Accessing Leave of Absences

Your Leave of Absence forms are stored in ImageNow and can be accessed at [www.grcc.edu/MyImageNowDocs](http://www.grcc.edu/MyImageNowDocs). They are also accessible using the ImageNow client, if installed, or with WebNow (the web client), which is accessible at [www.grcc.edu/WebNow](http://www.grcc.edu/WebNow).

Use your GRCC Network user id and password to authenticate into WebNow. If you used [www.grcc.edu/MyImageNowDocs](http://www.grcc.edu/MyImageNowDocs) once you are logged into WebNow, you will be redirected directly to a view called My Documents. That view will show all your Leave of Absences on file. There will be past leaves as well as current ones. If you submitted a Leave of Absence since 04/2012 they are listed as HR Leave of Absence eForm (Document Name column). The HR Leave of Absence Form is all the previous LOAs that Human Resources has on file for you.
Currently only the HR Leave of Absence eForm and the HR Leave of Absence Form are the only two documents that are accessible under the My Documents view. You can sort the various columns by clicking on the column headers. The Workflow Queue column will let you know where in the workflow process the LOA is. If the workflow queue is empty like shown above it means that it has been process and archived, otherwise the exact workflow queue will be displayed in that queue. You will not be able to edit or access the document in the actual workflow queue, but you will be able to view it from this view.

To open a Leave of Absence, simply select a record and double click. The document will be opened in the WebNow Viewer. In the WebNow Viewer you can view the exact LOA that was submitted. At this time printing does not work due to a Java compatibility issue. Even though this document can’t be printed using WebNow, it can be printed using the ImageNow client.

GRCC advises against printing your LOA and storing them locally since they are obtainable via WebNow at any time. If there is a business case presented where you must obtain a printed copy of your LOA, please contact IT Customer Support at ITHELP@grcc.edu and a copy will be generated for you.
Example of Leave of Absence eForm (Leave of Absence form after 04/2012)

Example of Leave of Absence Form (Leave of Absence form prior to 04/2012)
Once you are finished reviewing your Leave of Absence, please remember to log out of WebNow. You can log out of WebNow by clicking on the disconnect link located in the upper right of the screen.

For users that access WebNow regularly or utilize the ImageNow client, in addition to accessing your LOAs directly at www.grcc.edu/MyImageNowDocs, you can access them using WebNow or ImageNow client. Once logged into WebNow or ImageNow click on Documents. Under Documents, click the My Documents view and your LOAs will be retrieved. You can also filter your Leave of Absences by year using the By Year filter.