Forms – Student Access and Credential Verification

The forms require the submitter to be signed in to their Microsoft Account. This lets us verify their identity, and it is required by Microsoft if the student needs to upload documents in the form.

We mention the need to verify credentials on the forms page - see language below. However, I think students skim past the introduction and instructions, missing this language. If pasting this language into an email to a student is helpful, we wanted to share it with you to save you time.

In the end, we want to ensure that students can easily access and use the forms, and we appreciate your ongoing help and advice as we continue to refine these forms and how students interact with them.

Important: Some of our forms require you to verify that you are an SSU graduate student. To do this, please follow these steps:

1. Open your SSU email account in your web browser (https://ask.salemstate.edu/kb/student-access-guide).
2. After signing in, come back to this page and open the form again.