

## Using the State Forms Online Catalog

When users go to the State Forms Online Catalog, they will see this screen:

The screenshot shows a web browser window displaying the State Forms Online Catalog page. The browser's address bar shows the URL: <https://www.in.gov/lara/services-for-public/state-forms-online-catalog/>. The page features a dark blue header with the IN.gov logo and navigation links for Indiana Archives and Records Administration, Records Retention Schedules, State Forms Catalog, From the Vault Blog, Search Archives Holdings, and About Us (Agency Overview). A search bar is located in the top right corner of the header.

The main content area is titled "State Forms Online Catalog" and includes a sub-header "About This Catalog". The text explains that Forms.IN.gov provides a common access point for downloading electronic forms. A list of bullet points provides additional information:

- To read/print PDF forms, you must have the free [Adobe Acrobat Reader](#) installed.
- For more information on how to search and use the catalog, please read the [State Forms Online Catalog User Guide](#)
- The Forms Management Program is unable to assist with questions about specific forms, or determining which form you need. For that information, you will need to [contact the state government agency which provides the service you are seeking](#).

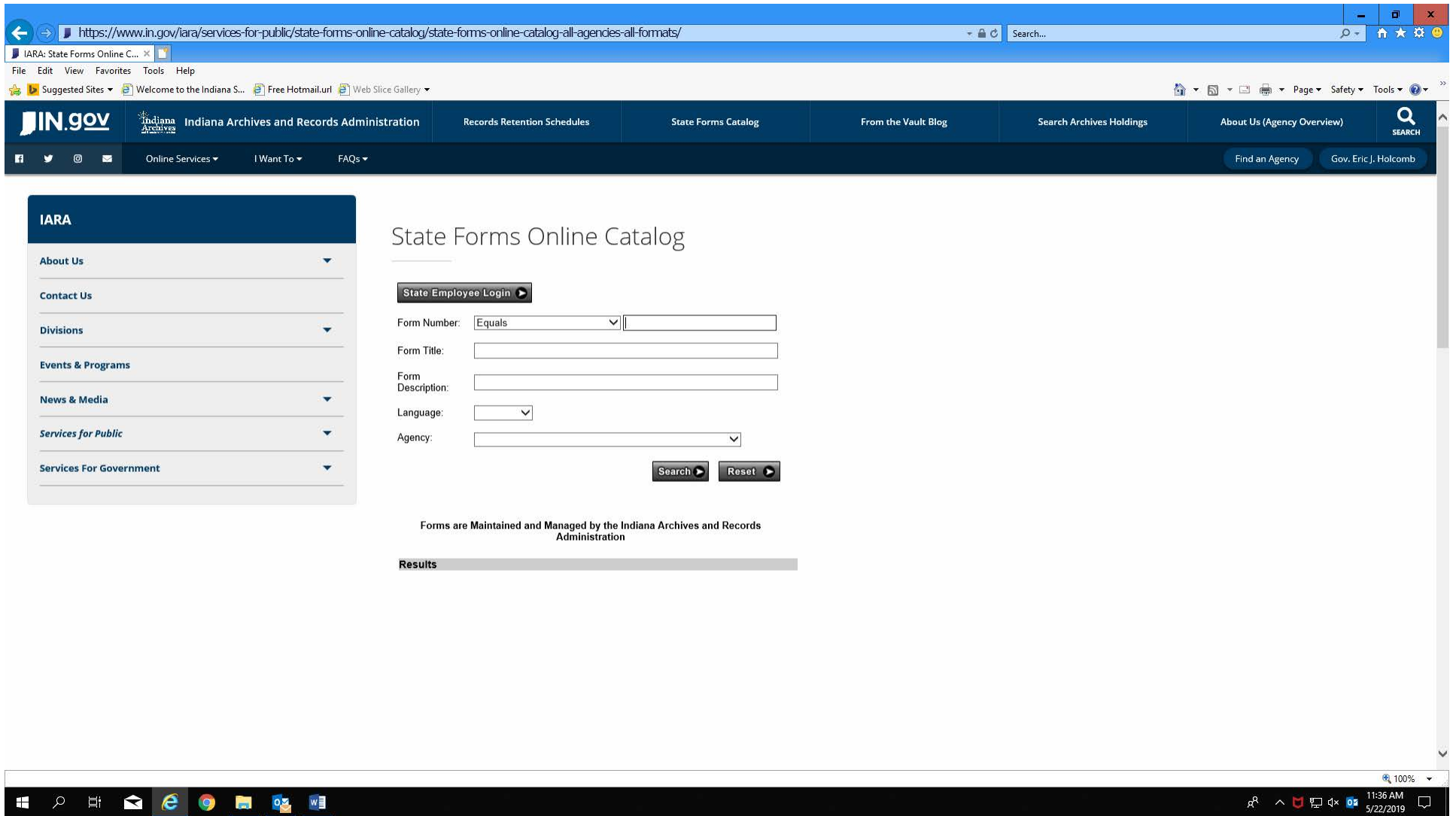
A prominent button labeled "Browse All-Agency Catalog" is located at the bottom of the main content area. On the left side, there is a sidebar menu with the following categories:

- IARA
- About Us
- Contact Us
- Divisions
- Events & Programs
- News & Media
- Services for Public
  - Search Archives Holdings
  - Visit the State Archives
  - Ordering Records from the Archives
  - Make an online payment
  - Preservation Resources
  - State Forms Online Catalog
  - Closed Institutions & Student Records
  - Records Retention Schedules
- Services For Government

The Windows taskbar at the bottom of the screen shows the time as 11:35 AM on 5/22/2019.

Users should click "Browse All-Agency Catalog" to access the State Forms Online Catalog.

Clicking “Browse All-Agency Catalog” will bring users to the public search screen:



Here, users may search by form number, form title, form description, agency, or any combination of the four.

Please Note: If you use a combination of search items, they must be entered exactly as they are saved in the Catalog or there will be no Results. IARA recommends using only the form number OR only one word of the Form Title to help ensure you receive Results.

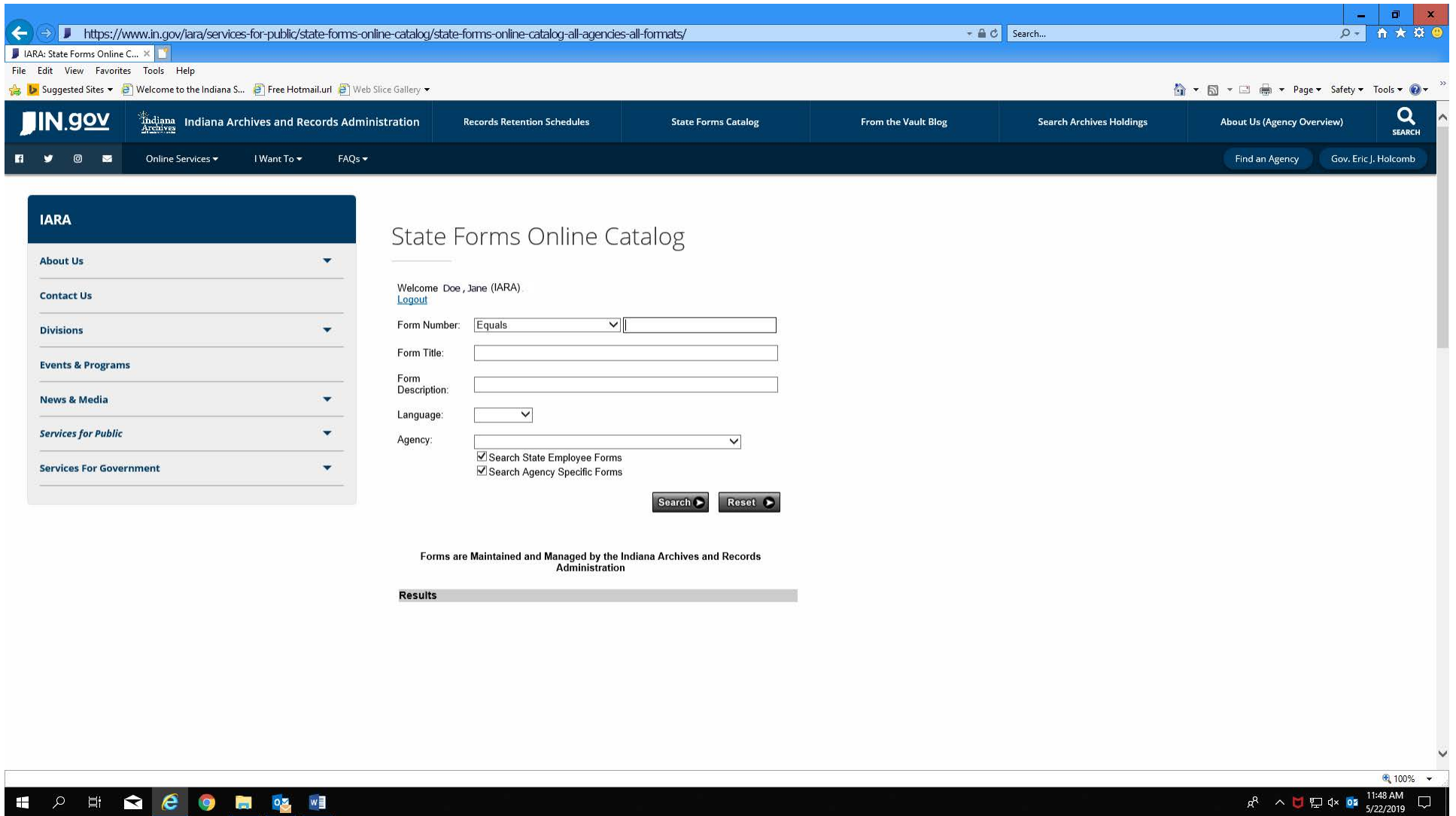
The State Forms Online Catalog has three levels of access, which are specified by the agency: Public Search, State Employee Only, and Agency Employee Only.

If users want to access forms that are restricted to State Employee Only or Agency Employee Only, they will click “State Employee Login” from the public search screen, which will bring them to the login screen:

The screenshot shows the Indiana Archives and Records Administration (IARA) website. At the top, there is a dark blue header with the IN.gov logo and the text "An official website of the Indiana State Government". On the right side of the header, there are links for "Accessibility Settings", "Language Translation", and "Governor Eric J. Holcomb". Below the header, the main navigation bar includes the IARA logo and the text "Indiana Archives and Records Administration". A search bar with the text "Search IARA" and a magnifying glass icon is located on the right side of the navigation bar. The main content area features a breadcrumb trail: "IARA / SERVICES FOR PUBLIC / STATE FORMS ONLINE CATALOG / STATE FORMS ONLINE CATALOG (ALL AGENCIES ALL FORMATS)". The title of the page is "State Forms Online Catalog (All Agencies All Formats)". Below the title, there is a login form with two input fields: "User Name:" and "Password:". Below the input fields are two buttons: "OK" and "Cancel". On the left side of the page, there is a sidebar menu with the following items: "IARA", "About Us", "Contact Us", "News and Events", "Divisions", "Services For Public", and "Services For Government". Each of these items has a dropdown arrow. Below the sidebar menu, there are three dark blue buttons with white text and dropdown arrows: "I Want To", "Online Services", and "Top FAQs".

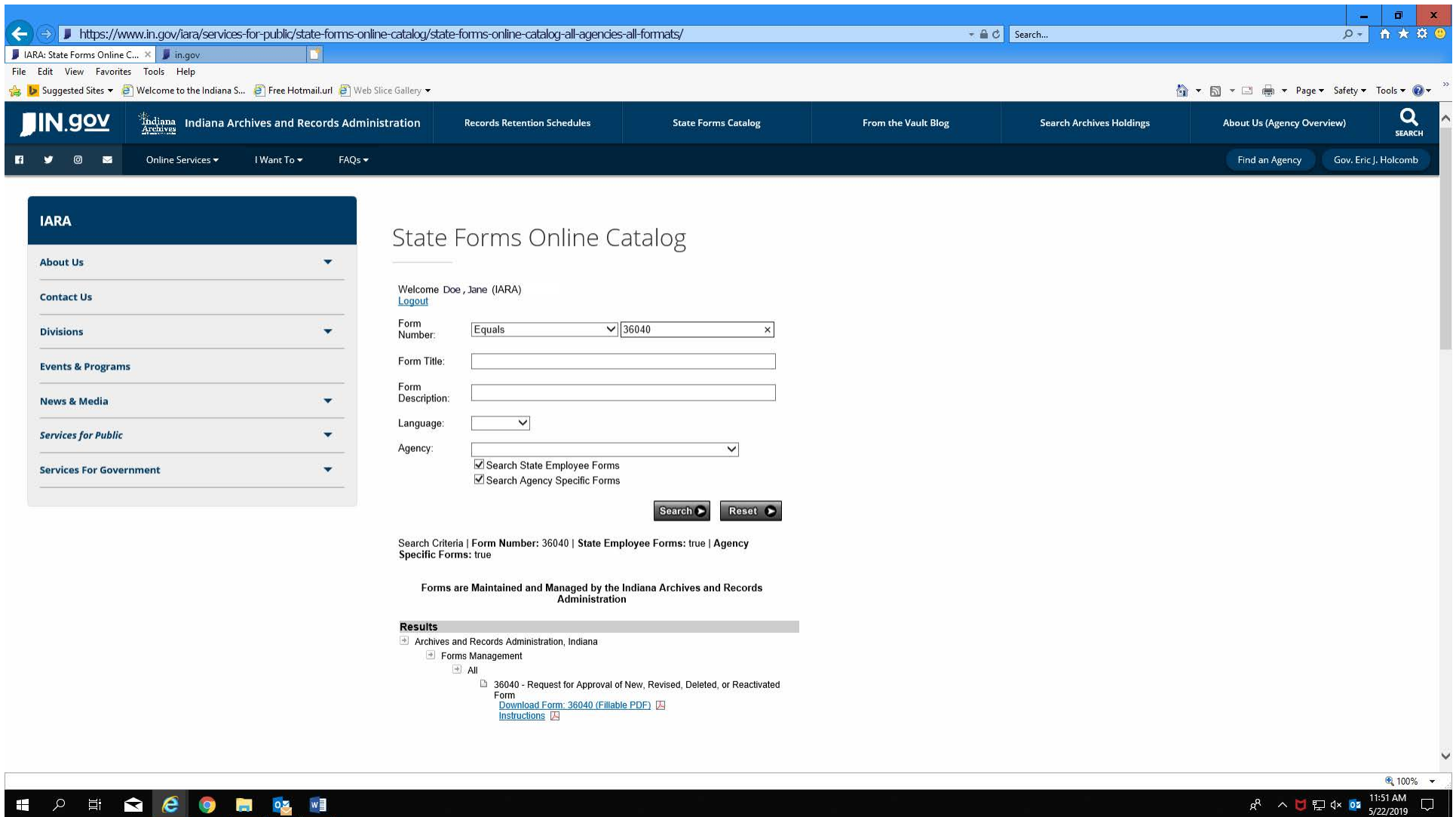
Here users will enter the same user name and password they use to log in to their State computers each day.

When users are successfully logged in, the employee search screen displays:



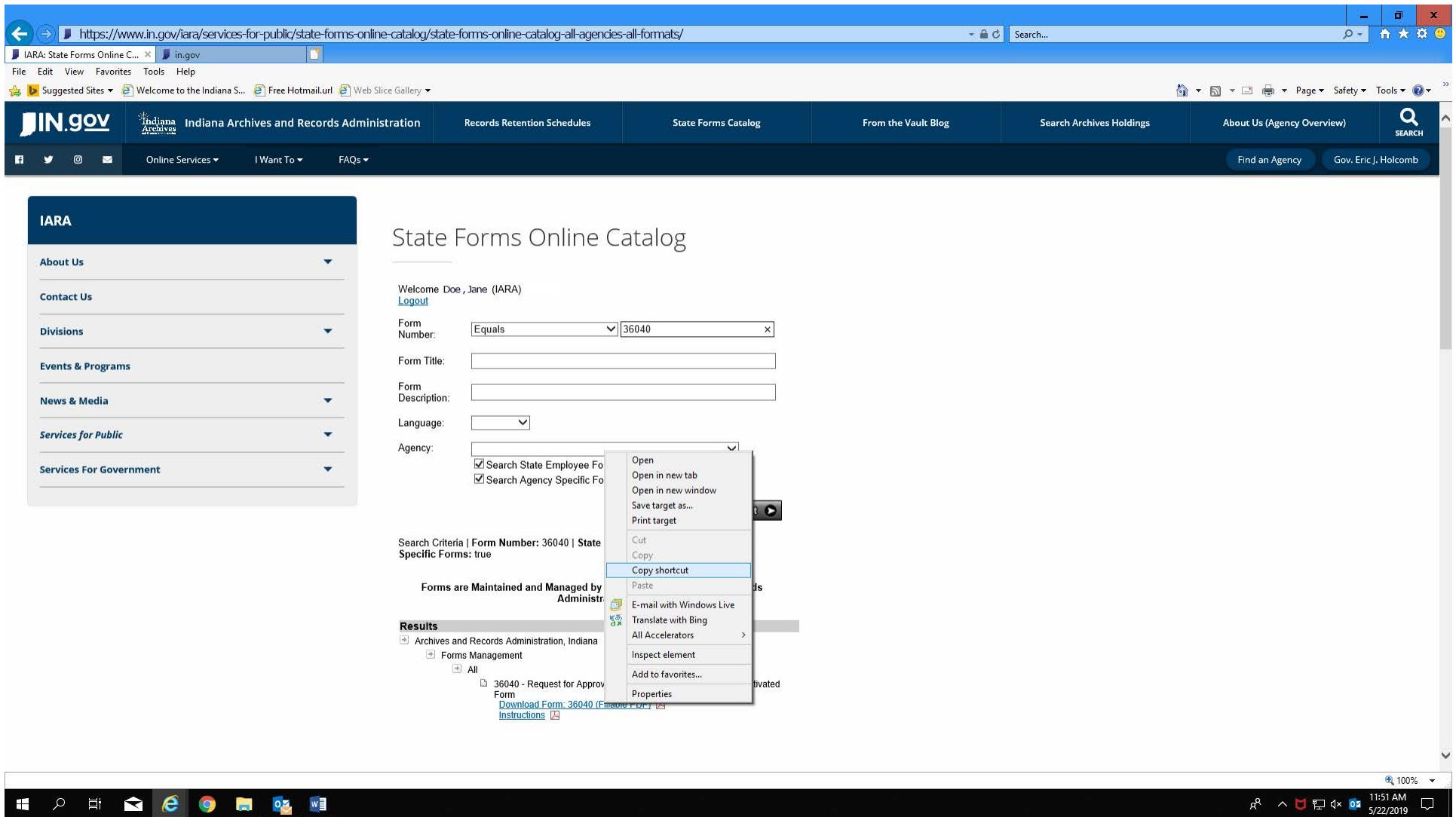
In addition to any combination of the search criteria, users will notice that two boxes are checked by default: “Search State Employee Forms”, which displays only forms available to State employees, but not public forms; and “Search Agency Specific Forms”, which displays forms available to the user’s agency only, but not to other State employees or to the public.

Deselecting one of these boxes will give more specific search results, but only those categorized under the still-selected box. Deselecting both boxes allows for browsing of public forms only. When any type of search is successful, the results will display as shown:



Users may download the desired form by clicking its link.

Agencies may also create links to their forms by right-clicking on the desired link and copying the shortcut:



The resulting link may be used by agencies on their websites, brochures, e-mails, etc.

Agencies must use direct links to the State Forms Online Catalog on their individual websites; agencies may not use separately posted copies of the forms. When copies of forms are posted on the internet independent of the State Forms Online Catalog, they are not connected to the central repository and will not update when the forms are revised. This results in outdated copies of forms – which may contain incorrect information such as instructions, addresses, and fees – remaining available to users. IARA encourages all agency heads, webmasters and forms coordinators to not post copies of State forms onto agency websites; webmasters should only post links to State Forms onto the agency websites.

If you have any questions about how to access the new State Forms Online Catalog, please contact the IARA main desk at (317) 232-3380 or e-mail Forms Management at [fmd@iara.in.gov](mailto:fmd@iara.in.gov).