How to Revisit your Saved Dynamic Forms

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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.
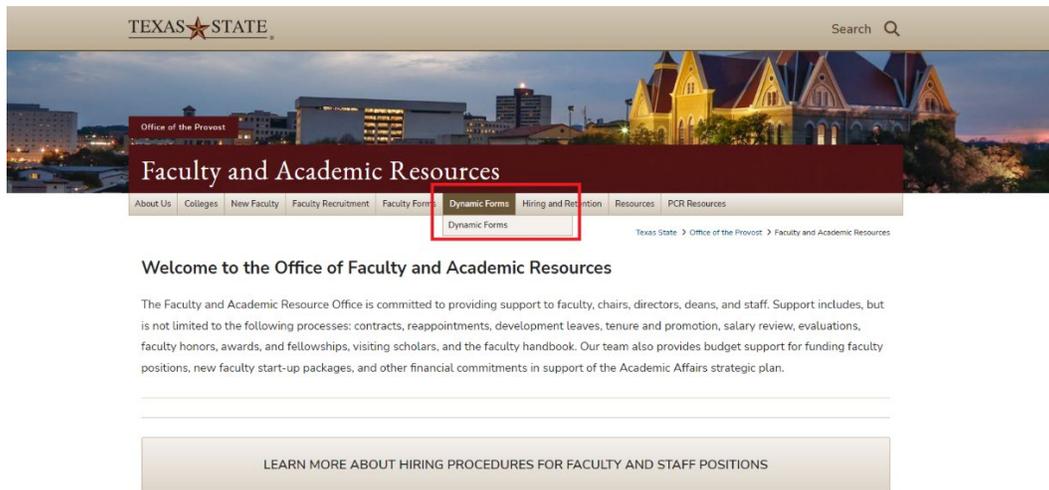
2. Once you are on the Dynamic Forms subpage of our website, click on "Dynamic Forms Login" which will direct you to use your TXST credentials to log-in.
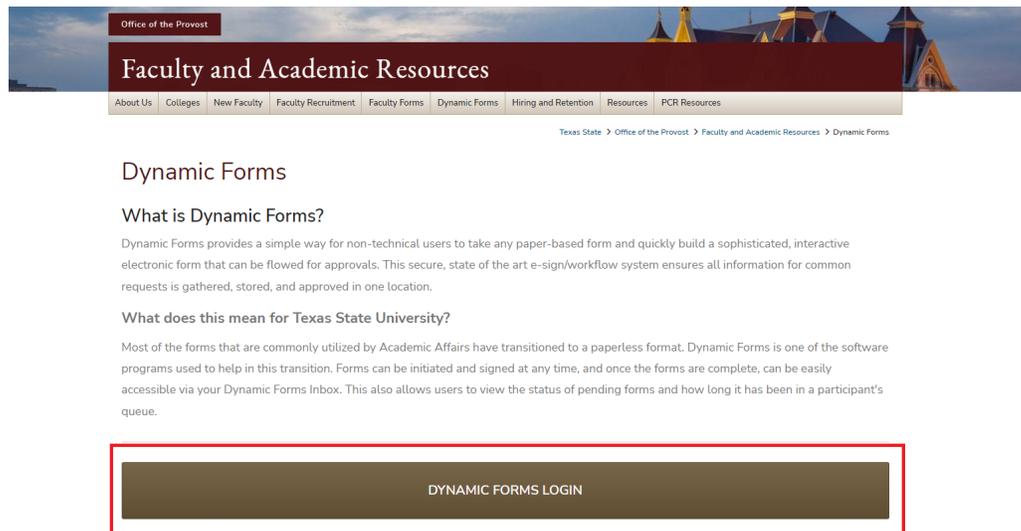
3. After signing in with your TXST SSO credentials, you will be redirected to the "Forms History" page of Dynamic Forms. From here, you will need to click on "My Forms," then "Pending / Draft Forms."
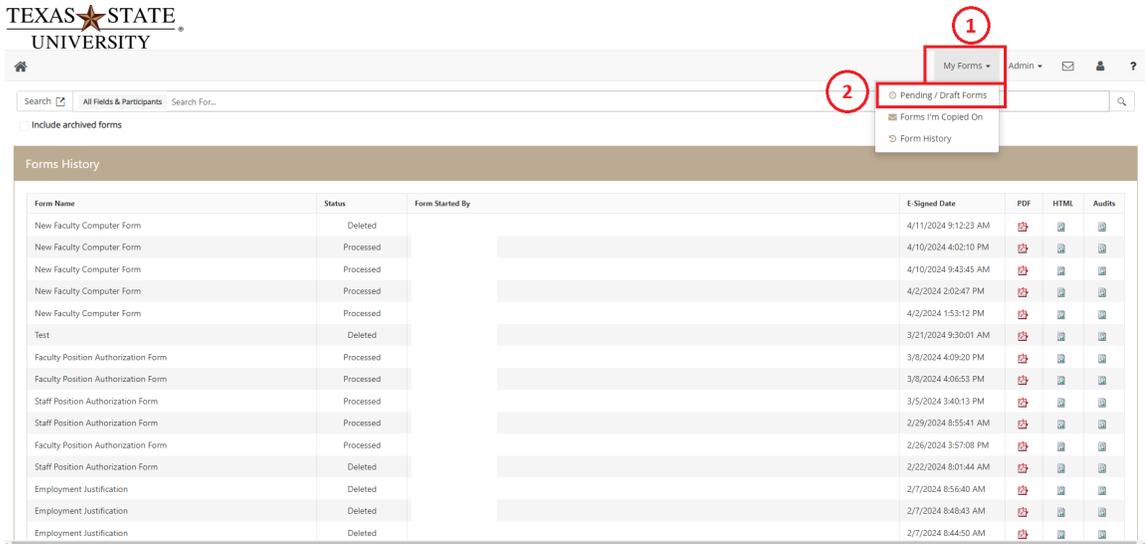
4. After clicking on "Pending / Draft Forms," you will be brought to your Dynamic Forms Inbox. There are a few things to note here with your inbox:
    a. Form Name: This will tell you the name of the form that is in your inbox.
    b. Status: This will tell you if it is sitting in your queue for approval 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 a status of "Processing," then that means you have already signed the form and no longer need to take any action.
5. Now that you have access to your Dynamic Forms Inbox, you can see the list of forms that are either in your queue for approval or have already been sent out. To sign and complete a form, please click on ACTIONS and then COMPLETE FORM. Selecting "PDF" or "HTML" will not allow you to complete the form. Those two only open READ-ONLY versions of the form.
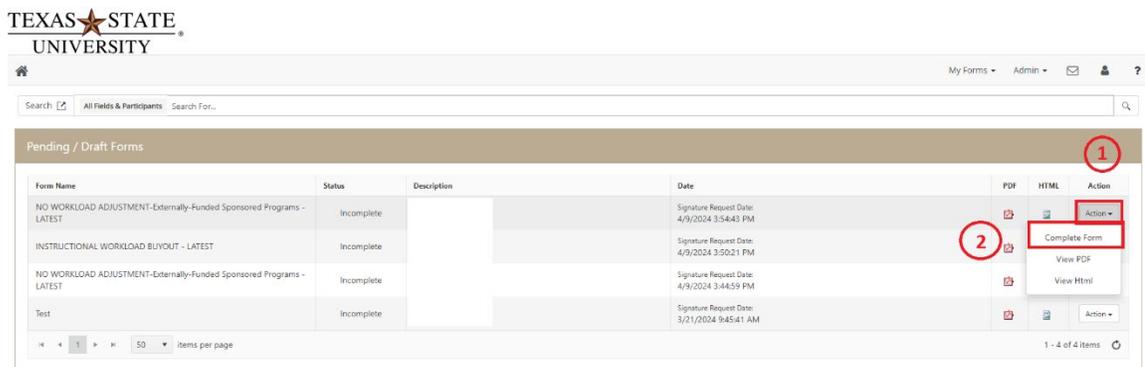
6. From here, you can continue your work from earlier and complete the form!