

How to Initiate, Save and Submit a Dynamic Form

1. To begin filling out and submitting a Dynamic Form, you will first need to 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 page, you will need to scroll down until you reach the “Guidelines, Live Forms, and Additional Resources” section. There will be a “List of Forms Currently on Dynamic Forms” area that lists out all of our forms.

Guidelines, Live Forms, and Additional Resources

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Guidelines

- ▶ For Form Initiators
- ▶ How to Locate and Complete Dynamic Forms in your Inbox
- ▶ How to Locate your Completed Form (For Form Initiators)
- ▶ How to Check on the Status of a Form
- ▶ How open your CC Inbox (For Administrative Assistants)

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Frequently Asked Questions (FAQ)

- ▶ What if the link on the email notification does not work?
- ▶ Do I need to create a Dynamic Forms account?
- ▶ What if I want to make adjustments to a form I already submitted?
- ▶ How do I know if a form is being routed properly?
- ▶ How long does it typically take for a form to be completed?
- ▶ What is the routing method for the form? Who are the participants?
- ▶ How do I access my completed form?

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List of Forms Currently on Dynamic Forms:

- ▶ Academic Program Coordinator
- ▶ Distinguished Professor Emeritus Nomination Form
- ▶ Employment Justification Form
- ▶ Faculty Development Leave Change Form
- ▶ Faculty Development Leave - Final Report Form
- ▶ Faculty Fellowship Opportunities
- ▶ Faculty Incentive for Externally-Funded Sponsored Programs
- ▶ Faculty Position Authorization Form
- ▶ Faculty Retention Offer Request Form
- ▶ Faculty Request to Toll the Tenure Clock
- ▶ New Position Data Form
- ▶ Notice of Resignation for Faculty
- ▶ Postdoctoral Scholar Export Control Screening Request
- ▶ Prescribed Materials
- ▶ Retirement Notification
- ▶ Staff Position Authorization Form
- ▶ Stipend Request Form
- ▶ University Distinguished Professor Award Nomination
- ▶ Visiting Scholar Request & Export Control Request Form

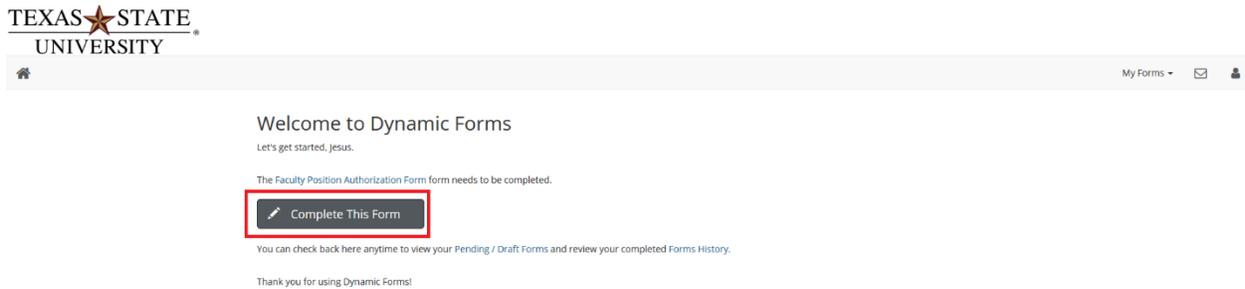
3. From here, select a drop down for the form you would like to fill out. There will be a link that you can click that will direct you to use your TXST SSO credentials to sign-in.

▼ **Employment Justification Form**

[Employment Justification Form](#)

- Used to demonstrate outstanding professional experience and contributions to the teaching discipline and may be presented in lieu of formal academic credentials.

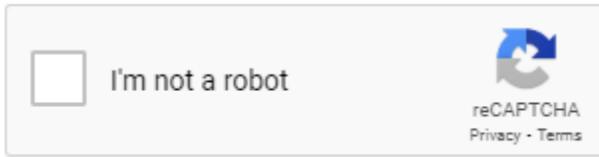
4. Once you are signed-in, you will be greeted with the welcome screen for the form that you have chosen. Please click on “Complete This Form” to begin filling out the form.



5. You will now begin completing the required fields to complete the form. Once you finish entering all the required fields, you may click on “Submit Form” at the bottom. This will prompt you to confirm that you have reviewed the information on the form before proceeding.
 - a. Please note: Some forms may have multiple pages. Instead of a “Submit Form” button at the bottom, you will see a “Next” button. The final page of the form will house the submit button. An example can be seen below:

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- b.** Another note: You do not need to click on “Save Progress” before moving on to the next page. Dynamic Forms will automatically save your form when you move on to the next page. If you plan on starting a form now and completing it at a later time, you may hit “Save Progress” to save the form before you close. The document “How to Revisit your Saved Dynamic Forms” will address how one can locate their saved forms to complete at a later date.
- 6.** After clicking on the “Submit Form” button, you should be directed to the screen below. This will indicate that your form is complete and has been sent out to the next participant for their approval.

Thank you for your submission.

You will be notified via email about the status of your submission.

If you have any questions, please feel free to contact us at FacultyResources@txstate.edu or by phone at (512) 245-2786.

 [View Form PDF](#)