

MachForm Security Measures

REQUIRED CONSISTENCY AND COMPLIANCE STANDARDS FOR ALL FORMS
(NEW AND EXISTING) FOR LA&PS FACULTY AND STAFF.

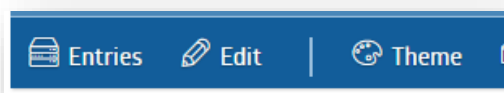
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Ensure that all previously created and new forms follow the requirements noted below.

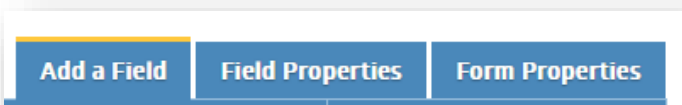
Add CAPTCHA Protection to the Form

How to add protection from spam to the form

1. Go to MachForm: <https://laps.apps01.yorku.ca/machform>
2. Login to the platform
3. Click on the form name
4. Click on “**Edit**” option



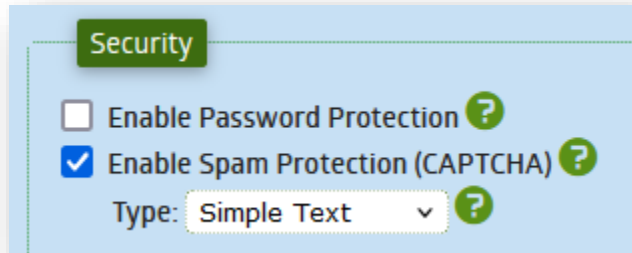
5. Click on “**Form Properties**” option



6. Click on “**Show more options**” link

[show more options](#)

7. Select “**Enable Spam Protection (CAPTCHA)**” Option



8. Select “**Simple Text**” from the drop-down menu
9. Click on “**Save Form**” button
10. Click on “**I’m finished**” option

Disable the Form

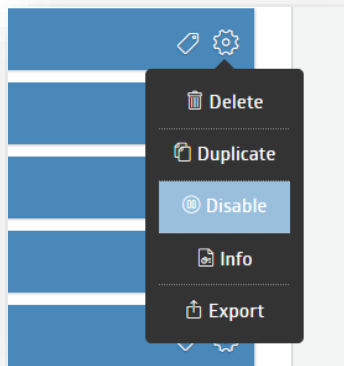
Removing unused forms is a critical part of security measures. If you need the data from your forms, it can be easily exported to Excel. Delete or disable forms that are no longer required. Note that deleted forms are permanently removed and cannot be retrieved. When you disable forms, ensure that they are not currently being used on any websites or publications and be sure to remove them externally as well.

How to disable the form currently not being used.

1. Go to MachForm: <https://laps.apps01.yorku.ca/machform>
2. Login to the platform
3. Click on Gear Icon associated with the form you want to disable

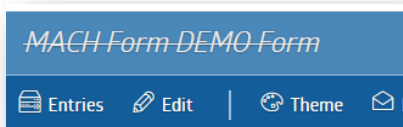


4. Click on “**Disable**” option



Enable the Form

If a line appears across the form title, the form is not accessible. Please update the settings to make it visible to students, faculty, and/or staff.

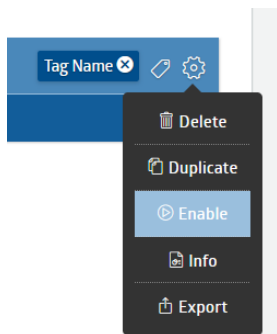


How to enable the form currently not being used.

1. Go to MachForm: <https://laps.apps01.yorku.ca/machform>
2. Login to the platform
3. Ensure [CAPTCHA](#) and [Form Tags](#) have been added.
4. Click on Gear Icon associated with the form you want to disable



5. Click on “**Enable**” option



Add Tags to the Form

It is **required** for each form to be accompanied by a tag with your department's short name, e.g., ECON. Refer to the [table of short names](#) at the end of document for examples. You may use multiple tags on a form, e.g. 'ECON' and 'GRAD', but avoid using personal names as tags.

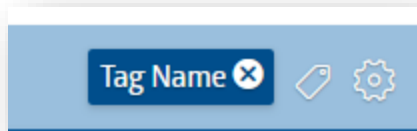
1. Go to MachForm: <https://laps.apps01.yorku.ca/machform>
2. Login to the platform
3. Find the form
4. Click on the Tag icon



5. Enter the tag name

A screenshot of the 'Add Tags' dialog box in MachForm. The dialog has a title 'Add Tags' and a subtitle 'Tag name is optional. Use it when you have many forms, to group them into categories.' Below the subtitle is a search input field with a magnifying glass icon and the placeholder text 'tag1, tag2, tag3'. At the bottom of the dialog are two buttons: 'Add Tags' (green) and 'Cancel' (grey).

6. Enter [your Department Tags](#) and any additional if needed
7. Click on “**Add Tags**” button



The Form Naming Convention

Rename existing forms that are in use to correspond with these guidelines. This will ensure a more consistent experience for all users of the service.

When creating a new form, we strongly recommend using the following naming convention for form titles:

Department/School Short Name – Form Name – Year

e.g., Economics – Event Request – 2025

- Use Title Case for the form names; avoid using all lowercase or all capital letters
- Avoid adding “Form” to the end of the form title. For certain types of forms, like surveys and RSVP, add those terms before time period at the end of the form name
- Put the time period at the end of the form name if the form corresponds to a certain time period. e.g. French Studies – Printing Request 2026.

Department Tags

Department Full Name	Tag (use capitals)
Administrative Studies	ADMS
Anthropology	ANTH
Communication and Media Studies	CMDS
Dean's Office	DEAN'S OFFICE
Economics	ECON
Emergency Management	DEMS
English	EN
Equity Studies	DES/HREQ
Financial Professional	FACC
French	FR
Graduate Studies	GRAD
Gender, Sexuality and Women's Studies	GWST/SXST
History	HIST
Humanities	HUMA
Human Resources Management	HRM
Information Technology	ITEC
Languages, Literatures & Linguistics	DLLL
PACC Accounting	PACC
Philosophy	PHIL
Politics	POLS
Public Policy & Administration	PPAS/SPPA
Social Science	SOSC
Social Work	SOWK
Sociology	SOCI
Writing	WRIT