## How to Locate and Complete Dynamic Forms in your Inbox

- 1. To access your Dynamic Forms inbox, you will first need to log on via the Dynamic Forms log-in portal found on the <u>Faculty and Academic Resources</u> 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.

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Welcome to the Office of Faculty and Academic Res	ources
The Faculty and Academic Resource Office is committed to providing support to	
is not limited to the following processes: contracts, reappointments, developmen faculty honors, awards, and fellowships, visiting scholars, and the faculty handbo	
positions, new faculty start-up packages, and other financial commitments in sup	
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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."

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lew Faculty Computer Form	Processed		4/10/2024 4:02:10 PM	<b>1</b>	
ew Faculty Computer Form	Processed		4/10/2024 9:43:45 AM	<b>B</b>	2
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est	Deleted		3/21/2024 9:30:01 AM	1	
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- **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.

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- 6. After clicking on "Complete Form," you will be brought to the form that can be reviewed and completed by you. Once you have finished reviewing the form, you have two options for completing the form:
  - **a.** Approve: Sign the form, then click on "Submit form" at the bottom to indicate that you approve and that it is ready to be reviewed by the next participant. You may enter any comments that you would like to add, but it is not required.
  - **b.** Disapprove: Do not sign the form. Instead, click on "return for revisions" found at the bottom near "submit form" at the last page of the form.

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APPROVALS:		Comments:	
Department Chair School Director Signature:	Date:		
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		Comments:	
(click to sign)			
Division of Research Signature:	Date:		

After clicking on return for revisions, an email message box will pop up. You will be able to select who you would like to return the form to, the subject of the email, and the body. Please be as detailed as possible with the body of the message and add your signature at the bottom. All forms revision emails are sent through our <u>facultyrecords@txstate.edu</u> email, and your signature would help us keep a record of who sent the form back. Once the "To," "Subject," and "Body" have been completed, click on "Return this form for revision" to complete this task.

Return For Revision This form will be returned for revision. Please enter the content of the email that will be sent to the previous form participant(s) to prompt them to review and/or re- submit the form.
То
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Return this form for revision Cancel and return to form