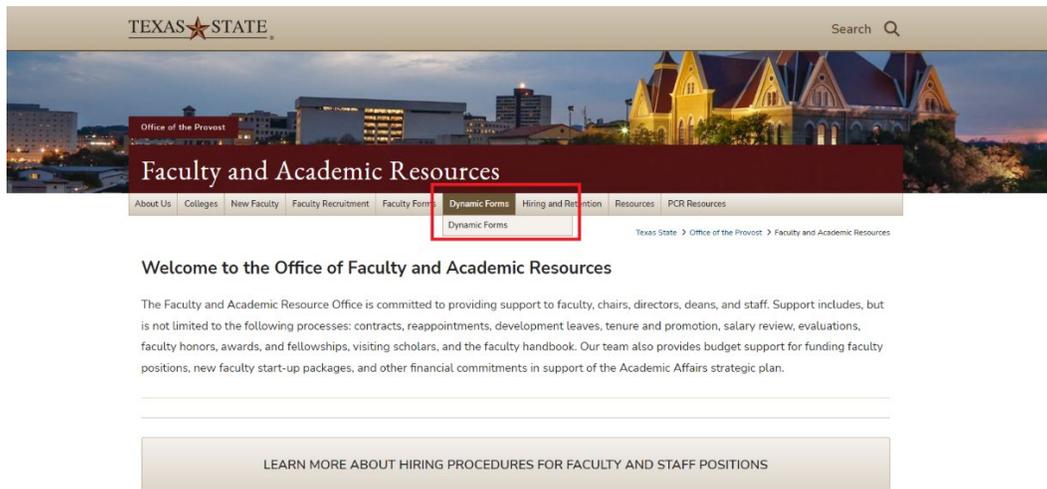
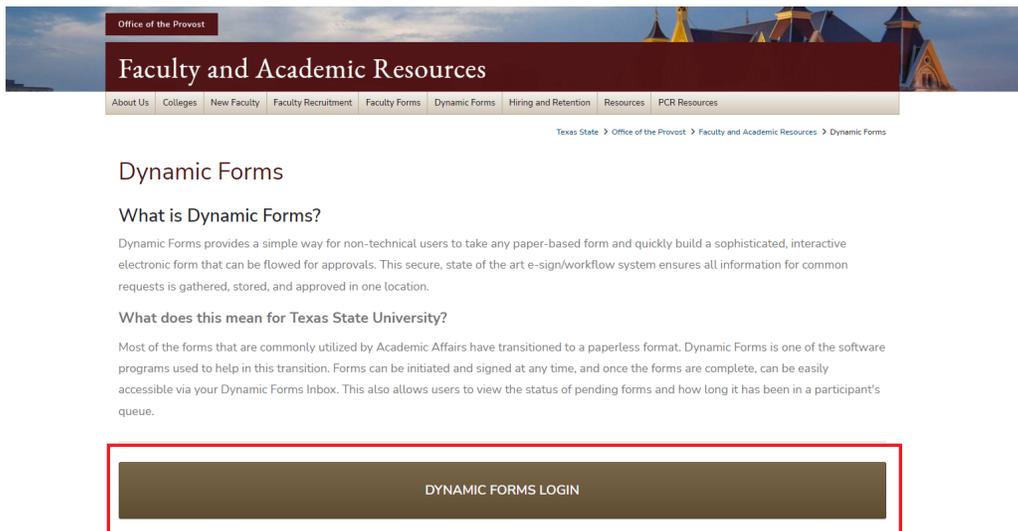


# How to Check on the Status of your Form

1. To revisit a form that you had saved at an earlier time, please visit the Dynamic Forms page found on the [Faculty and Academic Resources](#) website.
  - a. If you are looking at the Faculty and Academic Resources home page, you can click on “Dynamic Forms” at the top which will direct you to the Dynamic Forms page.

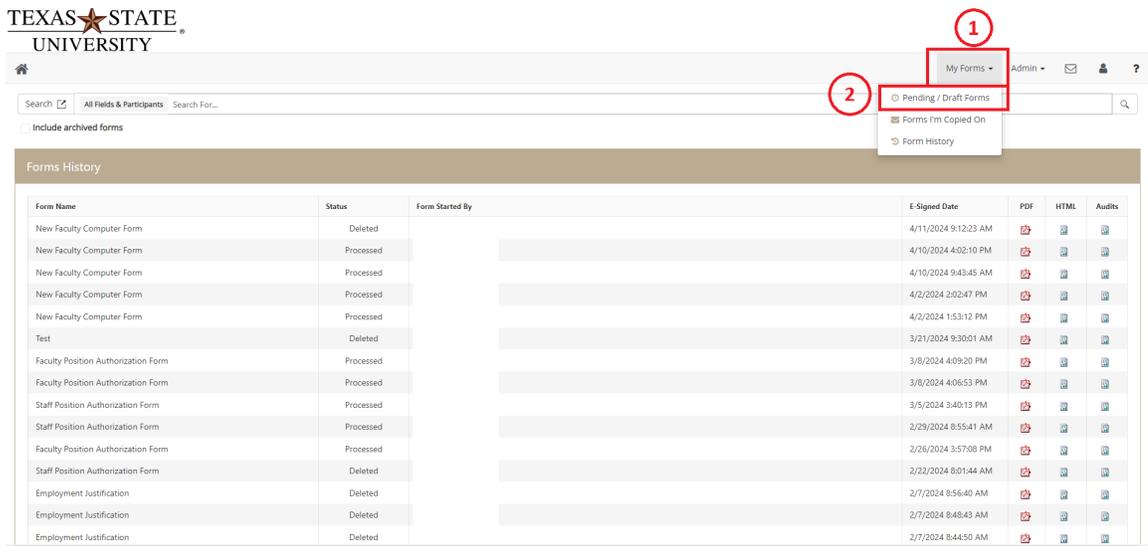


2. Once you are on the Dynamic Forms subpage of our website, click on “Dynamic Forms Login” which will direct you to use your TXST credentials to log-in.

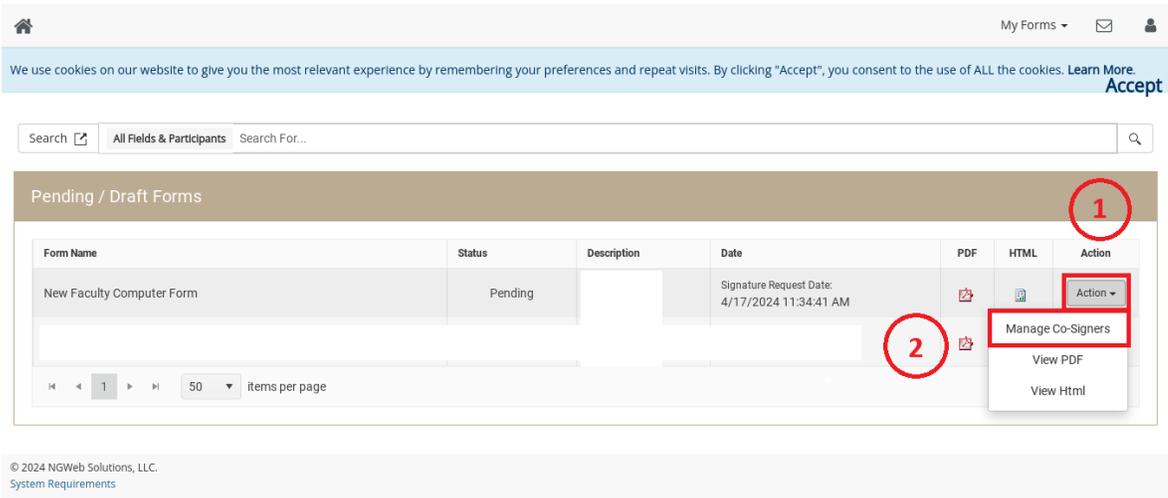


\*\*Please note - only use the link above if you have any pending documents, or if you want to review your form submission history. To initiate new forms, please see the *List of Forms Currently on Dynamic Forms* section below.

- After signing in with your TXST SSO credentials, you will be redirected to the “Forms History” page of Dynamic Forms. From here, you will need to click on “My Forms,” then “Pending / Draft Forms.”



- After clicking on “Pending / Draft Forms,” you will be brought to your Dynamic Forms Inbox. There are a few things to note here with your inbox:
  - Form Name:** This will tell you the name of the form that is in your inbox.
  - Status:** This will tell you if it is sitting in your queue for approval or if it has already been sent out of your queue. If a form shows a status of “incomplete,” that means that the form requires your signature in order to move on to the next participant. If a form shows the status of “Processing,” then that means you have already signed the form and no longer need to take any action.
- Now that you have access to your Dynamic Forms Inbox, you will see the list of forms that you have submitted for approval. To check the status of one of your forms, you will first need to click on “Actions,” then “Manage Co-Signers.”



- 6.** A new window will pop up displaying Co-Signer Information. This will display the list of individuals that have signed the form, up until the one that needs to sign the form. From here, you can click on “Actions,” then “Re-Send Notification” to send them a reminder that the form requires their signature. You may also reach out to the individual directly.
  - a.** Please note: If the form is sitting in “Academic Affairs Budgets,” we encourage that you reach out to them by email at [aafacultybudgets@txstate.edu](mailto:aafacultybudgets@txstate.edu).