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.

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	Dynamic Porms Texas State > Office of the	e Provost > Faculty and Academic Resources	
	Welcome to the Office of Faculty and Academic Resources		
	The Faculty and Academic Resource Office is committed to providing support to faculty, chairs, directors, deans, and	nd staff. Support includes, but	
	is not limited to the following processes: contracts, reappointments, development leaves, tenure and promotion, su faculty honors, awards, and fellowships, visiting scholars, and the faculty handbook. Our team also provides budg	alary review, evaluations, aet support for funding faculty	
	positions, new faculty start-up packages, and other financial commitments in support of the Academic Affairs stra	itegic plan.	
	LEARN MORE ABOUT HIRING PROCEDURES FOR FACULTY AND STAFF POSI	TIONS	

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.

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Form Name	Status	Form Started By	E-Signed Date	PDF	HTMI	Audits
New Faculty Computer Form	Multi-Pending	······	4/2/2024 2:02:47 PM	123	0	0
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Test	Deleted		3/21/2024 9:30:01 AM	凶		
Faculty Position Authorization Form	Processed		3/8/2024 4:09:20 PM	应		
Faculty Position Authorization Form	Processed		3/8/2024 4:06:53 PM	凶		
Staff Position Authorization Form	Processed		3/5/2024 3:40:13 PM	凶		
Staff Position Authorization Form	Processed		2/29/2024 8:55:41 AM	凶		
Faculty Position Authorization Form	Processed		2/26/2024 3:57:08 PM	凶		
Staff Position Authorization Form	Deleted		2/22/2024 8:01:44 AM			
Employment Justification	Deleted		2/7/2024 8:56:40 AM	凶		
Employment Justification	Deleted		2/7/2024 8:48:43 AM	凶		
Employment Justification	Deleted		2/7/2024 8:44:50 AM	凶		
Staff Position Authorization Form	Processed		1/29/2024 2:36:40 PM	凶		
Staff Position Authorization Form	Deleted		1/23/2024 10:54:20 AM	凶		
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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.

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