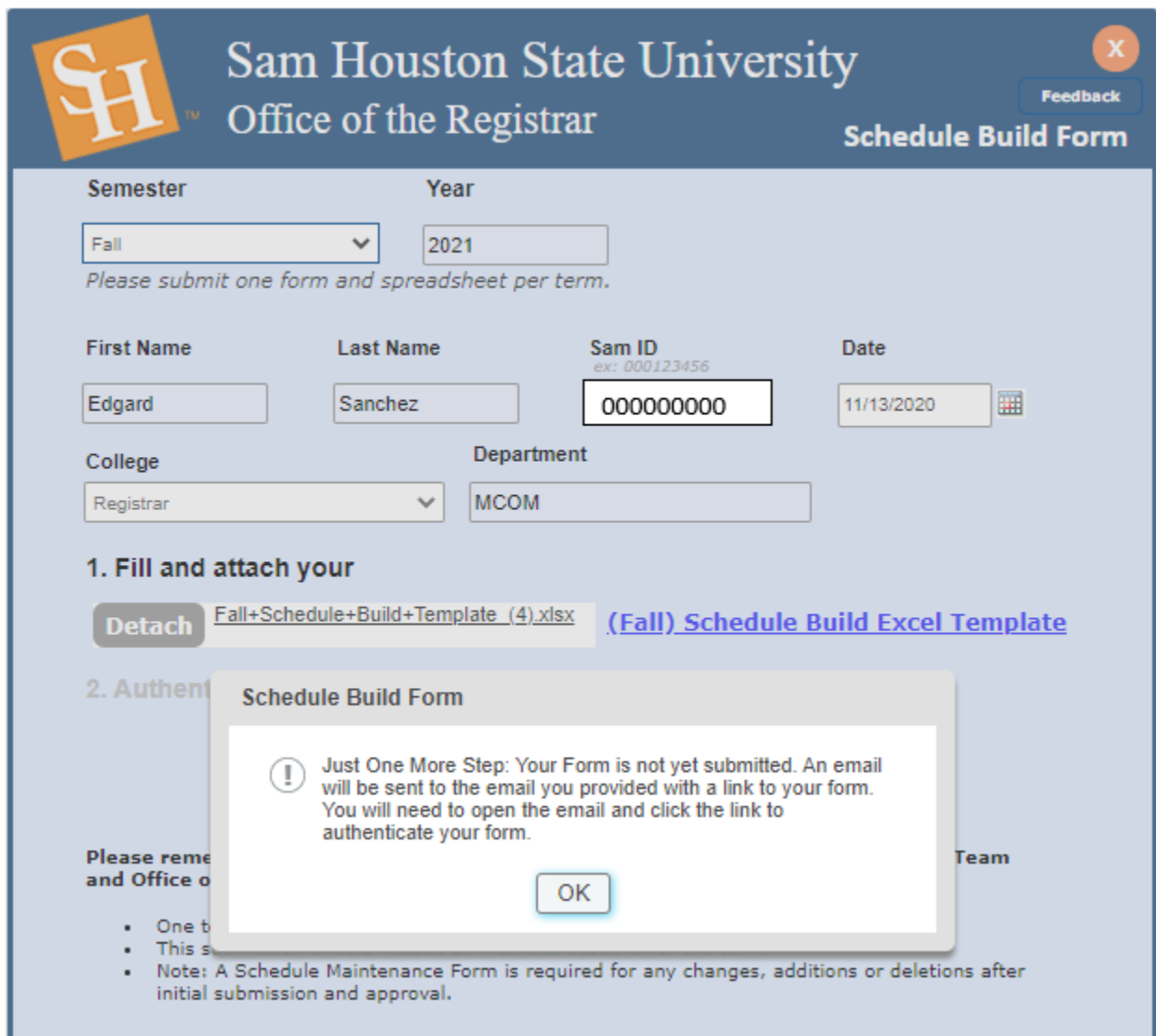Once attached, you will see which file has been attached for submission

Step 6:

- **Send Authentication Email**

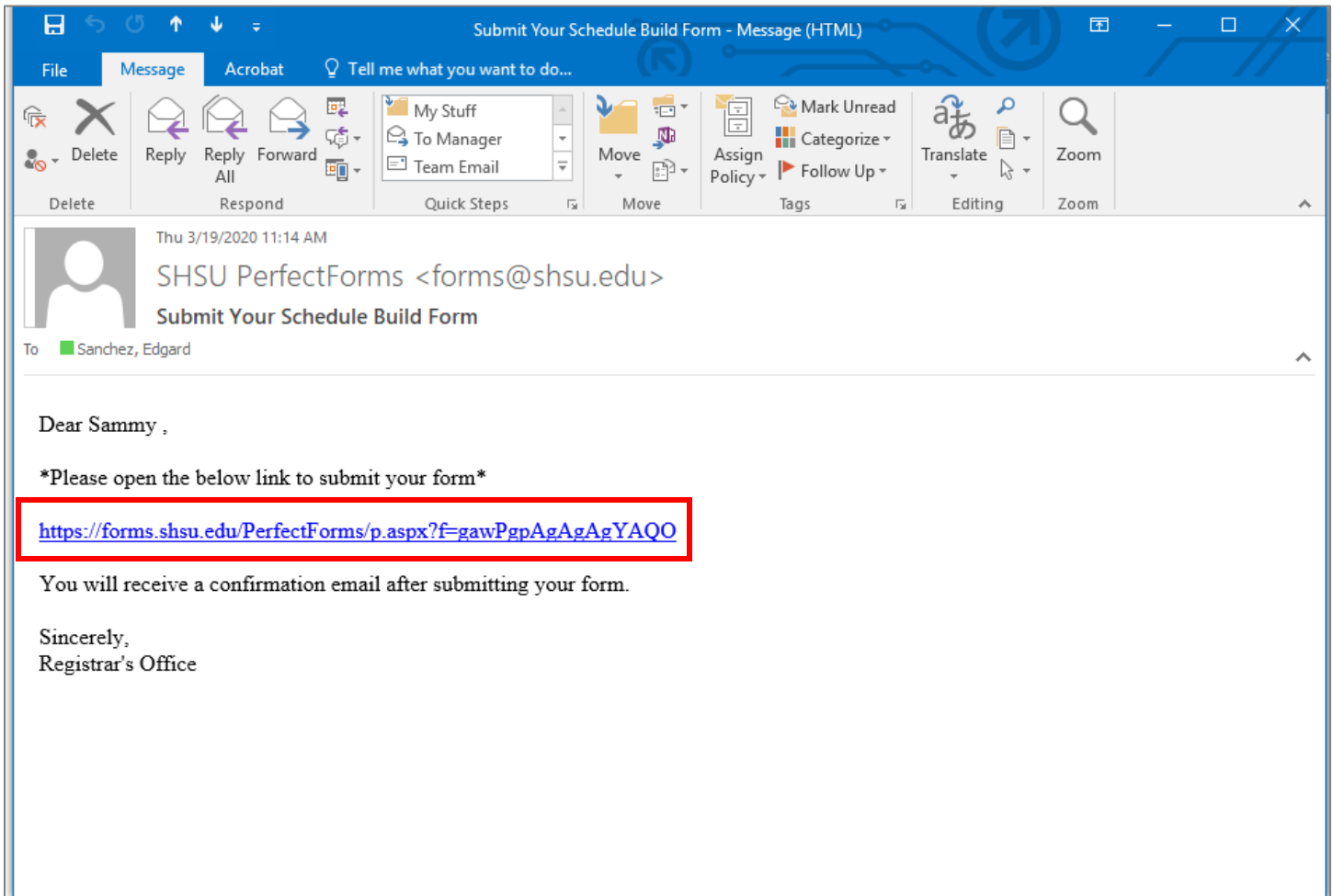To proceed, click the button, "Send to My Email for Authentication."

Then you will receive a message to go to your email to authenticate your form

Verify that you received the authentication email

Click on the link to authenticate your form

You will then receive a message stating that your form was successfully submitted for review.
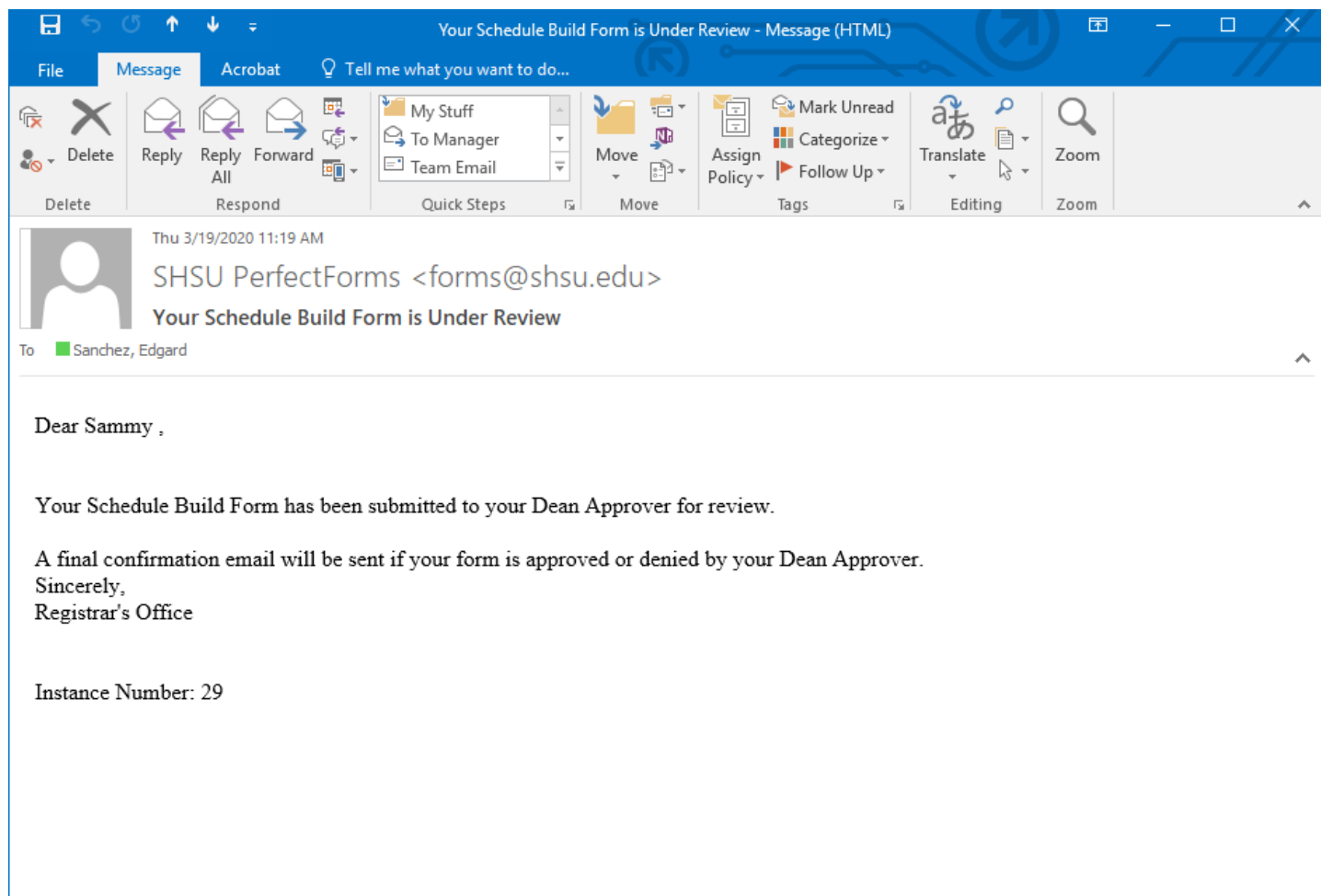
You will then receive a confirmation email stating that your form has been submitted to your Dean Approver for review.

Step 7:

- **Receive Approved/Denied Confirmation Email**

Once **approved** by your Dean Approver, you will receive a confirmation email

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From: SHSU PerfectForms <forms@shsu.edu>
Sent: Thursday, March 19, 2020 3:38 PM
To: Sammy Bearkat
Subject: Schedule Build Form Status: Approved by Dean | Instance Number: 28

Dear Sammy Bearkat,

The following Schedule Build Form has been approved by the Dean Approver and submitted to the Registrar's Office:

- Reviewed by: Dean Approver of CAM
- Approved on 19 Mar 2020
- Comments: This schedule was reviewed and is accurate.

- Term: 202120
- College and Department: College of Arts & Media, Mass Communications
- Original Submit Date: 19 Mar 2020
- Form Instance Number: 29

The Registrar's Office will process the approved spreadsheet and will contact you if there are any questions or concerns.

Link to view form:
https://forms.shsu.edu/PerfectForms/p.aspx?f=BxwPAJggAAggUAQM

Sincerely,
Registrar's Office

Instance Number: 29

If your request is **denied** by the Dean Approver, then you will receive a denied email

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From: SHSU PerfectForms <forms@shsu.edu>
Sent: Thursday, March 19, 2020 4:29 PM
To: Sammy Bearkat
Subject: Schedule Build Form Status: Denied by Dean | Instance Number: 29

Dear Sammy Bearkat ,

 The following Schedule Build Form has been denied by the Dean Approver:

- Reviewed by: Dean Approver of CAM
- Denied on 19 Mar 2020
- Comments: The schedule submitted does not meet projected student demand.

- Term: 202120
- College and Department: College of Arts & Media, Mass Communications
- Original Submit Date: 19 Mar 2020
- Form Instance Number: 29

Link to view form:
https://forms.shsu.edu/PerfectForms/p.aspx?f=3wwPAAggAggAUggR

Sincerely,
Registrar's Office

Instance Number: 29