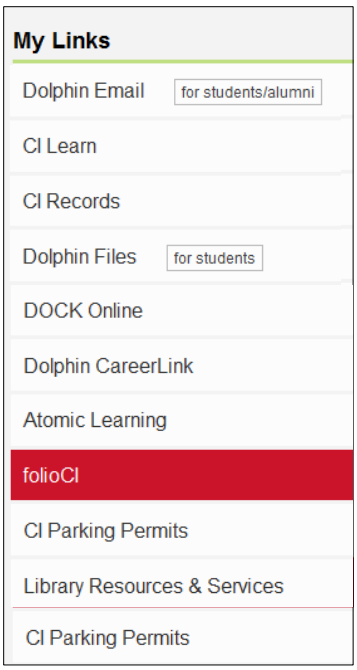
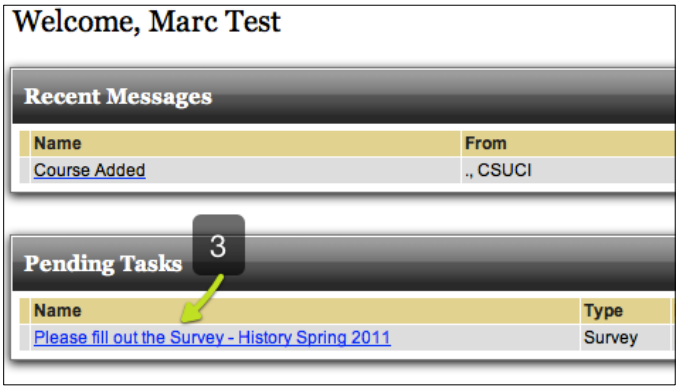
Responding to and Submitting a Survey in *folio*CI

This document covers how to access and submit a survey in *folio*CI.

1) Login to *folio*CI at http://go.csuci.edu/folioCI *or* to your myCI account and under **My Links** click on **folioCI**.

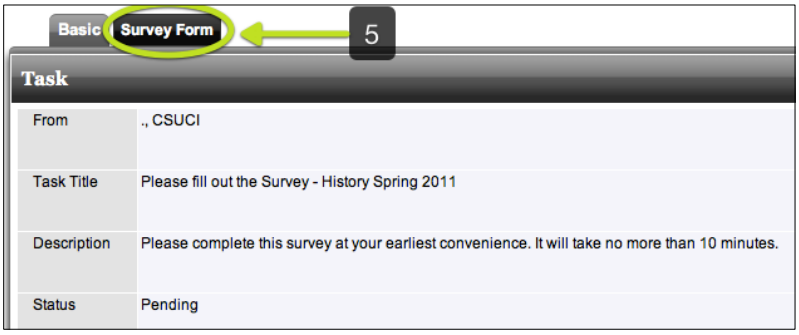


2) When you are required to fill out a survey, a link will appear in your **Pending Tasks** list.
3) Click on the name of the survey.

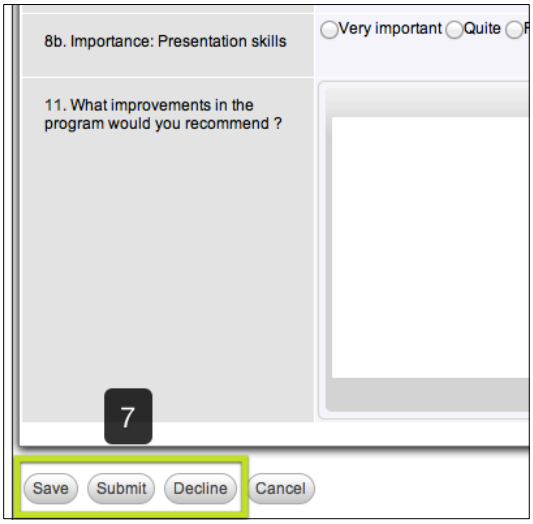


4) The **Basic** tab contains the general information about the survey.

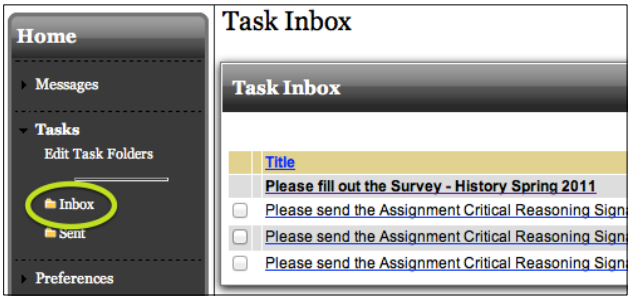
5) Click the **Survey Form** tab to access the survey questions.



6) Answer the questions in the survey.
7) Click **Save** in order to save your responses and submit the survey later.
   Click **Decline** if you do not want to reply to the survey.
   Click **Submit** to submit the survey immediately.



8) The submitted survey can be viewed under the **Task Inbox**. Once submitted, the status will be marked as **Complete**.



Help Resources

A. Online documentation for folioCI is available at http://www.csuci.edu/islas/folioci.
B. You may also email the Help Desk at helpdesk@csuci.edu.

If you have any problems using this how-to guide, we appreciate any feedback at islas.uea@csuci.edu, subject: "folioCI Guide".