Accessing Electronic Forms

BP Logix allows you to access electronic forms in two ways. The method you choose may vary depending on where you are when you access the forms or what task you are performing.

Accessing Electronic Forms: From a Web Browser
BP Logix works with the most common web browsers, including Internet Explorer, Firefox, and Safari.

1. In the Address bar of any Internet browser, type eform1.uwec.edu
   
   **HINT:** When you are on campus, you can simply type eform1
   
   The Login screen appears.

2. In the User ID text box, type your **UWEC username**

3. In the Password text box, type your **UWEC password**

4. Press [Enter] OR Click **LOG IN**
   
   The BP Logix screen appears.

Accessing Electronic Forms: From Outlook Email
If a form has been sent to you, you’ll receive an email message. The message will contain a link to the BP Logix log in screen.

1. Open Outlook

2. From the email message regarding the form, click the link provided.
   
   The Login screen appears.

3. In the User ID text box, type your **UWEC username**

4. In the Password text box, type your **UWEC password**

5. Press [Enter] OR Click **LOG IN**
   
   The BP Logix screen appears.