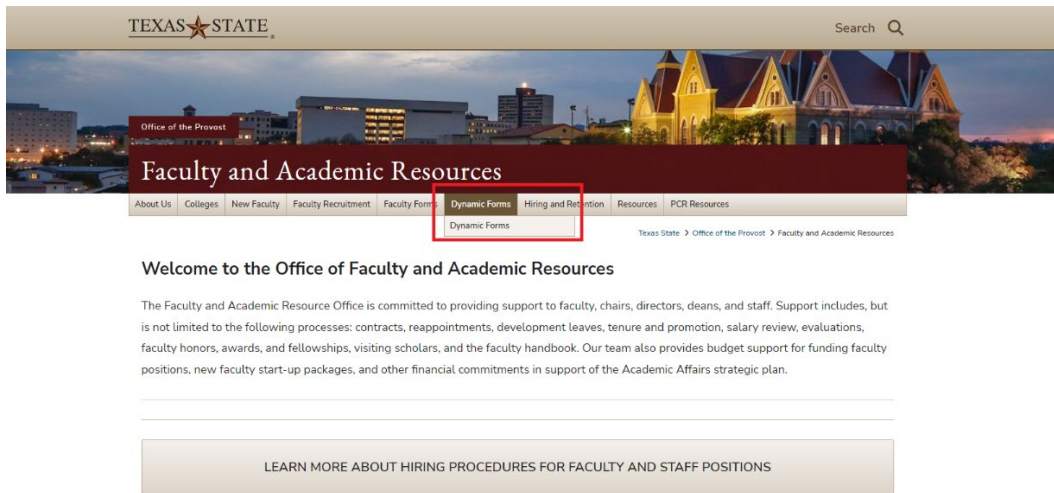
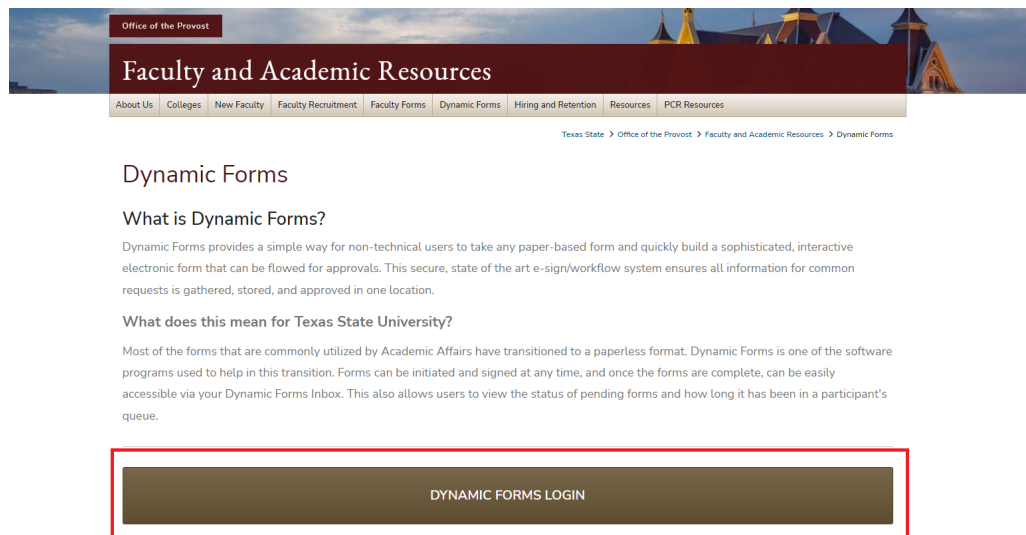


How to Access the CC Inbox (For Administrative Assistants)

1. To begin accessing your Dynamic Forms CC inbox, you will first need to log on via the Dynamic Forms log-in portal 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 “Forms I am copied on.”

TEXAS STATE UNIVERSITY

My Forms - Admin - ?

Search All Fields & Participants Search For...

Include archived forms

Forms History

Form Name	Status	Form Started By	E-Signed Date	PDF	HTML	Audits
New Faculty Computer Form	Deleted		4/11/2024 9:12:23 AM	PDF	HTML	Audits
New Faculty Computer Form	Processed		4/10/2024 4:02:10 PM	PDF	HTML	Audits
New Faculty Computer Form	Processed		4/10/2024 9:43:45 AM	PDF	HTML	Audits
New Faculty Computer Form	Processed		4/2/2024 2:02:47 PM	PDF	HTML	Audits
New Faculty Computer Form	Processed		4/2/2024 1:53:12 PM	PDF	HTML	Audits
Test	Deleted		3/21/2024 9:30:01 AM	PDF	HTML	Audits
Faculty Position Authorization Form	Processed		3/8/2024 4:09:20 PM	PDF	HTML	Audits
Faculty Position Authorization Form	Processed		3/8/2024 4:06:53 PM	PDF	HTML	Audits
Staff Position Authorization Form	Processed		3/5/2024 3:40:13 PM	PDF	HTML	Audits
Staff Position Authorization Form	Processed		2/29/2024 8:55:41 AM	PDF	HTML	Audits
Faculty Position Authorization Form	Processed		2/26/2024 3:57:08 PM	PDF	HTML	Audits
Staff Position Authorization Form	Deleted		2/22/2024 8:01:44 AM	PDF	HTML	Audits
Employment Justification	Deleted		2/7/2024 8:56:40 AM	PDF	HTML	Audits
Employment Justification	Deleted		2/7/2024 8:48:43 AM	PDF	HTML	Audits
Employment Justification	Deleted		2/7/2024 8:44:50 AM	PDF	HTML	Audits

- Now that you are in your CC inbox, you can review the forms that were sent to your department chair/school director/dean. There are two options for reviewing the forms – you can open it as a PDF by selecting the PDF icon, or you can open it on your browser by selecting the HTML icon. Please note – you cannot sign or complete forms on behalf of your supervisor.
- If you would like to review a form that has been completed, you will want to click on “my forms,” then “form history.”