



BP Logix allows you to access electronic forms in three 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.uuwec.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.