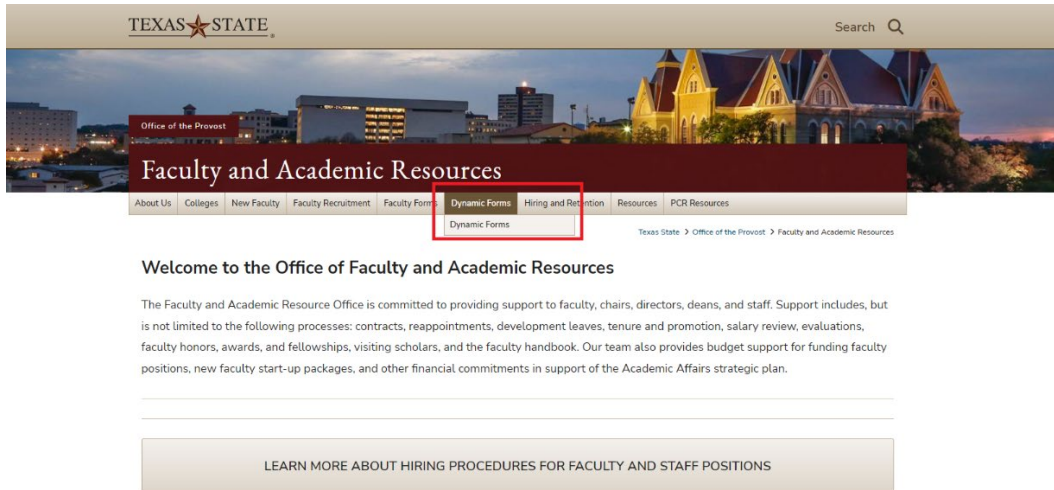# How to Locate and Download your Completed Form

1. To access your Dynamic Forms 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.
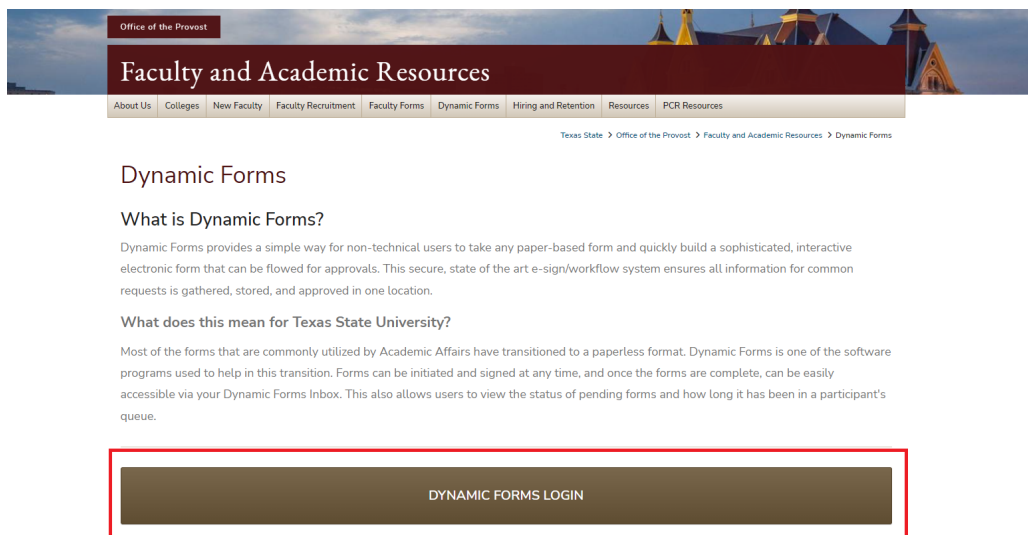
3. After signing in with your TXST SSO credentials, you will be redirected to the "Forms History" page of Dynamic Forms. From here, you may use the search bar at the top of the screen to search for key words that are associated with your form (i.e. position number, name of employee, A#, etc.).

   a. If you are not automatically brought to your Form History page, click on "My Forms," then "Form History" at the top right-hand corner of your screen.
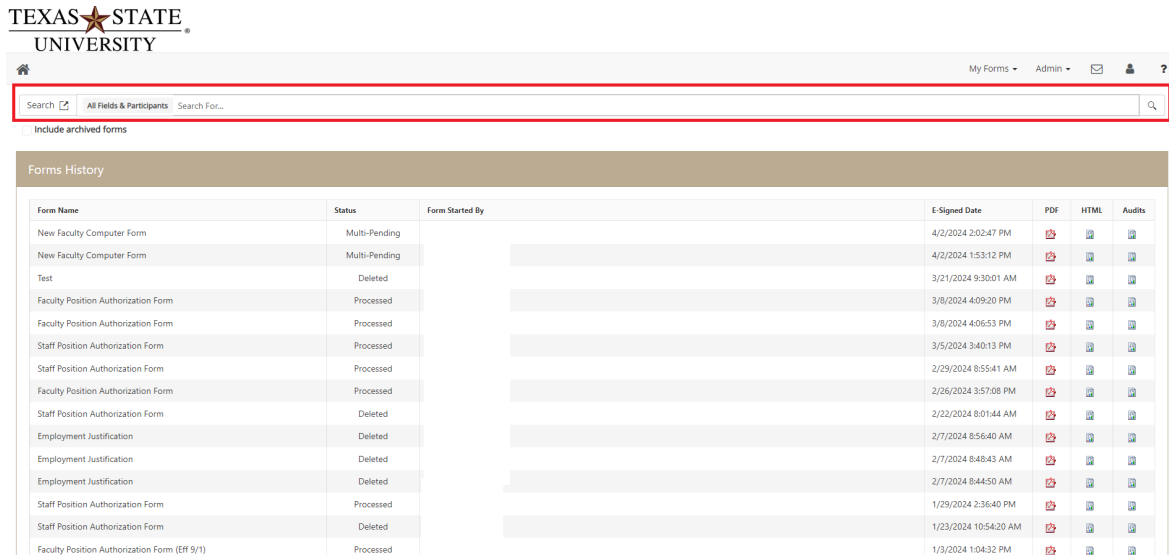
4. From here, you can download a copy of the PDF file by clicking on the PDF icon. After clicking on the PDF icon, it will open a new tab on your browser which will have the PDF version of your form.
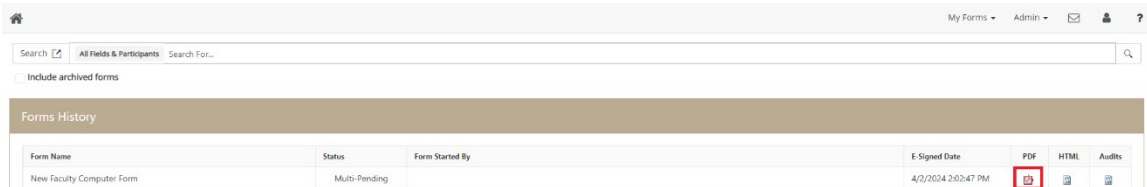
5. Click on the download icon and save a copy of the PDF onto your computer.